



California State University, Long Beach
College of Education, Graduate Studies
ced-gradstudies@csulb.edu

INFORMATION AND APPLICATION PACKET

MASTER OF ARTS IN EDUCATIONAL ADMINISTRATION AND PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL

Website: www.csulb.edu/college-of-education/educational-administration

Prospective students with inquiries about the program may contact the Program Co-Coordinator, Dr. Erin Biolchino:

Erin.Biolchino@csulb.edu

Contact the College of Education Graduate Studies Office with inquiries about the applications:

ced-gradstudies@csulb.edu

Video conferencing is available, email ced-gradstudies@csulb.edu
to set up an appointment Monday – Friday 9AM-5PM

APPLICATION DEADLINES

APPLICANT	FALL 2020
PRIORITY	2/03/2020
DOMESTIC	6/01/2020
INTERNATIONAL	4/01/2020

BOTH THE UNIVERSITY AND PROGRAM APPLICATIONS MUST BE RECEIVED BY THE DEADLINE.

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FREQUENTLY ASKED QUESTIONS

Q. Is the GRE required?

A. The GRE is not required for this program. For a list of eligibility requirements and preconditions for admission, please see page 5. For a list of items required to be submitted with the program application, please see checklist on page 8.

Q. Can I work full-time while completing this program?

A. Yes! Our students are typically full-time teachers. You can expect to attend class two evenings a week starting at 5:45PM for the on-campus cohorts.

Q. How long does the program take to complete?

A. The program is designed to be completed in 2 years (4 semesters) plus one summer. Upon admission, the program coordinator will provide each newly admitted student their program plan. Please visit [Program Requirements](#) for a typical course sequence.

Q. How much will the program cost?

A. Please refer to the Graduate column on the [Tuition and Fees website](#) for a breakdown of the CSULB tuition and fees. Students should plan for three semesters of 6 units, one semester of 9 units, and one 3-unit summer course.

Q. Where do I send transcripts?

A. Transcripts are sent to Enrollment Services. Please see page 6 of this packet for additional information. Do not send your transcripts to the College of Education Graduate Studies Office.

Q. When is the application due?

A. The university application (via Cal State Apply) and program application materials are due on June 1, 2020 for domestic applicants; April 1, 2020 for international applicants.

PROGRAM INFORMATION

Educational administrators serve in many TK-12 capacities. No matter what position an administrator holds within an educational organization, all efforts should be directed at supporting equitable academic opportunity and achievement for all students. The courses in the program are designed to prepare leaders for this important work. Emphasis is placed on (1) examining the role of a school leader, with heavy emphasis on instructional leadership (2) using data to solve problems of practice, (3) leading TK-12 school improvement to create more equitable schools, (4) managing and guiding change, and (5) working collaboratively with diverse families and communities. The program's primary mission is to educate candidates who will assume leadership positions in diverse, urban, TK-12 schools and districts.

The program is designed to be completed in 4 semesters and 1 summer session for a total of 30 units. Please visit [Program Requirements](#) on the program's website for a typical course sequence.

COLLEGE OF EDUCATION MISSION STATEMENT

The College of Education at CSULB is learning and teaching community that prepares professional educators and practitioners who promote equity and excellence in diverse urban settings through effective pedagogy, evidence-based practices, collaboration, leadership, innovation, scholarship, and advocacy.

PROGRAM LEARNING OUTCOMES

The following student learning outcomes were derived from the California Administrator Performance Expectations (CAPEs). By the end of the program, students will:

1. Recognize and solve problems of practice using equity-driven leadership thinking
2. Know how to facilitate the development and implementation of a shared vision of learning and growth for all students (CAPE 1)
3. Understand how to shape a collaborative culture of teaching and learning informed by professional standards and focused on student and professional growth. (CAPE 2)
4. Use multiple sources of quantitative and qualitative data to make decisions that improve learning outcomes for all students.
5. Know how to manage the organization, include resources and personnel, to cultivate a safe, productive, and equitable learning environment for all students. (CAPE 3)
6. Know how to collaborate with families and other stakeholders to address diverse student and community interests and mobilize community resources. (CAPE 4)
7. Understand how to make decisions, model, and behave in ways that demonstrate professionalism, ethics, integrity, justice, and equity and hold staff to the same standard. (CAPE 5)
8. Understand how to influence political, social, economic, legal, and cultural contexts affecting education to improve education policies and practices. (CAPE 6)

PROGRAM REQUIREMENTS

Admitted students will complete a program planner with the program coordinator regarding appropriate course selection. It is important that candidates take courses in the advised sequence. Students will therefore need to be available to take courses at the day, time, and semester they are offered. Courses are typically offered each semester on two weekday evenings starting at 5:45PM to accommodate working students.

