



School of Education

Preliminary Administrative Services Credential

Faculty/Credential  
Orientation and Advisement

Student Information Guide

## **Contact Information**

Fill out the following contact information for your records:

Faculty Advisor: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Campus/Office hours: \_\_\_\_\_

Credential Advisor: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Campus: \_\_\_\_\_

# Faculty Advisement



## Mission of the School of Education

The School of Education prepares educators as lifelong learners, reflective practitioners, and ethical professionals. Our mission is accomplished in a learning community through professional preparation programs, partnerships with schools, and educational research.

### Professional Ethics

Students are expected to conduct themselves in a responsible manner that reflects ethics, honor, and good citizenship. They are also expected to abide by the regulations of the University. It is the students' responsibility to maintain academic honesty and integrity, and to manifest their commitment to the mission of the University through their conduct and behavior. Online students are bound to the same policies, rules, and regulations of the University. (See NU catalog, Policies and Procedures)

The California Commission on Teacher Credentialing is charged by law with evaluation of the moral character and fitness of all persons who wish to teach or perform certified services in the public schools. Every person who is an applicant for, or who now holds, any credential, certificate, permit, or license authorizing service in California public schools is answerable to the CCTC and the Committee of Credentials for his or her fitness related conduct. California Laws and Rules Pertaining to the Discipline of Professional Certificated Personnel is available on the CCTC website at [www.ctc.ca.gov](http://www.ctc.ca.gov).

### Students with Disabilities:

National University is committed to effectively serving students with special needs. If you have a special need that requires classroom accommodations, please contact the Office of Student Scholarships and Special Needs for an application for Services for Students with Disabilities. Once your application is approved, you will receive a written confirmation that you may share with your instructors. This confirmation will list all adaptations to which you are entitled. You are also encouraged to discuss any special circumstances with your instructor. The application for accommodations for a disability may be sent to:

The Office of Scholarships and Special Services  
National University  
11255 North Torrey Pines Road  
La Jolla, CA 93037-1011      Phone: 858-642-8185

### Academic Dishonesty

Academic dishonesty includes cheating, plagiarism, and any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means. Students must give credit for any information that is not either the result of original research or common knowledge. (Please review the student discipline section of the NU catalog, Policies and Procedures)

The NU Library System (NULS) supports academic rigor by providing access to scholarly books, journals, ebooks, and databases of full text articles from scholarly journals. To use these materials, start at the library web page <<http://www.nu.edu/library>>. Librarians are available to assist students at the Spectrum Library in San Diego, the regional Library Information Centers (LICs), and online. You may contact the library at ([refdesk@nu.edu](mailto:refdesk@nu.edu)) or (858) 541-7900 / 1-800-nat-univ x7900. Library books and journal articles may be shipped to online students and non-San Diego residents.

## **Commission on Teacher Credentialing Requirements for the Preliminary Administrative Services Credential**

(Updated 10-2001)

The Administrative Services Credential authorizes the holder to provide the following services in grades 12 and below, including preschool, and in classes organized primarily for adults:

- Develop, coordinate, and assess instructional programs
- Evaluate certificated and classified personnel
- Provide students' discipline, including but not limited to suspension and expulsion
- Provide certificated and classified employees discipline including but not limited to suspension, dismissal, and reinstatement
- Supervise certificated and classified personnel
- Manage school site, district, or county level fiscal services
- Recruit, employ and assign certificated and classified personnel
- Develop, coordinate and supervise student support services, including but not limited to extracurricular activities, pupil personnel services, health services, library services, and technology support services

### **Preliminary Administrative Services Credential Requirements**

Completing the following credential course work and maintaining a GPA of 3.0 within seven (7) years. D or F grades are not accepted.

<b>Courses</b>
<b>Mainstreaming experience or exc625</b>
ED 618A: Legal Aspects of Education
ED 619A: Financial Aspects of Education
ED 614A: Theories, Assessment, and Application of Educational Leadership
ED 615A: School Community Relations in a Diverse Society
ED 616A: Management of Education: Personnel: Social, Political, and Policy issues
ED 620A: Seminar in Educational Leadership*
ED 624A: Supervision of Instruction; Curricula Evaluation and Staff Development
ED 670C: Leadership Technology and Its Application
ED 620B: Preliminary Administrative Field Experience**
ED 620I: Intern Induction Seminar (Intern students only, replaces ED620B for Field Experience)

\*ED 620A must not be taken until student has completed at least two courses, other than ED 620 B or 670C.

