Professional Administrative Services Credential

The purpose of the program is to provide education and training for new administrators. The program is based on a set of competencies considered necessary for successful performance as a California school administrator. The credential licenses holders to perform all administrative and supervisory services in grades prekindergarten-12 in California public or private schools.

There are two tracks under this program:

**Track 1**: CCTC Standards-Based program

**Track 2**: CCTC Mastery of Performance Assessment program

**Prerequisites:**

- A master’s degree.
- A Preliminary or Clear Administrative Services credential issued under present or prior regulations.
- Passing score on **UNIV 400**, the Writing Proficiency Examination (WPE) or acceptable alternative by petition.
- Passing score on California Basic Educational Skills Test (CBEST); and
- Completion of written examinations and inventories required by the division.
- At least one year of experience as an administrator if applying for Track 2.

**Track 1: Standards-Based Program**

Minimum Credential Requirements (24-36 units)

- Residency Requirement: Students must complete 18 units at Cal State LA within the required courses for the credential.
- All courses fulfilling the required program for credential must be competed within 8 years of applying for the credential;
- Twenty-four to thirty-six units of postbaccalaureate course work as listed below;
- Satisfaction of all program standards;
- Completion of written examinations and inventories required by the division;
A minimum of two years of successful, full-time school administrative experience in the public schools or in private schools of equivalent status; and

Written verification from your employing school district, or an official of the appropriate county office of education, or successful completion of your program plan.

Required Core (15-19 units)

- EDAD 552 Seminar: Instructional and Organizational Change in Socio-Culturally Diverse Schools (6)
- EDAD 545 Seminar: Technology for Instructional and Organizational Change (3)
- EDCI 535 Instructional Strategies for Teaching Cultural Awareness (4)
- EDSE 590 Teaching in Multicultural Secondary Classrooms (4) or Demonstration of Cross Cultural, Language and Academic (CLAD) competencies.
- EDAD 594 Development of the Induction Plan (3)
- EDAD 595 Seminar: Candidate Assessment (3)

Elective Courses (6-21 units)

- EDAD 533 Legal Research in EDAD (3)
- EDAD 539 Leadership through Personnel and Contract Administration (3)
- EDAD 543 Advanced Fiscal Management (3)
- EDAD 582 Practicum (3, 3, 3) (May be repeated up to 12 units) or 120 hours of administrative non-university activities

Other electives may be selected with the approval of adviser.

Track 2: Mastery of Performance Assessment Program

Minimum credential requirements (16 units)

- Successful completion of sixteen units of courses as listed below;
- Satisfaction of all program standards;
- Completion of written examinations and inventories required by the division;
- A minimum of two years of successful, full-time school administrative experience in the public schools or in private schools of equivalent status.

Required Courses (16 units):

- EDAD 596A Reflection and Assessment for Mastery of Fieldwork Performance Standards (6)
- EDAD 596B Portfolio Assessment for Mastery of Fieldwork Performance Standards (6)
- EDAD 598 Graduate Directed Study (4)