PROGRAM REQUIREMENTS

- The program requires 30 units
- A program planner will be provided to each student upon admission.
- The program is designed to be completed in 2 years (4 semesters plus one summer).
- Each Fall and Spring semester, students typically enroll in 6 units, except for the 3rd semester of the program when students enroll in 9 units. Summer enrollment occurs during one Summer Session (3 units). Please visit [Program Requirements](#) on the program's webpage for a typical course sequence.
- Please see the [CSULB Catalog](#) for additional detailed information about course requirements.

ADDITIONAL EXIT REQUIREMENTS FOR PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL

Before recommendation for the Preliminary Administrative Services credential, candidates must:

1. Open a file with the University Credential Center (note: fee required)
2. Meet the basic skills requirement as described in Education Code section 44252(b), unless exempt by statute.
3. Possess one of the following:
 - a. valid 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. valid 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. valid 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.
4. Verification of five years of successful experience in a position requiring one of the credentials in item #3 above. Must verify one of the below:
 - 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. combination of (3a) or (3b).
5. Verification of successful completion of the California Administrator Performance Assessment (CalAPA). (Note: fee required)
6. Presentation of a professional Exit Portfolio to program faculty with program artifacts of course- and field- related experiences documenting the candidate's competence and readiness to serve as a school administrator.
7. Recommendation of the Administrative Credential, to the California Commission on Teacher Credentialing, will be processed through the Credential Center.

APPLICATION PROCESS

APPLICANT ELIGIBILITY

- Baccalaureate degree from an accredited college or university.
- 15 upper-division units in education.
- Minimum 2.85 overall grade point average in last degree (not credential or certificate) earned from an accredited institution of higher education. Applicants whose overall GPA is less than 2.85 but meet the University minimum GPA requirement and who present compelling evidence of academic and professional potential either through recent academic performance and/or experiential background, may be considered for admission at the discretion of the program admission committee.
- Please see the “Preconditions for California Educator Preparation Programs” from the Commission on Teacher Credentialing www.ctc.ca.gov/educator-prep/stds-preconditions. Before admission to the Preliminary Administrative Services Credential program, the candidate must:
 1. Possess one of the following:
 - (a) valid 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) valid 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) valid 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.
 2. Meet the basic skills requirement as described in Education Code section 44252(b), unless exempt by statute. (Note: If a student is pursuing the M.A. only and not the credential, the credential requirement can be waived. Please contact a program advisor.)
- Applicants must have a minimum of 3 years of credentialed service (teaching, counselor, or psychologist) in order to be eligible for the program. (Note: If a student is pursuing the M.A. only and not the credential, this requirement can be waived. Please contact a program advisor for more information.)
- Admission preference will be given to applicants with 5 or more years of credentialed classroom teaching and/or related credentialed educational experiences.
- International applicants have additional university application requirements including meeting the English language proficiency requirement. Please visit The Center for International Education (CIE) website at www.cpie.csulb.edu/international/ for more information.

APPLICATION PROCEDURES

Graduate applicants must apply to the university AND to a specific graduate program simultaneously by the deadline listed on the first page of this packet. Admissions decisions are made at the program level by the faculty. It is essential to follow the guidelines for applying to both the university and program. Failure to do so, and to do so in a timely manner, may result in not being considered for program and/or university admission. If you have questions, please contact the College of Education Graduate Studies Office at ced-gradstudies@csulb.edu. Video conferencing is also available Monday – Friday 9AM-5PM, please email us to set up an appointment.

Admission cannot be deferred. Admitted students who do not attend the term they are admitted will need to re-apply to both the university and the program for a future term.

UNIVERSITY APPLICATION PROCEDURES

You must submit a Graduate/Post-Baccalaureate Admissions Application online at [Cal State Apply](#) accompanied by the \$70 nonrefundable application fee by the program application deadline.