\*\*Students must be cleared by the credential department in order to be eligible for Field Experience placement. Students must complete this course within 3-12 months of being formally scheduled for it. They must complete three courses in the credential sequence before taking this course. This course may be taken concurrently with another class. It can be scheduled for an open month.

### **Field Experience Portfolio Manual**

1. Obtain the Portfolio Manual for ED 620 B/C Field Experience from your local faculty member who will be involved in the supervision of your field experience.
2. ED 620B is scheduled by your Placement Specialist with approval of fulltime faculty when the packet is returned within 30 days.
3. Ed 620 B may take from 3-12 months to complete.

## Course Equivalency Information

**Students may request course equivalency towards a degree by applying with a Credential Advisor or Admissions Advisor. The following is needed to be evaluated for equivalency:**

1. Course work must have been taken at a regionally accredited institution
2. Coursework is comparable in content to NU's and verified by a catalog description and a course syllabus
3. A grade of B or better was earned in the course
4. Course work has been taken within the past seven years
5. Coursework is at a graduate degree level
6. A minimum of 30 days is required to process requests
7. A maximum of three courses, 13.5 quarter units, will be accepted in transfer
8. Thirty quarter units required to be completed in residence
9. The Field Experience, ED 620B or ED620I, must be completed in residence. Waiver of this course will not be considered nor will prior work done before class is scheduled and approved.
10. Field work may take 3-12 months to complete.

### **Requirements for the Preliminary Certificate:**

Students must satisfy **all** the following requirements:

1. Possess **one** of the following:

- b) A valid California teaching credential requiring a baccalaureate degree and a program of professional preparation, including student teaching
- c) A valid California Designated Subjects Teaching Credential provided the applicant also possess a baccalaureate degree
- d) A valid California services credential in Pupil Personnel Services, Health Services, Library Media Teacher Services, or Clinical or Rehabilitative Services requiring a baccalaureate degree and a program of professional preparation, including field practice or the equivalent

2. Complete **one** of the following:

- a) a program of specialized and professional preparation in administrative services approved by the Commission *or*
- b) a one-year administrative services internship consisting of supervised in-service training taken through a California college or university with an approved internship program.

3. Pass the California Basic Educational Skills Test (CBEST).

4. Complete a minimum of three years of successful, full-time experience in public schools or private schools of equivalent status (This experience may be teaching, pupil personnel work, librarianship, health services, or clinical or rehabilitative services. "Full-time service" means service for at least a minimum day for three-fourths of the total days in the school year. Substitute or part-time service does not apply.)

5. Obtain the recommendation of a California college or university with an accredited program

## Teaching Performance Expectations:

These teaching performance expectations are aligned with the new California Standards. It is the responsibility of the administrator as an educational leader to know and understand the new California Standards for the teaching profession.

Domain A	MAKING SUBJECT MATTER COMPREHENSIBLE TO STUDENTS TPE 1 Specific Pedagogical Skills for Subject Matter Instruction
Domain B	ASSESSING STUDENT LEARNING TPE 2 Monitoring Student Learning During Instruction TPE 3 Interpretation and Use of Assessments
Domain C	ENGAGING AND SUPPORTING STUDENTS IN LEARNING TPE 4 Making Content Accessible TPE 5 Student Engagement TPE 6 Developmentally Appropriate Teaching Practices TPE 7 Teaching English Language Learners
Domain D	PLANNING INSTRUCTION AND DESIGNING LEARNING EXPERIENCES FOR STUDENTS TPE 8 Learning about Students TPE 9 Instructional Planning
Domain E	CREATING AND MAINTAINING AN EFFECTIVE ENVIRONMENT FOR STUDENTS' LEARNING TPE 10 Instructional Time TPE 11 Social Environment
Domain F	DEVELOPING AS A PROFESSIONAL EDUCATOR TPE 12 Professional, Legal, and Ethical Obligations TPE 13 Professional Growth

