

PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL

PASC



Program Description

Designed to produce school leaders that understand the pluralistic society with the intersections of racial and cultural diversity, gender differences, sexual orientation, and other educational justice issues that arise in today's society. The Preliminary Administrative Services Credential provides theoretical and practical coursework in school leadership for both public and private K-12 education. Administrative, counseling, and methodology courses are complemented by a rigorous fieldwork requirement. This program will prepare reflective leaders that understand educational equity and access through systematic innovation.

Admission Requirements

- ⇒ Completed application
- ⇒ Official transcript with evidence of a master's degree from a regionally-accredited institution
- ⇒ Evidence of a 3.0 or higher GPA
- ⇒ Two letters of recommendation from professionals who know the applicant's capacity for academic work.
- ⇒ Evidence of a California teaching or service credential.
- ⇒ Evidence of passing CBEST
- ⇒ Evidence of Certificate of Clearance issued by CTC
- ⇒ Admission decisions are made by the Departmental Admissions Committee

Coursework

The pathway listed below is recommended for timely program completion. Students will work with their advisor to determine transferable units. A minimum of 9 units must be earned at The University of Redlands to be recommended for a credential.

Year/Term	Coursework/Units	Fieldwork
1/Fall	EDUC 602 Pluralism in Education (3)	EDUC 678A Fieldwork in Education Induction (1) Or EDUC 679 Preliminary Administrative Internship (1) <i>Optional</i>
1/Spring	EDUC 670 Program Administration and Management (3) EDUC 671 Leadership (3)	EDUC 679 Preliminary Administrative Internship (1) <i>Optional</i>
1/Summer A	EDUC 673 School Finance (3)	EDUC 679 Preliminary Administrative Internship (1) <i>Optional</i>
2/Fall	EDUC 601 The Counseling Process (3) EDUC 675 Curriculum and Program Development (3)	EDUC 679 Preliminary Administrative Internship (1) <i>Optional</i>
2/Spring	EDUC 674 School Politics and Law (3) EDUC 676 School Personnel Management (3)	EDUC 679 Preliminary Administrative Internship (1) <i>Optional</i>
2/Summer		EDUC 678B Fieldwork in Education Induction (2) Or EDUC 679 Preliminary Administrative Internship (1) <i>Optional</i>

Internship Option:

Students must enroll in EDUC 679 three times if seeking internship. Candidates employed as administrative interns will work with our Fieldwork and Advising Office for internship approval and course registration.

Culminating Experiences and Graduation Requirements

Upon completion of the program students will apply for a certificate of eligibility. This certificate never expires and will enable the holder to apply for administrative positions. Once employment is gained the student can then apply for the preliminary administrative services credential.

Credential candidates must have worked under the authority of a teaching or service credential for five years.

Application for Graduation

Students who have completed all program and state requirements should contact their advisor to request a credential recommendation.

Commencement

School of Education students complete program requirements at various points throughout the year. Students may apply to commence in the academic year in which they complete their program requirements as long as they do so by August 31. An application must include a reasonable plan for completing the remaining credits by August 31 and should be submitted to the student's advisor by January 31.