

Preconditions for Services Credentials

Preliminary Administrative Services

1. 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 services, health services for 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.

[Education Code section 44270\(a\)\(1\) and Title 5 of the California Code of Regulations section 80054\(a\)](#)

All candidates are required to have a valid clear or life California teaching credential in their respective area along with a baccalaureate degree. Applicants must provide an official transcript showing that they possess a baccalaureate degree and submit verification of a valid teaching credential or a services credential with a specialization in pupil personnel services, library services, health services, or clinical rehabilitative services, or a designated subjects credential.

See the Program Admissions Page at https://www.csub.edu/edadmin/edad_admissions.shtml

CSUB verifies the validity of the teaching credential by searching the CCTC database. Official transcripts are also required, documenting completion of the BA degree.

The Admissions Advisor verifies the appropriate credential is in place and provides this information to program faculty via the [Application Review Form](#).

At the time of program completion, the requirement is rechecked by the credential analyst when the candidate files the [Credential Application](#) available on the [Credential Applications Page](#).

For Intern Programs: An entity that operates a program of preparation for the preliminary Administrative Services Credential with an Intern option shall require each candidate who is admitted into an Intern Program to possess the appropriate prerequisite credential prior to

recommendation for the intern credential and the assumption of intern administrative responsibilities.

At CSU Bakersfield, interns must hold a baccalaureate degree and possess the appropriate prerequisite clear or life credential prior to admission into the intern program. Currently, we do not offer an intern option for the Educational Administration program.

- 2. Meet the basic skills requirement as described in Education Code section 44252(b), unless exempt by statute. [Education Code section 44252\(b\)](#) and [Title 5 of the California Code of Regulations section 80054\(a\)](#)**

Prior to program admission, all applicants are required to fulfill the Basic Skills Requirement. Admissions advisors and the program director ensure the applicant has provided a transcript showing the award of a bachelor's degree or higher.

Please see the [Program Admissions Page](#) and [Application Review Form](#).

At the time of credential application, Basic Skills are rechecked by the credential analyst using the [Credential Application](#) available on the [Credential Applications Page](#).

For Intern Programs: An entity that operates a program of preparation for the preliminary Administrative Services Credential with an Intern option shall require each candidate who is admitted into an Intern Program to verify the basic skills requirement has been met prior to recommendation for the intern credential and the assumption of intern administrative responsibilities.

All internship program applicants are required to submit proof of meeting the Basic Skills requirement prior to assuming intern administrative responsibilities. Applicants must submit official documentation verifying passage of the requirement. Currently, we do not offer an intern option for the Educational Administration program.

- 3. Verification of one of the following prior to being recommended for the preliminary credential**
 - 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);**
 - 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).**

[Education Code section 44270\(a\)\(2\) and Title 5 of the California Code of Regulations section 80054\(a\)\(4\)](#)

The program application includes these requirements. Prior to recommending a candidate for the credential, the Credential Analyst verifies that candidates have had a minimum of five years of successful, full-time classroom teaching in public or private schools, or five years of experience appropriate to the services credential listed above. Letters from employers are used for verification purposes. The form letter is available on the Verification of Experience section of [Program Admissions Page](#) or directly by clicking [Verification of Teaching Experience](#). The verification is reviewed by the admissions advisor and program director at time of admission using the [EDAD Application Review Form](#) and again at completion of the program when the credential analyst reviews the [Credential Application](#) available on the [Credential Applications Page](#).

For Intern Programs: An entity that operates a program of preparation for the preliminary Administrative Services Credential with an Intern option shall require each candidate who is admitted into an Intern Program to verify appropriate experience as described above prior to recommendation for the intern credential and the assumption of intern administrative responsibilities.

Interns must verify five years of successful full-time teaching or services as described above prior to assuming internship administrative responsibilities. However, we do not offer an internship program for the Preliminary Administrative Services Credential.

- 4. Has completed a Commission-approved preliminary or intern Administrative Services Credential Program based on Administrative Services Credential Program Standards (rev. 7/2013). [Education Code section 44270\(a\)\(3\) and Title 5 of the California Code of Regulations section 80054\(a\)\(2\)](#)**

Once admitted to the program based on the state requirements, candidates are provided with a program plan that must be successfully completed prior to being recommended for their credential ([Program Plan of Study](#)).

The Credential Analyst reviews and verifies with the Program Director that all requirements and criteria are met once the candidate completes the program using the [Credential Application](#) and the Credential Analyst in turn completes the [Administrative Services Recommendation Form](#).

Admissions criteria on the [Program Admission Page](#) are tightly aligned with credentialing requirements shared on the [Credential Application](#) available on the [Credential Applications Page](#).

5. **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). If a candidate has satisfied preconditions 1 through 4 but does not have an offer of employment, the Commission-approved program shall recommend for a Certificate of Eligibility which verifies completion of all requirements for the preliminary Administrative Services Credential and allows the holder to seek employment in and administrative position. [Education Code section 44270\(a\)\(4\)](#) and [Title 5 of the California Code of Regulations section 80054\(a\)\(6\)](#)**

CSUB verifies employment as an administrator prior to submitting the application for the Preliminary Administrative Services Credential to the CTC. The Credential Analyst sends the CTC *Verification of Employment as an Administrator* form, available by scrolling down to the last page of the [Credential Application](#) available on the [Credential Applications Page](#), to the candidates, who then take it to their employer. Upon completion, the candidate returns the form to the Credential Analyst prior to recommendation for the Preliminary Administrative Services Credential. Program completers who do not have verification of employment as an administrator are recommended for the Certificate of Eligibility.

Information regarding the credential application process is available on [Student Resources](#) page of the program website and then clicking on the [Credential Application Process](#).