CALIFORNIA STATE UNIVERSITY BAKERSFIELD | College of Social Sciences and Education

Educational Administration Credential
Master's in Educational Administration
Admission Guidelines & Requirements

The **Educational Administration (EDAD**) program prepares educational leaders and future administrators to promote PK-12 student growth and equitable educational opportunities for all students.

Preliminary Administrative Service Credential All EDAD candidates participate in the two-semester Credentialing program culminating in qualification for the California Preliminary Administrative Services Credential (PASC). Support for the California Administrator Performance Assessment (CalAPA) is embedded in the credentialing program.

Master's in Educational Administration Students wishing to earn a Master of Arts in Educational Administration return the following fall for one research-intensive semester addressing a real-world problem of educational practice.

UniversityAdmissionRequirements

1. Hold a bachelor's degree from an accredited institution
2. Been in good standing from your last college or university attended
3. Hold a minimum GPA of at least 2.5 in the last 60 semester or 90 quarter units for the credential program.
   Hold a minimum GPA of 3.0 in last 60 semester or 90 quarter units for the master's program.
4. Satisfactorily met the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities might prescribe.

Please note: Admission to the university does not imply or guarantee credential program admission.

Application Steps

1. Complete the California State University, Bakersfield application for Graduate Admission available online at http://www.calstate.edu/apply.

2. The $70.00 application fee must be paid to submit and process your application.

3. Application Acknowledgement: After your application is submitted, you will receive a confirmation e-mail indicating the receipt of your application. In approximately two weeks, you should receive an acknowledgment e-mail that will provide you with a unique applicant ID number and information to log on to the one-stop student portal called myCSUB. This information is sent to the e-mail address you provided on your application, so it is very important that the e-mail address you provided is current. You are expected to track the status of the submitted application and the receipt of all required documents.

Evaluation of Eligibility: Upon receipt of all necessary documents, the Graduate Programs Admissions Coordinator will review your eligibility based on the minimum university requirements. If you are deemed eligible, your academic program will be notified. A decision letter will be sent upon completion of the departmental review of your qualifications.

Application Decision: Your status will also be reflected on myCSUB. Be sure to monitor your "To-Do" list regularly even after you have been admitted; there may be additional documents or requirements you will need to submit.

If admitted, students should familiarize themselves with the university registration policies: *https://www.csub.edu/registrar/registration*

Please note: Admission to the university does not imply or guarantee credential program admission.

To submit your application, you must first apply for admission to California State University, Bakersfield through Cal State Apply at calstate.edu/apply

Once you have submitted your university application and are an active CSUB applicant or student, log in to the Kuali application platform, complete the program application, upload all required supporting documents, and click Submit to send your application to the program for review.

Applicants who are not yet active CSUB applicants should contact the Admissions Advisor for assistance with the program application process and submission instructions.

For questions, please contact Amani Hernandez at aalshaif@csub.edu.

CSU Bakersfield Campus & Antelope Valley Admissions Advisor

Amani Hernandez aalshaif@csub.edu 661-654-3193

Administrative Credential Admission Requirements

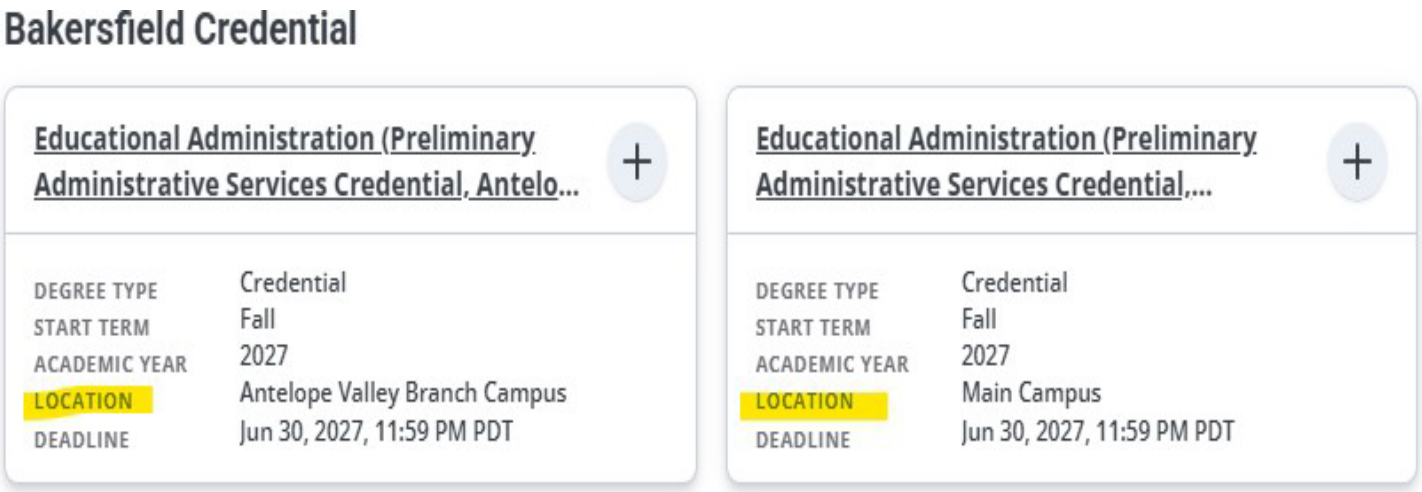
To be considered for program admission the following requirements must be met:

