

# PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL

## Contact Information

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## Introduction/Overview

This program is for any educators who are interested in furthering their understanding of educational leadership to acquire the skills and dispositions needed to lead schools effectively. LMU's Preliminary Administrative Services Credential program is specifically designed to prepare candidates for educational administration positions in public, private, charter, and Catholic schools. All academic coursework for the Administrative Services Credential program (with the exception of CalAPA fieldwork) applies towards the M.A. in School Administration program. The Preliminary Administrative Services Credential is a requirement in many districts as well as for many higher-level district positions. All LMU School of Education credential programs meet the California State requirements as specified by the California Commission on Teacher Credentialing (CTC). The institution has not made a determination as to whether the credential program meets the requirements of states outside of California.

The Preliminary Administrative Services Credential is a completely online program, except for the DLI Aspiring Principals of Color Fellowship program which is delivered in a hybrid model.

## Program Outcomes

Through the study of relevant leadership theory and participation in residency/fieldwork experiences designed to facilitate the application of theoretical concepts in practical settings, candidates will:

- Acquire the skills, knowledge, and dispositions to serve as an Education Leader in California
- Demonstrate the ability to be moral and ethical leaders for social justice who respect differences, value reflective practice, understand change facilitation, build learning communities, and work effectively in diverse settings
- Identify, develop, and articulate a clear and purposeful vision for leadership that enables an environment that inspires a shared vision and enlists the active participation of all stakeholders
- Develop an understanding and a theory of action regarding the political, financial, legal, and operational aspects of school leadership through investigation of leadership theory
- Develop a vision for instructional leadership and a theory of action that includes a strong emphasis on cultural and linguistic diversity, special education, the successful development of English Learners, and the parent-school relationship

## Program Admission Requirements

- Online Graduate Application
- Bachelor's Degree from a Regionally Accredited Institution

- Official Transcript from all Colleges/Universities Attended, including all Community/Junior Colleges
  - Applicants who completed an undergraduate/graduate degree outside of the United States of America:
    - Official Transcript Evaluation from an approved evaluation agency that details content of coursework completed, degree equivalency, and cumulative GPA
    - Official Transcript is still needed along with Transcript Evaluation
- Cumulative Undergraduate GPA of 3.0, or 3.05 in the last 60 Undergraduate Units, a 3.0 in at least 9 Graduate Units, or Completion of a Request for Exception to GPA Requirement
- Applicants whose citizenship is from a country where English is not the primary language:
  - TOEFL or IELTS or Duolingo English Test Minimum Scores (unless a High School Diploma or a Bachelor's Degree was obtained in the United States)
- Personal Statement of Intent addressing:
  - Applicant's understanding of diversity, social justice, and student achievement. Discuss its implications for leadership and how it intersects with your personal leadership in your current school setting, as well as future administrative leadership roles.
- Verification of California Teaching and/or Service Credential
- Resume or CV
- 2 Letters of Recommendation
  - At least one from Applicant's School Principal
- Verification of Prior Teaching Experience (at least three years at time of application)
- Verification of Employment

## Program Requirements

### Credential Requirements

#### Program Requirements/Credential Requirements

- A minimum of five years of experience working under a valid California Base Credential (such as teaching, Pupil Personnel Services) by the end of the program.
- A Clear California Base Credential is needed before applying for a Preliminary Administrative Services Credential. . For this reason, it is recommended that eligible applicants have at least three years of experience at the time of applying.
- Individuals must satisfy all of the following requirements in addition to their program of study in order to be eligible for credential recommendation:
  - Possess a valid prerequisite credential.
  - Complete a Commission-approved program of specialized and professional preparation in administrative services resulting in the formal recommendation of the program sponsor (LMU's Preliminary Administrative Services Credential Program)
  - Basic Skills Requirement
  - Five Years of Full-Time Experience
  - Employment in an Administrative Position
  - Satisfy the requirements of the California Administrative Performance Assessment (CalAPA)
    - A passing score on each of the three cycles of the assessment

**Required Coursework**

| <b>Code</b>                 | <b>Title</b>   | <b>Semester<br/>Hours</b> |
|-----------------------------|--|---------------------------|
| EDLA 6421                   | Vision of Learning for Diverse Students, Families, Staff, and Community and Residency/Fieldwork Comp | 3                         |
| EDLA 6422                   | Responding to Diversity: Access, Equity, and Educational Opportunity                                 | 3                         |
| EDLA 6423                   | Student Learning & Professional Growth for Diverse Students, Families, Staff, & Community & Residenc | 3                         |
| EDLA 6425                   | Transforming Organizations for Diverse Students, Families, Staff, & Community & Residency/Fieldwork  | 3                         |
| EDLA 6427                   | Advocacy from a Legal Perspective  | 3                         |
| EDLA 6428                   | Business of Education  | 3                         |
| EDLA 6441                   | Fieldwork/CalAPA Cycle 1   | 0                         |
| EDLA 6442                   | Fieldwork/CalAPA Cycle 2   | 0                         |
| EDLA 6443                   | Fieldwork/CalAPA Cycle 3   | 0                         |
| <b>Total Semester Hours</b> |  | <b>18</b>                 |