



School of Education

Preliminary Administrative Services Credential

Credential Packet

The following documentation is to be returned to Credential Advisor *within 30 days of orientation.*

Name: _____ I.D. # _____

National University Preliminary Administrative Services Credential Credential Appointment Checklist

Within 30 days of the Credential Orientation, students are required to make an appointment with a local Credential Advisor to return the following items. Please initial each line as completed. The return of the list will initiate the formation of the student's file with the credential department.

Program and Credential Documents:

- _____ Student Verification form**
- _____ Copy of valid California Credential**
- _____ Valid TB test (Valid for four years.)**

**Item is required at meeting with Credential Advisor. If this item is not supplied, the Credential Advisor is required to return all documentation to the student and schedule an additional appointment for when the student is fully prepared.

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- _____ Copy of CBEST **OR** scheduled test date (I understand that CBEST must be passed prior to Fieldwork.)
 - _____ Verification of three years of experience as a credentialed person in schools (due at end of program before applying for Administrative Certificate/Credential)
 - _____ Unofficial transcripts
 - _____ Fieldwork Placement Request Form**

Student Name: _____ Date: _____

Student Signature: _____

Credential Advisor Signature: _____

STUDENT VERIFICATION

I (student name) _____ have applied for admission to a National University program leading to an educational certificate in Educational Administration. As a condition to my admission to such program I acknowledge and agree to the following.

1. National University's education credential and certificate programs are approved by the California Commission on Teacher Credentialing (CCTC). I understand that I must satisfy all National University's and CCTC requirements in order to obtain a National University's recommendation for a credential and/or certificate. Int. _____
2. I have been provided with a Credential Orientation Packet and the National University catalog under which I am enrolled. I have read and understand the Orientation Packet and the relevant portions of the catalog, including the pertinent policies and procedures. I agree to abide by such policies and procedures. Int. _____
3. I understand that I must possess a valid preliminary, clear, or service credential to be admitted into the program. I understand that a substitute teaching permit will not qualify for admission the program. Int. _____
4. I understand that I must be able to verify that I and have taught under the held credential for a minimum of three years before I can be recommended for Preliminary Administrative Service Certificate/Credential. I may apply two years of teaching under an emergency permit to meet this three-year requirement. I understand that day-to-day substitute teaching will not qualify to verify 3 years of experience. Int. _____
5. National University has an interest in preserving the integrity of its education credential programs. I understand that National University may suspend or terminate my participation in the program, after affording me due process in accordance with the procedures published in the National University catalog, if it determines that: (i) I have been convicted or plead guilty to a crime substantially related to my qualifications for a credential (ii) statements in my application, personal statement, or other materials submitted to National University were false or misleading (iii) I have committed an act or engaged in conduct which constitutes grounds for denial of a credential: or (iv) I fail to successfully complete the program in accordance with National University's quality standards or fail to demonstrate, in National University's sole determination, the requisite skills and qualifications to satisfy the requirements for a credential. Int. _____
6. I understand that I must maintain a GPA of 3.0 for every credential course to be admitted to the Field Experience Program and to obtain National University's recommendation to the CCTC. I understand that grades of 'D' and 'F' will not be accepted. Int. _____
7. I authorize National University to release all pertinent information to any school district for the purpose of securing my field experience placement and/or employment. Int. _____
8. I acknowledge that I am obligated to provide a complete and accurate application to the CCTC for a credential. However, I authorize National University to release to the CCTC, at any time, all pertinent information requested by the CCTC or which has any bearing on my qualifications or fitness for a credential. Int. _____
9. National University has established procedures to identify and assist students who are encountering difficulty in maintaining acceptable academic or professional standards in the course work or Field Experience Program. These procedures are designed to provide supplemental academic or professional assistance to help students successfully complete the program. After an academic or professional deficiency has been identified, the instructor or the National University Supervisor will develop a remedial plan. If the student fails to correct such deficiency within the time prescribed by the remedial plan, the student's participation in the program may be suspended or terminated. The student will be given the opportunity to appeal his or her suspension or termination in accordance with the procedures published in the National University catalog and program documents. Int. _____

10. I understand that National University's credential requirements are designed to satisfy the standards and requirements of the CCTC to be eligible for a credential and/or certificate. However, I understand and acknowledge that it is my responsibility to become familiar with the educational and other requirements for a credential. I agree that National University shall not be responsible for any changes to the applicable statutes or regulations or any interpretations of such statutes and regulations that result in my ineligibility for a credential. Int. _____
11. I understand that National University reserves the right to accept up to a maximum of 3 courses in transfer with a "B" grade within 7 years, and that extension and continuing education courses will not be accepted. Int. _____
12. I understand that I must complete my program within 7 years and that D and F grades are not acceptable. Int. _____
13. I understand that I must have a zero account balance prior to field experience and prior to exiting the program. Int. _____
14. I understand that I must verify that I have passed the California Basic Educational Skills Test (CBEST) before field experience can begin and that a General or Life Credential will not satisfy this requirement. Int. _____
15. I understand that I must obtain submit a valid tuberculosis (TB) test or documentation from my school district showing that TB is not active before I am eligible to be in a school classroom with students. Int. _____
16. I understand and will abide by National University's Field Experience Placement Policies. I understand that EDA 620B and EDA 620C must be completed in residence, and that a General or Life Credential will not satisfy this requirement. Int. _____
17. I have read all of the requirements for the student teaching portion of my Credential Orientation packet and I understand the requirements. Int. _____

Student Signature	ID #	Date
Credential Analyst	Campus	Date

Insert Verification of Experience form