STEP 1:

1. Cal state Apply Application: To apply to the Educational Administration Program, candidates must submit a CSUB Admission Application through the CalState Apply website: https://www.calstate.edu/apply

- If you are interested in **the Credential only**, you will apply on Calstate Apply as a Second Bachelor's which will then promt a few options. If you are interested in the credential only, please selct credential.
- If you are interested in **both the Credential and Master in Educational Administration**, please select masters. candidate interested in a Master's seen below:

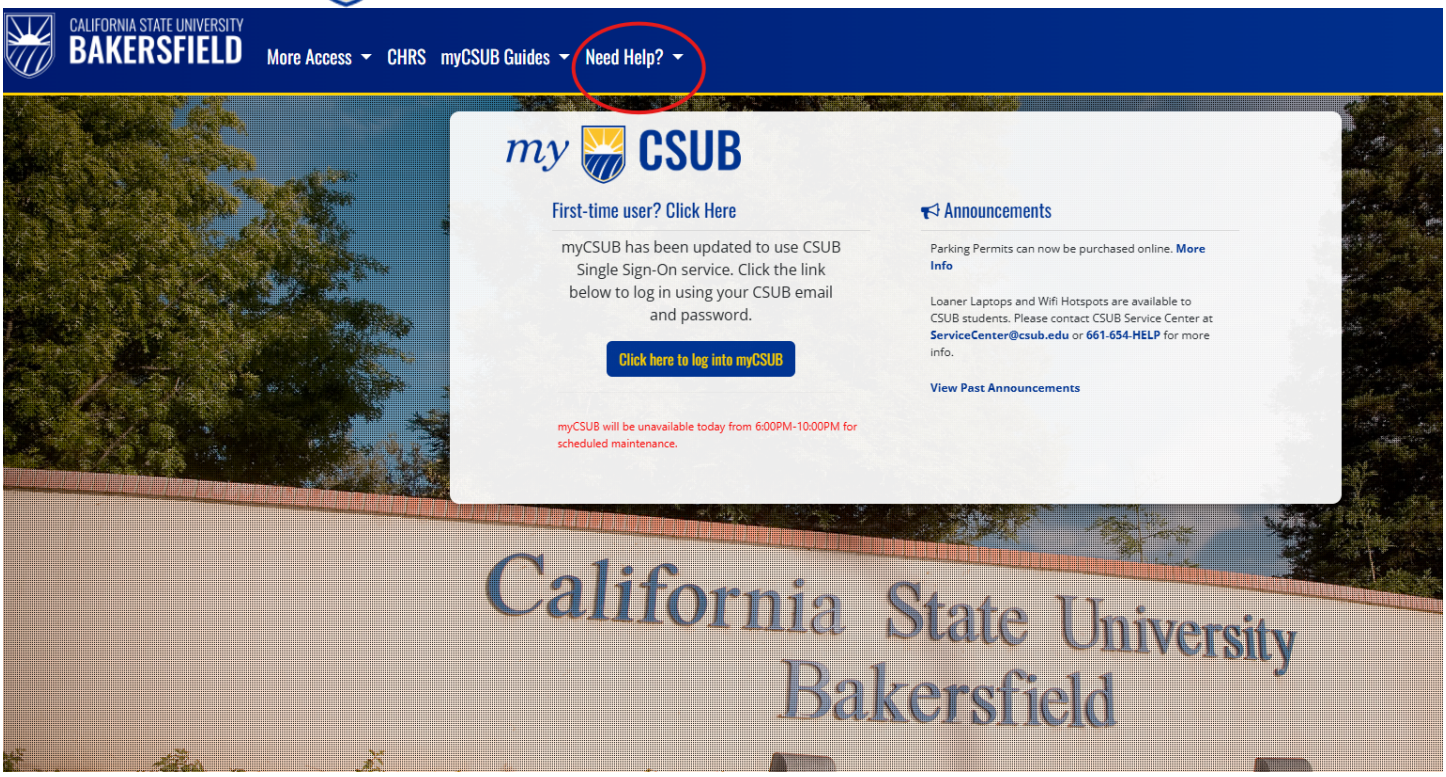
- From here, you will add program and select: Education – Please pay close attention to the campus – *select desired campus*.



STEP 2:

After completion of the Calstate Apply application, you will receive an email from CSUB that your application is in review, you must activate your account.

