

Administrative Services Credential

PRELIMINARY CREDENTIAL OR CERTIFICATE OF ELIGIBILITY

For additional information, visit our website at:

<http://www.sjsu.edu/education/academics/credentials>

Submit all forms and applicable fees with application packet.

- Information Sheet:** Type in your information and print form.
- \$25 Processing Fee:** Pay online at: <https://commerce.cashnet.com/SJSUCRD>.
Write receipt # on information sheet.
- Program Contract:** Contact the Educational Leadership Department at 408-924-3616.
- Verification of Experience:** Minimum of 5 five years of successful, full-time experience in a public school, nonpublic school, or private school of equivalent status located in California or another state, or a combination of experience earned in California and another state. This experience may be teaching, pupil personnel work, librarianship, health services, clinical or rehabilitative services, or a combination of teaching and school services equal to five years. Full-time service means service for a minimum of four hours per day for at least three-fourths of the total days in the school year. Substitute or part-time service does not apply. **Verification of experience must be on the district or employing agency letterhead and signed by the superintendent, assistant superintendent, director of personnel, or director of human resources. School or district personnel other than the applicant must verify all experience. The letter must include dates of employment and position(s) held.**
- Verification of Employment as an Administrator (CL-777):** If you are filing for your preliminary credential, you must be employed as an Administrator. Otherwise a Certificate of Eligibility will be issued.
- Official Transcripts:** **Hard copies of official transcripts should be submitted with your complete application packet. Electronic transcripts should be sent directly to credentials@sjsu.edu.** NOTE: If all Administrative Services credential coursework were completed at SJSU, you do not need to submit transcripts.
 - COURSE SUBSTITUTIONS - OFFICIAL transcripts are required for course substitutions from another institution.
- Copy of VALID Clear California Credential:** For the Administrative Services Credential, effective July 1, 2013, a prerequisite credential is defined as: Clear or Life Multiple Subject, Single Subject, or Education Specialist Teaching Credential, Designated Subjects Teaching Credential, Pupil Personnel Services Credential, Teacher Librarian Services Credential, Speech-Language Pathology Services Credential, Clinical or Rehabilitative Services Credential, or a School Nurse Services.
Note: The term of the Preliminary Credential is determined by the dates of your prerequisite credential. The prerequisite credential must not expire in less than year at the time of applying for your Administrative Services Credential. A Certificate of Eligibility does not expire.
- CBEST:** Copy of official score report is required if you hold a LIFE credential.

Completing the Recommendation Process with CTC: Two weeks after filing your credential with our office, you are required to log onto your Educator Page via the CTC web site to complete the online process. For step-by-step instructions, go to <http://www.ctc.ca.gov/credentials/online-services/pdf/recommend-tips.pdf>. NOTE: Your recommendation will be purged from the CTC system after 90 days of filing your credential with our office.

Submit **COMPLETE** application packet credentials@sjsu.edu or mail to:

San Jose State University – Credential Services
One Washington Square, Sweeney Hall 101
San Jose, CA 95192-0015