

College of Education, California State University Long Beach
Department of Advanced Studies in Education and Counseling

Educational Administration Program

2009-2010

Dear Applicant,

Thank you for your interest in the Educational Administration Programs at California State University, Long Beach. The College of Education offers two entry-level Educational Administration Programs:

- The Master of Arts in Education with an option in Educational Administration
- The Preliminary Administrative Services Credential, which is required for employment as an administrator in California Public Schools

Although the two programs are not identical, the course requirements for both programs are congruent. While not required, we recommend that students pursue both the master's degree and the Administrative Services Credential simultaneously. This option provides students with additional skills which are beneficial to school leaders in today's diverse schools/districts. Enclosed is the application packet for the Educational Administration Program. You can find the details about our programs at: <http://www.ced.csulb.edu/edpac/academic/edadmin/>

Please be aware that there is a two-track application process to enrolling in the Educational Administration Program. You must complete both application processes.

The **deadline** for submission of both applications for **Fall 2010** is March 1, 2010

- Application to the University, accompanied by the \$55 nonrefundable application fee. We strongly encourage you to apply online by visiting [CSUMentor](http://www.csumentor.edu).
 - To apply online, go to [http://www.csumentor.edu/](http://www.csumentor.edu) and select "Apply online."
 - Follow the instructions to create an account and complete the graduate application online.
 - Be sure to select the correct term to apply for (Fall 2008) then click on the box "Select a Campus and Major."
 - Select "Long Beach Campus" and then click "Set Campus."
 - The intended major box will appear. If you are applying to the Master's and credential program, be sure to select "Educational Administration MA" from the pull down menu. If you are only applying to the Preliminary Services credential select "Credential:Service" for the major.
 - Where the application asks for credential information, select "Cert of Eligibility/Preliminary Admin Services."
 - Click submit when the application is completed.
 - Remember to print a copy of the application confirmation number, and print out a copy of the application for your records. Be sure to follow up by sending an official set of transcripts for all institutions attended to Enrollment Services.

- Application to the Educational Administration Program in the College of Education

Please provide all appropriate materials listed in the attached pages to support your application packet. Applications will not be processed unless they contain all required materials. Return program application and supporting materials for the master's degree and/or the Preliminary Administrative Services Credential to the College of Education Graduate Studies & Research Office, ED1-7.

All potential candidates must consult with a program coordinator before submitting both University and program application materials to discuss the appropriate program pathway. For program applications and general information please call the Graduate Studies & Research Office at (562) 985-8476. For additional questions related to any of the Educational Administration Programs, please contact Dr. Marilyn Korostoff (562) 985-5705, marilynk@csulb.edu. We look forward to working with you as you begin your new University studies.

Sincerely,

Dr. Marilyn Korostoff, Program Coordinator

Preliminary Administrative Services Credential Program

Standards of Candidate Competence and Performance

Standard 10: Vision of Learning

Each candidate is able to promote the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

Standard 11: Student Learning and Professional Growth

Each candidate is able to promote the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

Standard 12: Organizational Management for Student Learning

Each candidate promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

Standard 13: Working With Diverse Families and Communities

Each candidate promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.

Standard 14: Personal Ethics and Leadership Capacity

Each candidate promotes the success of all students by modeling a personal code of ethics and developing professional leadership capacity.

Standard 15: Political, Social, Economic, Legal and Cultural Understanding

Each candidate promotes the success of all students by understanding, responding to, and influencing the larger political, social economic, legal, and cultural context.

CSULB – College of Education
 Department of Educational Psychology, Administration, and Counseling
 Preliminary Administrative Services Masters/Credential Application
 Application Deadline: March 1 for Fall Admission

Name: _____ Student ID.# _____ Date: _____

Address: _____ City _____ Zip _____

Telephone:(____) _____ Objective: Cred. Only _____ MA & Cred. _____

Present Position: _____ No. of years: _____

School/Organization: _____ District: _____

Business Address: _____ City _____ Zip _____

Telephone:(____) _____ Email: _____

Credential Held: _____

Please provide the following required materials to the Graduate Studies Office, ED 1 – 7, in one complete packet:

Required Materials Checklists:

Exit Requirement

- | | |
|--|---|
| <p>_____ EDAD Program Applications and Resume</p> <p>_____ 1 set of original transcripts (including CSULB if applicable) showing a 2.85 GPA in the last 60 units; transcripts must show verification of a baccalaureate degree)</p> <p>_____ **2-3 page statement of leadership philosophy written to attached prompt (Word Processed)</p> <p>_____ 2 letters of recommendation, 1 of which must be from current principal or supervisor</p> <p>_____ Verification of GVAR (<u>master's degree only</u>, must be taken within the first semester)
 <u>For All Students Seeking the Preliminary Administrative Services Credential</u>
 <u>All of the above and:</u></p> <p>_____ Copy of CBEST results (If not previously taken, student must satisfy requirement within the second available admission date following the applicant's enrollment in the program)</p> <p>_____ Copy of valid, current basic credential (teaching, PPS, etc.)</p> | <p>_____ Satisfy state requirement for mainstreaming</p> <p>_____ Verification of 3 years of experience (must be presented before applying applying for Certificate of Eligibility)</p> <p>_____ Professional portfolio presentation Demonstrating candidate's competence</p> |
|--|---|

Candidates who qualify after the paper screening will be invited to participate in a panel interview and may be requested to submit an onsite, impromptu writing sample.

Student Signature: _____ Date: _____

Office Use Only: [] Recommended for admission

[] Not Recommended for Admission until the following requirement(s) is/are met

MA/Tier I Program Coordinator: _____ Date: _____

****Personal Statement Guidelines**

Directions to the Candidate: Please write a 2-3 page double spaced statement describing 1) your educational preparation, 2) your experiences as a teacher or other educational professional, highlighting examples of your own leadership at your site, and 3) your general philosophy of leadership which includes your beliefs on inclusiveness, diversity, and serving children and the community. Your statement must be clear, concise, and mechanically correct.

California State University, Long Beach
Educational Administration Program

Non Confidential Letter of Recommendation Guidelines

To the Candidate: Please complete the information below and give this form to two people who you feel are knowledgeable about your abilities and who can comment on your potential as a future administrator. One letter must be from your current principal or supervisor.

Applicant Information

Name

Student ID Number

Date

Applicant Signature

Date

Directions to the Recommender: On a separate sheet of paper, please comment on the candidate's overall abilities as well as his/her potential as a future administrator. It would be helpful if you could also provide your impressions of 1) his/her attitudes and actions toward individuals with disabilities as well as those from diverse ethnic, racial, cultural, and socio-economic backgrounds, 2) his/her level of community involvement, 3) his/her relationships with professional colleagues, and 4) the leadership experiences in which he/she has engaged. **Please attach this form to the letter of recommendation.**

All records, which include recommendations, shall be kept by the campus in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, which allows students access to their records.

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