The Graduate Studies Office has created a [tutorial](#) with tips for submitting the university application on Cal State Apply. For technical assistance with the university application, please contact the Cal State Apply Help Desk: (857) 304-2087 or CalStateApply@liaisoncas.com

Once the university application has been submitted, applicants can track their university application in the Applicant Self Service portal, found at: www.csulb.edu/admissions/applicant-self-service.

TRANSCRIPTS

You must submit 1 set of official transcripts for ALL colleges and universities attended to Enrollment Services. This includes all community college(s) attended, bachelor's degree(s) coursework, and all post-baccalaureate or extension coursework. Note that if you received your bachelor's degree from CSULB and have not attended any other university or college since, you will most likely not need to provide transcripts. You will be notified by Enrollment Services if a transcript is needed.

Submit official transcripts to Enrollment Services either (1) electronically or (2) mail.

- (1) Official transcripts may be submitted electronically directly from a U.S. college or university to ES-IDPTrans@csulb.edu.
- (2) Official transcripts may be delivered in a sealed envelope to the address below:
Enrollment Services/Admissions
California State University, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840

You are not required to submit transcripts to the College of Education Graduate Studies Office. It is critical that you submit your university application and the transcripts prior to the program application deadline. This will allow the College of Education faculty and staff access to your transcripts as part of the review of your program application.

PROGRAM APPLICATION PROCEDURES

The program application may be found on pages 8-12 in this packet. All program application materials must be received by the application deadline; please see the first page of this packet for the deadline.

Submit program application materials to the Graduate Studies Office electronically via email to:
ced-gradstudies@csulb.edu.

Program application materials can be found on pages 8-12 of this packet. Please submit via email to ced-gradstudies@csulb.edu

The College of Education Graduate Studies Office will send you an email once we have processed your application. Please note that this may take several days.

INTERNATIONAL APPLICANTS

We encourage international applicants to consider our graduate degree. International applicants planning to attend on a J1 or F1 VISA have additional requirements for admission, and can find admission information at the [Center for International Education website](#). Please note that some programs have earlier deadlines for international (F1 or J1 VISA) applicants. Please verify all deadline dates in the application packet on the [Program Deadlines and Application Packets page](#).

APPLICATION PROCESS – TWO STEPS

1. STEP ONE: Apply to the university

- a. Complete the university application through Cal State Apply www.calstate.edu/apply
- b. See this checklist from the Center for International Education for all items required www.cpie.csulb.edu/International/about.aspx?PID=6

2. STEP TWO: Apply to the program (see above)

The program application may be found on pages 8-12 in this packet. All program application materials must be received by the application deadline; please see the first page of this packet for the deadline.

Submit program application materials to the Graduate Studies Office electronically via email to:
ced-gradstudies@csulb.edu.

Program application materials can be found on pages 9-12 of this packet. Please submit via email to ced-gradstudies@csulb.edu

The College of Education Graduate Studies Office will send you an email once we have processed your application. Please note that this may take several days.

ADMISSION PROCESS

PHASE 1: PROGRAM APPLICATION PAPER REVIEW

You must submit all of the items listed on the program application. The Admissions Committee will review the program application materials approximately four to six weeks after the deadline. You will be notified by email regarding the status of your application. The program coordinator may contact you with questions about your application.

PHASE 2: ORIENTATION

Candidates who are invited for admission will be invited to an orientation meeting with the program coordinator.



APPLICATION FOR ADMISSION

Master of Arts in Educational Administration
and Preliminary Administrative Services Credential
California State University, Long Beach

The information on pages 8-9 of this packet may be typed or hand-written.

SEMESTER:

YEAR:

OBJECTIVE (SELECT ONE)

- ☐ MA in Educational Administration and Preliminary Administrative Services Credential
- ☐ Preliminary Administrative Services Credential Only* If you select this objective you must consult with Dr. Biolchino (Erin.Biolchino@csulb.edu)

LOCATION (PLEASE INDICATE FIRST AND SECOND CHOICE): _____ ON-CAMPUS _____ OFF-CAMPUS (DOWNEY)

PROGRAM APPLICATION CHECKLIST

You must provide all of the items listed below. Please do not submit pages 1-7 of this packet.

