

# Preliminary Administrative Services Credential Program

## General Information

### Fall 2010

**\*\*\*\*\*Accepting applications from October 1, 2009 through February 1, 2010\*\*\*\*\***

Thank you for your inquiry regarding San Diego State University's Preliminary Administrative Services Credential Program. Students in this program are admitted in cohort groups that begin each fall (No spring admission). This program is intended to meet the needs of future leaders in the southern San Diego County.

**This is a three semester program.** A master's degree in education or a related field is a prerequisite to the Administrative Services Credential, or an MA can be taken concurrently with the Preliminary Administrative Services Credential coursework. The courses are one night per week, offered in the evening (4:00 – 9:00 p.m. approx.) to accommodate the schedules of working school professionals.

In order to be **considered** for this credential the applicant must have:

- Three years of successful, appropriate full time K-12 school experience
- Possess a master's degree, be currently enrolled in an MA program, or enroll in the MA program in Education with a concentration in educational leadership and a specialization in preK-12 concurrently with the Credential course work.
- Take the GRE with a minimum score of 950. **This applies ONLY for students entering the master's degree program.**

The Department **requirements** into the Preliminary Administrative Services Credential program include the following:

**A. Educational Leadership Department (EDL) Requirements:**

- EDL Department Application for Admission—Educational Leadership Program for the Preliminary Administrative Services Credential
- Receipt of application to San Diego State University (RedID)
- Letter of Intent
- Two letters of recommendation from site and district administrators
- A copy of two recent "Summary Evaluation Reports"- Classroom Teachers
- "Verification of Experience" obtained only through district's human resource departments, which verifies three years of teaching experience. (Use EDL form only)
- A copy of your basic skills examination (CBEST)
- A copy of your valid California credential for teaching, pupil personnel services, school nursing, speech pathology, or librarianship
- Two sets of all official transcripts (in sealed envelopes). **SDSU transcripts do not need to be ordered.**

**B. SDSU Requirements:**

- Apply online for admission to SDSU at [www.csumentor.edu](http://www.csumentor.edu) and pay a \$55.00 application fee.
- Once you're accepted, your partial/deposit payment of \$400.00 is due **May 15, 2010**. Payment schedule will be e-mailed to you.

**Note: Apply early if applying for Financial Aid <http://starter.sdsu.edu/fao/> .**

- Two sets of transcripts mailed to Enrollment Services.

Graduate Admissions  
Enrollment Services  
San Diego State University  
5500 Campanile Drive  
San Diego, CA 92182-7416

**Note:** Your SDSU application must list the educational institutions where you have earned your last 60 units (90 quarter units). We must have transcripts with your posted undergraduate degree and master's degree, if applicable.

- GRE scores ([www.ets.org](http://www.ets.org), SDSU Institution Code 4682)

We will **only** accept completed application packets. **Send completed packet to:**

Educational Leadership Department  
San Diego State University  
5500 Campanile Drive  
San Diego, CA 92182-1190  
Attention: Department Coordinator

**You will be notified via e-mail no later than March 31, 2010 of your admission status.**