

# Preliminary Administrative Services Credential



CHARTER COLLEGE OF  
**EDUCATION**

EFFECTIVE FALL 2016 SEMESTER

Upon completion of the program, receiving division recommendation and submitting an application and attendant fees, candidates receive a Certificate of Eligibility for the Preliminary Administrative Services Credential. The certificate authorizes one to seek initial employment as an administrator, but does **not** authorize ongoing administrative service. The certificate of eligibility is converted to the Preliminary Administrative Services credential upon confirmation of employment as an administrator for all administrative and supervisory services from prekindergarten through grade 12 in California public schools. This credential is valid for 5 years and must be replaced by a professional administrative services credential before it expires.

## A. REQUIRED COURSES (32 units)

EDAD 5001	Introduction to Educational Administration	3
EDAD 5101	Laboratory for Educational Administration Digital Portfolios	1
EDAD 5061	Educational Leadership	3
EDAD 5161	Fieldwork in Educational Leadership	1
EDAD 5062	Research and Data Assessment	3
EDAD 5162	Fieldwork in Research and Data Assessment	1
EDAD 5063	Pluralism, Collaboration, and Social Justice	3
EDAD 5163	Fieldwork in Pluralism, Collaboration, and Social Justice	1
EDAD 5064	School Law	3
EDAD 5164	Fieldwork in School Law	1
EDAD 5065	Instructional Leadership	3
EDAD 5165	Fieldwork in Instructional Leadership	1
EDAD 5066	School Management	3
EDAD 5166	Fieldwork in School Management	1
EDAD 5067	School Finance	3
EDAD 5167	Fieldwork in School Finance	1

## B. CUMULATING EXPERIENCE (4units)

EDAD 5280	Clinical Internship	2
EDAD 5290	Reflection and Portfolio Assessment	2
EDFN 5960	Comprehensive Exam	0

**TOTAL UNITS 36**

## Admission Requirements

In addition to general university requirements for admission to graduate study, applicants to the Preliminary Administrative Services Credential program must meet the following requirements:

- Possession of a baccalaureate degree from a regionally accredited institution of higher education.
- A 2.75 grade point average in the last 60 semester units attempted.
- Positive review of application materials and assignment of a permanent advisor.
- Two years of successful teaching experience in K-12 schools with a California Professional Teaching Credential or any equivalent credential approved by the California Commission on Teacher Credentialing.
- Successful completion of the Writing Proficiency Examination (WPE) or any equivalent inventory approved by the university.
- Two (2) positive recommendation letters, including one from a practicing school administrator.
- Meeting of admission standards developed by the Division of Applied and Advanced Studies in Education (refer to the EDAD student handbook).
- Orientation/screening interviews with program faculty.
- A program of study approved by the advisor and division chair.

## Division of Applied and Advanced Studies in Education

King Hall C2098  
(323) 343-4330  
Office Hours:  
Monday – Thursday  
8:00 a.m. – 6:00 p.m.  
Friday  
8:00 a.m. – 5:00 p.m.

## Office for Student Services

King Hall D2078  
(323) 343-4320  
Office Hours:  
Monday – Thursday  
8:00 a.m. – 6:00 p.m.  
Friday  
8:00 a.m. – 5:00 p.m.

## Office of the Dean

King Hall D2069  
(323) 343-4300  
Office Hours:  
Monday – Thursday  
8:00 a.m. – 6:00 p.m.  
Friday  
8:00 a.m. – 5:00 p.m.

## Office of the Associate Dean

King Hall D2070  
(323) 343-4303  
Office Hours:  
Monday-Thursday  
8:00 a.m. – 6:00 p.m.  
Friday  
8:00 a.m. – 5:00 p.m.