## **Student Assistance, Notice of Need to Improve, and Dismissal from School of Education Program**

National University is committed to maintaining quality standards throughout its credential and masters programs and to graduating competent professional educators. As required by the California Commission on Teacher Credentialing (CCTC), National University identifies and assists students who need special assistance, and retains in its programs only those students who are suited for entry to or advancement in the education profession. The CCTC is charged by the State with evaluating the moral character and fitness of all persons who wish to teach or perform certified services in California public schools. Every person who is an applicant for, or who now holds, any credential, certificate, permit or license authorizing service in California public schools is answerable to the CCTC and The Committee on Credentials for his or her fitness-related conduct. California's Laws and Rules Pertaining to the Discipline of Professional Certificated Personnel (2002), available on the CCTC Web site at [www.ctc.ca.gov](http://www.ctc.ca.gov), address legal, ethical, and behavioral standards to which all such persons must adhere.

If a student is identified as being deficient or needing assistance to meet program standards at any point during his or her program, the student's instructor of record during coursework or University supervisor during a fieldwork assignment will issue the student a Professional Performance Evaluation form. The form will indicate one of three possible actions that the instructor/supervisor intends to recommend to the lead faculty in the program:

1. The student is identified as needing improvement in designated areas. A plan of improvement, with an expected date of completion, is attached to the form. The student will be permitted to continue taking classes or continue in his/her fieldwork assignment while completing the plan.
2. The student is identified as needing improvement in designated areas. A plan of improvement, with an expected date of completion, is attached to the form. The student receives a failing grade in the class or an unsatisfactory grade in the fieldwork assignment. The student will not be permitted to continue taking classes or continue in his/her fieldwork assignment until the plan is completed and the class or fieldwork assignment is re-taken, at the student's expense.
3. The student is identified as being unsuited for the education profession and is recommended for dismissal from the program.

Upon receiving Professional Performance Evaluation form, the student will meet with his/her instructor of record or University supervisor, along with the regional lead faculty and/or the lead supervisor. This Faculty Assistance Team will discuss any recommended plan of improvement with the student and will later meet with the student to evaluate the student's performance of the expectations listed on the plan.

If the candidate is allowed to continue in the program and receives a second unsatisfactory grade in a practicum or student teaching assignment, the student will be recommended for dismissal from the program. The process for a hearing and appeal, upon recommendation for dismissal from a program, is outlined in the Academic Dismissal Procedure under the Academic Information for Graduate Degrees section of the National University catalog.

# Credential Advisement

## Requirements for the Preliminary Administrative Services Program

### Admission to Program:

1. Proof of a bachelor's degree from a regionally accredited institute of higher education with a GPA of 2.5 or U.S equivalent International degree as evaluated by CCTC approved international evaluation agency.
2. Verify that the candidate possesses **one** of the following:
  - a. A valid California teaching credential requiring a baccalaureate degree and a program of professional preparation, including student teaching
  - b. A valid California Designated Subjects Teaching Credential provided the applicant also possess a baccalaureate degree
  - c. A valid California services credential in Pupil Personnel Services, Health Services, Library Media Teacher Services, or Clinical or Rehabilitative Services requiring a baccalaureate degree and a program of professional preparation, including field practice or the equivalent
3. Official transcripts from all colleges/universities attended on file at National University, Unofficial copies for the credential packet.
4. Attend mandatory Faculty/Credential Advisement and obtain faculty approved candidate statement for official admittance to School of Education. (May be completed in NU3 Orientation.)
5. Schedule an appointment with a Credential Advisor within 30 days of orientation in order return required documents needed to create student file.

### Field Experience:

Prior to commencement of the Field Experience each student must have successfully completed the following prerequisites:

1. Candidates must complete three courses in the credential sequence before taking this course.
2. A GPA of 3.0 in all course work, with no D or F grades.
3. Verification for passage of the CBEST exam.\*
4. A copy of a current and valid California credential must be on file at National University.
5. A current negative TB test must be on file with NU or proof that it is on file with a local school district.