- ☐ Application for Admission (pages 8-9 of this packet)
- ☐ Résumé
- ☐ Leadership Philosophy Statement (guidelines on page 10 of this packet)
- ☐ 2 letters of recommendation, 1 of which must be from current principal or supervisor (guidelines on page 11 of this packet). Letters must be on the organization's official letterhead and signed by the recommender.
- ☐ Submit proof of completing [CTC](#) preconditions. Submit copy of clear or life CA teaching credential or clear designated subjects (including English learner authorization) and proof of completion of basic skills requirement/CBEST.

PERSONAL INFORMATION

First Name:

Last Name:

MI:

Other Names, if applicable (for example, maiden name):

Preferred Phone:

Alternate Phone:

Email Address:

Languages Spoken Other Than English (optional):

ACADEMIC EXPERIENCE

ACADEMIC BACKGROUND

College/University	Program/Major	Dates Attended	GPA	Degree Earned



ACADEMIC EXPERIENCE CONTINUED

CREDENTIALS HELD, IF ANY

Credential	Issuing Agency	Date granted	Expiration date

PROFESSIONAL EXPERIENCE

EMPLOYMENT EXPERIENCE

Employer	Position	Location	Full or Part Time	Dates

VOLUNTEER EXPERIENCE

Agency / Organization	Nature of Experience	Location	Hours per week	Dates

Applicants will receive an email once their application has been processed.

My signature below certifies that I have read the program information and I am familiar with the program's goals, mission, requirements, and procedures as posted. It also signifies that I have submitted official transcripts from Enrollment Services (see page 5 of this packet) from ALL colleges and universities that I have attended (not only highest degree earned), and I understand that failure to submit transcripts in a timely way may result in me not being admitted to CSULB.

Applicant's Signature: _____ Date: _____



LEADERSHIP PHILOSOPHY STATEMENT GUIDELINES

Master of Arts in Educational Administration
and Preliminary Administrative Services Credential
California State University, Long Beach

Directions to the Candidate: Please write a 2-3 page statement describing:

- Your educational preparation,
- Your experiences as a teacher or other educational professional, highlighting examples of your own leadership at your site, and
- Your general philosophy of leadership which includes your beliefs on inclusiveness, diversity, and serving children and the community.

Statements should be typed and double spaced. Please use standard 1" margins and a 12 pt font. Your statement must be clear, concise, and mechanically correct.



RECOMMENDATION LETTERS

Master of Arts in Education,
Option in Educational Administration and Preliminary Administrative Services Credential
California State University, Long Beach

Two recommendations are required and are due by the application deadline (see page 1 of this packet for the deadline). Please provide this form to each recommender and ask the recommender to email the form and letter electronically to the College of Education Graduate Studies Office at ced-gradstudies@csulb.edu.

APPLICANT

Please indicate the following and sign below: I do ☐ OR I do not ☐ waive my right to access this confidential letter of recommendation and similar evaluative statements received in connection with my application.

Printed Name: _____

Applicant's Signature: _____ Date: _____

RECOMMENDER

Please complete the information requested below.

Recommender Name: _____

Institution: _____ Position: _____

Email Address: _____ Phone: _____

DIRECTIONS TO THE RECOMMENDER: On recommender's professional stationery, if available, please comment on the candidate's overall abilities as well as his/her potential as a future administrator. Please sign the letter. It would be helpful if you would also provide your impressions of the applicant's:

- 1) attitudes and actions toward individuals with disabilities as well as those from diverse ethnic, racial, cultural, and socio-economic backgrounds,
- 2) level of community involvement,
- 3) relationships with professional colleagues, and
- 4) leadership experiences in which they have engaged.

We thank you for taking the time to complete this Letter of Recommendation.



COMPLETION OF PRECONDITIONS FOR CREDENTIAL

Master of Arts in Educational Administration
and Preliminary Administrative Services Credential
California State University, Long Beach

Please see the "Preconditions for California Educator Preparation Programs" from the Commission on Teacher Credentialing at www.ctc.ca.gov/educator-prep/stds-preconditions

Candidates must provide a copy to prove that they:

1. Possess one of the following:
 - 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.
2. Meet the basic skills requirement as described in Education Code section 44252(b), unless exempt by statute.