

# ADMINISTRATIVE SERVICES CREDENTIAL

The School Leadership Program at CSU Dominguez Hills provides the two CTC-required pathways for Administrative Services Credentials in California. These pathways prepare educators for leadership positions in elementary and secondary schools, and certain district level positions. The School Leadership program is comprised of a two-tier credential structure.

1. The first tier, the **Preliminary Administrative Services Credential (PASC)**, is the first credential issued after an individual meets basic credential requirements. The PASC authorizes service in positions serving preschool, K-12, and adults. This is a one-year program.
2. The second tier, the **Clear Administrative Administrative Services Credential (CASC)**, is issued when all credential requirements have been completed. The CASC is for those holding a Preliminary Administrative Services Credential and employed in an administrative position. Candidates are expected to enroll a clear program for their Clear credential within one year of beginning service on their Preliminary Administrative Services Credential. The Administrative Services Clear Induction Program is a two-year program.

## Preliminary Administrative Services Credential (26 units)

### Admission Requirements

1. Five years of full-time teaching and/or service experience in a public or private school (i.e. five years' experience in pupil personnel services) or students with four years of full-time teaching and/or service experience in a public or private school must complete their fifth year of full-time teaching and/or service experience during the School Leadership Program.
2. A 3.0 grade point average in the last 60 units of college work, a score of 500 or better on the MAT or a score of 300 or better on the GRE, General Aptitude Test.
3. Possession of a valid California teaching credential, designated subjects teaching credential, or services credential. (See CTC Requirements ([https://www.ctc.ca.gov/credentials/leaflets/admin-services-credential-california-\(cl-574c\)/](https://www.ctc.ca.gov/credentials/leaflets/admin-services-credential-california-(cl-574c)/)) for more details)
4. Have passed the California Basic Education Skills Test (CBEST) or meet basic skills requirement.
5. Attendance at SLP Orientation and Summer Institute
6. Two letters of recommendations, one from the applicant's site supervisor.

### Pre-Admission Disclosure for Academic Programs Leading to Licensure or Credentialing

Admission into programs leading to licensure and credentialing does not guarantee that students will obtain a license or credential. Licensure and credentialing requirements are set by agencies that are not controlled by or affiliated with the CSU and requirements can change at any time. For example, licensure or credentialing requirements can include evidence of the right to work in the United States (e.g., social security number or tax payer identification number) or successfully passing a criminal background check. Students are responsible for determining whether they can meet licensure or credentialing requirements. The CSU will not refund tuition, fees, or any associated costs, to students who determine subsequent to admission that they cannot meet licensure

or credentialing requirements. Information concerning licensure and credentialing requirements are available from the **College of Education Dean's Office: COE 1490, (310) 243-3510**.

## Clear Administrative Services Credential (14 units)

### Admission Requirements

1. Possession of a valid California Preliminary Administrative Services Credential.
2. Verification of an Offer of Employment in a full or part-time administrative position in an employing agency as defined in Title 5 of the California Code of Regulations section 80054(g)(1).

### Authorization

This credential authorizes the holder to serve as a superintendent, deputy superintendent, assistant superintendent, principal, assistant principal, supervisor, consultant, coordinator director, dean, instructional specialist, or in an equivalent or intermediate level administrative position.

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## Requirements

### Preliminary Administrator Services Credential (26 units)

#### Required Courses (26 units)

Code	Title	Hours
SLP 550	Induction Preliminary Leaders	2
SLP 551	Visionary Leadership	3
SLP 552	Instructional Leadership	3
SLP 553	Organizational Leadership and Resource Management	3
SLP 554	Collaborative Leadership	3
SLP 555	Ethical Leadership	3
SLP 556	Political, Social, Economic, Legal and Cultural Leadership	3
SLP 557	Post-Assessment, Preliminary Leadership	2
SLP 560	Fieldwork A, Preliminary Leadership	2
SLP 561	Fieldwork B, Preliminary Leadership	2
<b>Total Hours</b>		<b>26</b>

### Additional requirements for Preliminary Administrative Services Credential

Must receive a B or better in each credential course.

The CTC requires successful passing of the California Administrator Performance Assessment as an additional requirement.

## Clear Induction Administrative Services Credential (14 units)

### Required Courses

Courses below must be repeated for a total of 14 units.

Code	Title	Hours
SLP 580	Professional School Leadership: Pre-Assessment, Induction	2
SLP 581	Principles of Professional Administrative Practice: Six Themes	3
SLP 582	Professional School Leadership: Post-Assessment	2
<b>Total Hours</b>		<b>7</b>