\*The CBEST was not required previously for some credentials. Therefore all candidates are required to submit score verification prior to field experience placement.

Once these requirements have been submitted and verified, the candidate will be eligible for Field Experience Placement (ED620B). This course is 3-12 months in length and can be taken concurrently with other courses.

### Credential Application Process:

Once all coursework is complete, the candidate is eligible to take the Preliminary Administrative Exit Exam and to apply for the credential:

Meet with a Credential Advisor to submit:

- Credential application
- Current CCTC fee with non-expiring money order
- Copy of valid California credential with at least one year remaining on credential
- Verification of three years full time experience as a credentialed person in schools
- Copy of CBEST scores
- Verification of successful completion of all coursework, including ED620B.
- Verify employment in an administrative position on form CL-777 (An individual who has completed requirements the above but does not have an offer of employment in an administrative position may apply for a Certificate of Eligibility, which verifies completion of all requirements for the preliminary credential and authorizes the holder to seek employment as an administrator.)

The Credential Advisor will forward the necessary documentation to the Processing Center. Credential Technicians verify requirement completion and submit the application to the CCTC and a verification Letter of Completion (C19) will be mailed to candidate's home address. This letter can be used as temporary credential for employment purposes. Once the Preliminary Administrative Services Credential is received from CCTC, it will be mailed to candidate.

## **Preliminary Administrative Services Intern Credential Program**

### Admission to Program:

1. Proof of a bachelor's degree from a regionally accredited institute of higher education with a GPA of 2.5 or U.S equivalent International degree as evaluated by CCTC approved international evaluation agency.
2. Verify that the candidate possesses **one** of the following:
  - a. A valid California teaching credential requiring a baccalaureate degree and a program of professional preparation, including student teaching
  - b. A valid California Designated Subjects Teaching Credential provided the applicant also possess a baccalaureate degree
  - c. A valid California services credential in Pupil Personnel Services, Health Services, Library Media Teacher Services, or Clinical or Rehabilitative Services requiring a baccalaureate degree and a program of professional preparation, including field practice or the equivalent
3. Official transcripts from all colleges/universities attended on file at National University, Unofficial copies for the credential packet.
4. Attend mandatory Faculty/Credential Advisement and obtain faculty approved candidate statement for official admittance to School of Education. (May be completed in NU3 Orientation.)
5. Schedule an appointment with a Credential Advisor within 30 days of orientation in order return required documents needed to create student file and apply for Intern Credential.

### Intern application process:

Submit the following to a Credential Advisor:

- Credential application
- Current CCTC fee with non-expiring money order
- Copy of valid California credential with at least one year remaining on credential
- Verification of three years full time experience as a credentialed person in schools
- Copy of CBEST scores\*
- Verify employment in an administrative position with a letter of intent to hire or a copy of a contract offering employment as an Intern.

The Credential Advisor will forward the necessary documentation to the Processing Center. Credential Technicians verify requirement completion and submit the application to the CCTC and a verification Letter of Completion (Intern C19) will be mailed to candidate's home address. This letter can be used as temporary intern credential for employment purposes. Once the Preliminary Administrative Services Intern Credential is received from CCTC, it will be mailed to candidate.

Field Experience: Once these requirements have been submitted and verified, the candidate will be eligible for Field Experience Placement (ED620I). This course is 3-12 months in length and can be taken concurrently with other courses.

\*The CBEST was not required previously for some credentials. Therefore all candidates are required to submit score verification prior to field experience placement.

### Credential Application Process:

Once all coursework is complete, the candidate is eligible to take the Preliminary Administrative Exit Exam and to apply for the credential:

Meet with a Credential Advisor to submit:

- Credential application
- Current CCTC fee with non-expiring money order
- Copy of Intern Credential
- Verification of successful completion of all coursework, including ED620I.
- Verify employment in an administrative position on form CL-777 (An individual who has completed requirements the above but does not have an offer of employment in an administrative position may apply for a Certificate of Eligibility, which verifies completion of all requirements for the preliminary credential and authorizes the holder to seek employment as an administrator.)

