

Administrative Services Credential Checklist

Certificate of Eligibility of Preliminary

___ B.A/B.S degree or higher

___ Clear Prerequisite credential (including CBEST) (Can include: Teaching, PPS, Designated Subjects with BA/BS, Librarian, School Nurse, Speech and Language Pathology, Clinical or Rehab services)

___ 5 years of experience verified by district on district letterhead and signed by Human Resources Department

___ Verification of Employment (CL – 777) as an Administrator (Preliminary credential only)

___ All Administrative coursework including fieldwork passed
(with grades posted)

___ Program Completion form verified by program coordinator

___ Admin Credential application received (date received_____)

PPS (School Counseling) Clear Credential Checklist

___ B.A. /B.S. degree or higher

___ Certificate of Clearance or equivalent

___ CBEST

___ All PPS coursework passed with grades posted

___ Fieldwork hours verification completed (grades posted)

___ Program Completion Verification Form signed and in student file

___ PPS Credential application received (Date received:_____)