1. Log into your my.CSUB.edu
2. For any questions on how to activate your account, please click on the Need Help?
3. Once logged into your CSUB account, you will need to clear your to-do list and send official transcripts to the university from all institutions attended.



4. After activating your account, you will begin your program application, where you will need to have the following documentation:

Program Application

A complete program application must include the following:

a. Resume
Please provide a copy of your current resume.

b. Personal Statement
Personal statement responding to the following prompt: Please explain why you want to complete the Educational Administration Program. Describe your motivations and relevant leadership experience (in less than two pages).

c. Prerequisite Teaching Credential
Copy of valid *Prerequisite Teaching Credential* from the CTC—ctc.ca.gov (detailed copy, certificate will not serve as an official document). For a list of valid *Prerequisite Teaching Credentials*, see Terms & Definitions on pages 3-4 of the Administrative Services Credential for Individuals Prepared in California—http://bit.ly/2rRBJnl

d. Verification of Experience
Verification of five (5) years of experience from current and/or previous employing district/local education agency. Applicants with four (4) years of verified experience will be considered so long as they are fully employed as an educator during the academic year in which they complete the EDAD program. Thus, these applicants will have the minimum of five (5) years of experience upon completion of the program.

e. Release of Liability
Complete the Release of Liability

f. Tuberculosis (TB) Screening
Verification of tuberculosis (TB) screening from a clinic or employer. Will accept active TB exam from school district

g. Credential Service Request
A $30.00 non-refundable application fee must be submitted with your application to the credential program. Applicants should submit the receipt for this fee with their application. Applications will not be reviewed without the payment of this fee.
Payment directions
CTC requires payment separate to this CSUB fee.

h. Mandated Reporter Training
Applicants must complete a Mandated Reporter Training for School Personnel. To complete the training go online to: https://mandatedreporterca.com/training/school-personnel
Please note: If you have never completed the General Training, you will be required to complete this first then the School Personnel Training.

If you currently work for a school district and have completed Mandated Reporter Training (Child Abuse Training) you may submit a copy of a valid district certificate. *Please note: If admitted to a credential program and your certificate expires before the end of the semester you will be required to complete a new training and receive a certificate before the start of the semester.* Certificates are valid for one year from date of training.

a. Two Recommendations
Applicants must submit two recommendation forms from your field administrators including your current principal or other immediate administrative supervisor. In the Kuali application, list the name and emails of three references. After submitting your program application the reference will be sent an email asking them to complete the recommendation form on your behalf.

Application Submittal Instructions

Failure to follow application submittal directions may cause for delayed or rejection of an application. Please do not mail, email, or fax documents unless specified in admission requirements or requested by a program admissions advisor.

To Submit Your Application:

1. Current Active CSUB applicants:
    - Current active CSUB students will need to log into the Kuali platform
    - Fill out the application and attach supporting documents
    - Click the submit button to submit the application to the program.

Program Application

2. Not Yet Active CSUB Applicants:
    - Please contact the Admission Advisor for submittal instructions:

    Amani Hernandez, aalshaif@csub.edu

- Applications are reviewed on the 30th of each month and qualified candidates are invited to an interview with EDAD program faculty to determine program acceptance. Final admissions decisions are then made by California State University, Bakersfield Admissions Office.

For specific questions about the program, contact Dr. Szolowicz mszolowicz@csub.edu
For questions regarding admissions application, contact Amani Hernandez, aalshaif@csub.edu

Program Admissions - Recommended

If a program admission is rendered the following items must be fulfilled to finalize the admission process:

1. To complete your university application, you must send one official transcript(s) from all colleges or universities attended within 30 days of your application submission. If the last school you attended was CSU Bakersfield, no transcripts are required. Failure to provide official transcripts to CSU, Bakersfield Admissions will delay or decline your university admission.
   - Electronic transcripts are preferred. Electronic transcripts may be emailed to incomingtranscripts@csub.edu These transcripts must be sent directly from your university, not you. It is a good idea to include your CSUB ID # if known.
   - If you need to have official transcripts mailed, send them to: California State University, Bakersfield

     Office of Admissions, 47SA 9001 Stockdale Highway
     Bakersfield, CA 93311-1099

2. **Professional Liability Insurance**
   Candidates must purchase professional liability insurance if admitted to the credential program. This insurance must be purchased from CSUB. This can be purchased in MyCSUB or at the cashier's office on Bakersfield Campus or 100 Bldg. front desk at Antelope Valley Campus. Liability insurance is valid for one year from date of purchase.
   Please note: If admitted to a credential program and your liability insurance expires before the end of the semester you will be required to purchase new insurance before the start of the semester as part of clinical practice clearance.
   Directions on how to purchase in MyCSUB

3. **Program Plan of Studies/Advising**
   Upon receipt of program admission letter, your Program Advisor will be listed in your program admission letter.

4. **Register for your courses**
   After receiving a final signed program plan, you will register for the courses on your program plan at the time of your registration appointment. Your appointment date will be listed in your MyCSUB