Requirements for Preliminary Administrative Services Credential
1. Possession of a valid teaching credential
2. A minimum of three (3) years of successful full-time classroom teaching
3. Pass the CBEST
4. Successful completion of coursework and fieldwork
5. Pass the Culminating Examination.

Prerequisites:
EDCI 516, 530

Concentration:
EDAD 515, 572, 573, 576, 671, 673, 674, 675, 677, 679

Culminating Activities:
EDCA 693, 694, 698

Administrative Intern Program
The Intern Program has as its primary purpose the preparation of school teachers to become school administrators while they serve a school district in an administrative role. Those admitted to the Internship Program will be required to verify that they have a minimum of three years of successful full-time teaching or services (as defined in the Education Code) prior to assuming internship administrative responsibilities. All interns will be supervised by both a faculty mentor and a district mentor. All cooperating school districts must agree that no intern’s salary will be reduced by more than 1/8 of its total to pay for supervision, and the salary of the intern shall not be less than the minimum base salary paid to a regularly certificated person. All cooperating school districts will be required to certify that interns do not displace certificated employees in participating districts.

The intern takes all of the same courses as in the regular program for the Preliminary Administrative Services Credential except he/she enrolls in the EDAD 580-585 sequence rather than EDCA 693-694 Fieldwork courses. A minimum for 6 units of Internship is required, and additional units may be required by the intern’s advisor.

Before the intern assumes internship administrative responsibilities EDAD 580 will meet, providing the intern with an orientation to job responsibilities, and conceptual awareness of the essential themes, concepts and skills related to the performance of administrative services. While differing from the fieldwork in the sense of developing projects based on part-time administrative support, the intern will perform real administrative duties and do readings and reflective writings relating to that meld of theory and practice. A yearly project that develops an increasingly professional perspective will be completed. Such a project might be a faculty handbook, curriculum alignment, in-service plan, or similarly needed administrative project within the position filled by the intern.
During the internship, the district will provide the intern with a brief experience working at a different level, so the intern will have another setting to reflect upon. For example, an administrative intern at the elementary level might be given an opportunity to spend a week or more working as an administrator in a junior high. Or, as another example, interns from a high school district might have an assignment to work with articulation between their high school and feeder schools. Within all internships, efforts will be made to assure interns gain experience in multicultural settings. Although interns satisfy their requirements in a different way, they still are required to document experience in the ten (10) competency areas: educational leadership, organizational management, improvement of the instructional program, management of schools, human resource administration, fiscal resource and business service administration, legal and regulatory applications, policy and political influences, school and community collaborations, and use of technology.

Requirements for the Professional Administrative Services Credential

**Prerequisites:**
1. Possession of a valid Preliminary Administrative Services Credential or an equivalent program at an accredited out-of-state institution.
2. Verification of an administrative position requiring a Preliminary Administrative Services Credential
3. 3.00 or better GPA in all college course work.

**Corequisites:** A minimum of two (2) years of successful full-time administrative experience by the end of the program.

**Initial Course:** EDAD 600 Administrative Induction

Note: This course must be successfully completed before other coursework in the program is taken, or taken simultaneously with the first coursework.

**Core Courses:** EDAD 680, 681, 682, 683, 684, 685 Non-University Preapproved Activities, Field Work and/or University Electives (minimum of 120 hours or 12 units)

University Electives: EDAD 610, 611, 686, 687, 688, 689

**Assessment:** EDAD 692 Administrative Assessment

Note: This course will be completed at the end of the program.

**Pupil Personnel Services Credential**

Students with a master’s degree in Counseling may seek the addition of the Pupil Personnel Services Credential (School Counseling endorsement) by an application process similar to the Master of Science in Counseling. In consultation with the Program Coordinator, a Program of Study will be developed. This Credential authorizes the holder to perform at the K-12 levels as prescribed by the CCTC. A total of 72 quarter units must be completed in the courses listed below.

**Admission Process**

The Counseling Program admits post-masters, “credential only” students once a quarter during the academic year, with the following deadlines for completed files to be submitted to the Office of the Graduate Studies Evaluator (EDUC 111; 661-654-3193): October 15 (for Winter Quarter); February 15 (for Spring Quarter); and April 15 (for Fall Quarter).

To pursue the post-masters Pupil Personnel Services Credential, the applicant must apply to the Office of Admissions and Records, CSUB (661-654-3036), designating the appropriate code for Pupil Personnel Services (802). The applicant must also contact the Department of Advanced Educational Studies Office (EDUC 238; 661-654-3055) for an application to the Pupil Personnel Services Program. The completed application is to be returned to the Office of the Graduate Studies Evaluator (EDUC 111; 661-654-3193) for review. The Program Admissions Committee will certify admission or nonadmission to the “Credential Only” Program. Applicants will be notified in writing of actions regarding admission taken by the Committee.

Only complete application files will be considered. It is the responsibility of the applicant to make certain that the application file is complete and contains the following information:
1. Transcripts from all previous graduate study (photocopies acceptable);
2. Counseling Program Application (including personal statement and other documents);
3. CBEST Score Report (photocopy);

Information regarding the CBEST (California Basic Educational Skills Test) and the Certificate of Clearance may be obtained from the Credentials Office (EDUC 102; 661-654-2110). Also, please note that only a previous graduate degree in “Counseling” is recognized for “Credential Only” status. Previous coursework will be accepted in lieu of required courses only when the previous coursework is demonstrated to have an “educational counseling” focus.

After Admission

Once an applicant is admitted, additional steps must be achieved to successfully matriculate toward the credential.

**Ability to Work with People Effectively.** Throughout the Pupil Personnel Services Program and prior to completion, the student must continually provide evidence of the ability to interact competently, successfully and ethically with people from a variety of backgrounds in a manner consistent with the role of a professional person in counseling. Such evidence may
come from practicum and techniques courses, courses with an experiential focus, or from the supervised fieldwork experiences in the Program. The student is advised that this quality is difficult to evaluate prior to admission; it may become apparent only as the student progresses through the Program. The applicant who recognizes that these skills may be significantly difficult to achieve is urged to consider other career options. Faculty reserve the right to deny approval for Fieldwork/Internship to students who do not demonstrate the ability to work with people effectively as described above.

Fieldwork/Internship Application. A student must submit a completed “Fieldwork Application” form to the Program Coordinator midway through the quarter prior to each quarter in which Fieldwork/Internship credit is desired.

Required Courses for Pupil Personnel Services (School Counseling) Credential (72 units)
EDCS 502, 505, 510, 515, 525, 532, 540, 570, 581, 601, 605, 645, 650, 681, 691, 692, 693, 697

Note: The above course list is subject to change based upon changing requirements established by the California Commission on Teacher Credentialing (CCTC) and other accreditation mandates.