PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL

This credential authorizes the holder to serve as a superintendent, deputy superintendent, principal, assistant principal, supervisor, consultant, coordinator, or other equivalent intermediate-level positions. Requirements may be met by successful completion of an accredited credential program offered by the Department of Equity, Leadership Studies, and Instructional Technologies.

Requirements for the five-year Preliminary Administrative Services Credential are the following:

- Possess a valid Clear California teaching credential or Pupil Personnel Services credential, Health Services credential, or Library Services credential or designated subjects credential with a baccalaureate degree, or a Clinical or Rehabilitative Services Credential.
- Satisfy the Basic Skills Requirement. Successful passage of one of the following:
    - California Basic Educational Skills Test (CBEST)
    - CSET Multiple Subjects Test plus Writing Skills Test
    - A Commission-approved out-of-state basic skills exam
    - CSU Early Assessment Program (EAP) Placement Test
    - Entry Level Math & English Placement Test (ELM & EPT) - Last Offered August 2017
    - College Board SAT
- Complete a minimum of five years of successful full-time teaching or pupil personnel or health services, or library services experience (or combination) in public schools or private schools of equal status. Community college experience is not acceptable.
- Successfully complete California Administrator Performance Assessment (CalAPA). Passing CalAPA will be required of all candidates beginning a program after June 1, 2019.

Upon completion of the program, the candidate will receive a Preliminary Administrative Services Credential or a Certificate of Eligibility Credential if an administrative position is not yet secured. The Certificate of Eligibility authorizes seeking initial employment as an administrator but does *not* authorize actual administrative service.

Preliminary Administrative Services Credential – 33 units

Required Courses (33 units)

Code	Title	Units
EDAD 713	Administrative Processes	3
EDAD 714	Practicum: Site Administration	3
EDAD 723	School Administration	3
EDAD 733	Curricular Leadership for Multicultural Education	3
EDAD 743	Educational Planning, Technology, and Evaluation	3
EDAD 753	Human Resource Administration in Education	3
EDAD 763	Law and Education	3
EDAD 774	Change Processes and Education	3
EDAD 784	Special Education Administration	3
EDAD 892	Educational Administration Supervised Field Internship Project	3
ISED 797	Seminar in Educational Research	3