The Credential Advisor will forward the necessary documentation to the Processing Center. Credential Technicians verify requirement completion and submit the application to the CCTC and a verification Letter of Completion (C19) will be mailed to candidate's home address. This letter can be used as temporary credential for employment purposes. Once the Preliminary Administrative Services Credential is received from CCTC, it will be mailed to candidate.

**Term of the Preliminary Credential:** This credential is issued upon the applicant's start of his/her first administrative position requiring the possession of a preliminary services credential.

The Preliminary Administrative Services Credential is valid from the date of issuance. However, the Administrative Services Credential is also limited by the expiration date of the prerequisite credential. It will expire with and may be renewed with the prerequisite credential during the preliminary period. By the end of the five-year period, the holder must meet the requirements for the professional clear credential.

#### **REQUIREMENTS FOR THE PROFESSIONAL CLEAR ADMINISTRATIVE CREDENTIAL**

Applicants must satisfy **all** of the following requirements:

1. Possession of a valid preliminary Administrative Service Credential.
2. Verify a minimum of two years of successful full-time experience in a full-time administrative position in a public school or private school of equivalent status, while holding the Preliminary Administrative Services Credential
3. Obtain the recommendation of a California college or university with an approved program verifying completion of an individualized program of advanced preparation designed in cooperation with your employer and the college or university.

**Term of the Professional Credential: (3/89)** is determined by the expiration date of the basic prerequisite credential, but may not exceed five calendar years. The professional credential is renewable and, at this time, no further requirements must be completed for each renewal.

#### **Authorization:**

To serve as a superintendent, associate superintendent, deputy superintendent, principal, assistant principal, supervisor, consultant, coordinator, or in an equivalent or intermediate level administrative position.

#### **OUT- OF-STATE APPLICANTS**

Applicants prepared at a regionally accredited college or university outside of California who have completed an approved program in school administrative services encompassing at least one year of postgraduate preparation, including field work in a school situation, may apply



National University  
Preliminary Administrative Certificate/ Credential

Name: \_\_\_\_\_ I.D.# \_\_\_\_\_

Campus \_\_\_\_\_ Advisor: \_\_\_\_\_

Credential Advisor checks items completed. Highlight items not verified.

- Credential Application completed\*       "yes" answer, explanation included\*
- Non-expiring money order, payable to "CCTC," in the amount of \$ \_\_\_\_\_ \*
- 27 quarter units in residency- GPA 3.0, no D or F grades
- Copy of valid Prerequisite Credential (Emergency Permit will not qualify)\*

At least 12 months validity remaining on Prerequisite Credential

- Copy of CBEST\*
- Verification of three years experience as a credentialed person in school \*
- CL 777 form (needed if administrative position is pending credential recommendation)\*
- Exit exam passed
- Unofficial Transcripts\*

Coursework:

		(course)	(IHE)
<input type="checkbox"/>	ED618A	<input type="checkbox"/>	Equiv. Met (ASTMAT) w/ _____
<input type="checkbox"/>	ED619A	<input type="checkbox"/>	Equiv. Met (ASTMAT) w/ _____
<input type="checkbox"/>	ED614A	<input type="checkbox"/>	Equiv. Met (ASTMAT) w/ _____
<input type="checkbox"/>	ED615A	<input type="checkbox"/>	Equiv. Met (ASTMAT) w/ _____
<input type="checkbox"/>	ED616A	<input type="checkbox"/>	Equiv. Met (ASTMAT) w/ _____
<input type="checkbox"/>	ED620A	<input type="checkbox"/>	Equiv. Met (ASTMAT) w/ _____
<input type="checkbox"/>	ED624A	<input type="checkbox"/>	Equiv. Met (ASTMAT) w/ _____
<input type="checkbox"/>	ED670C	<input type="checkbox"/>	Equiv. Met (ASTMAT) w/ _____
<input type="checkbox"/>	ED620B	<input type="checkbox"/>	Equiv. Met (ASTMAT) w/ _____
<input type="checkbox"/>	EXC625	<input type="checkbox"/>	Equiv. Met (ASTMAT) w/ _____

- GPA 3.0, no D or F grades
- Current account balance: \_\_\_\_\_