Administrative Services Credentials: Certificate of Pupil Personnel Services Credential (School Counseling): five years.

The Preliminary Administrative Services Credential must be obtained within five years of successful, full-time experience in an administrative position, the Professional Administrative Services Credential must be obtained within five years of successful, full-time experience in an administrative position. This Certificate of Eligibility lasts indefinitely until the candidate obtains an administrative position. Further, employment in an administrative position is required before admittance to the Professional Administrative Services Credential program. Once an individual obtains the Preliminary Administrative Services Credential with an administrative position, the Professional Administrative Services Credential must be obtained within five years.

Effective May 1, 1994, employment in an administrative position is required prior to the issuance of the Preliminary Administrative Services Credential. (The California Commission on Teacher Credentialing [CCTC] will issue a Certificate of Eligibility for the Preliminary Administrative Services Credential to individuals who complete a college or university program but are not yet employed in an administrative position. This Certificate of Eligibility lasts indefinitely until the candidate obtains an administrative position.) Further, employment in an administrative position is required before admittance to the Professional Administrative Services Credential program. Once an individual obtains the Preliminary Administrative Services Credential with an administrative position, the Professional Administrative Services Credential must be obtained within five years.

Time Limits for Coursework
All Credential coursework must be completed within a 7-year period of time. This time limit requirement means that no more than seven (7) years may elapse between the start of the term for the earliest dated course approved for the Plan of Study and the date the application for recommendation of a credential is approved.

Requirements for Preliminary Administrative Services Credential

Entry Requirements:
1. 3.0 GPA for last 60 semester (90 quarter) units
2. Successful completion of Basic Skills Exam
3. Possess one of the following valid credentials:
   a. a clear or life California teaching credential that requires a baccalaureate degree and a program of professional preparation, including student teaching or the equivalent, and holds an English learner authorization; or
   b. a clear or life California designated subjects teaching credential in adult education, career technical education, vocational education or special subjects, provided the applicant also possesses a baccalaureate degree, and holds an English learner authorization; or
   c. a clear or life California services credential in pupil personnel, school nurse, teacher librarian services, or speech-language pathology or clinical or rehabilitative services requiring a baccalaureate degree and a program of professional preparation, including field work or the equivalent.
4. (a) five years of successful, full-time teaching experience with an employing agency as defined in Title 5 of the California Code of Regulations section 80054(g)(1) and (2)(A); or (b) five years of successful, full-time experience in the fields of pupil personnel, school nurse, teacher librarian, or speech-language pathology, or clinical or rehabilitative services with an employing agency as defined in Title 5 of the California Code of Regulations section 80054(g)(1) and (2)(A); or (c) a combination of (a) or (b).

Courses: EDAD 610, 620, 630, 640, 650, 660, 671, 672, 673, 681, 682, 683

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.
Time Limits for Coursework
All Credential coursework must be completed within a 7-year period of time. This time limit requirement means that no more than seven (7) years may elapse between the start of the term for the earliest dated course approved for the Plan of Study and the date the application for recommendation of a credential is approved.

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 non-admission 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)
1. 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.