SCHOOL SERVICES CREDENTIAL PROGRAMS

School services credentials authorize the holders to perform services for a school district other than classroom teaching. Preparation for the services credentials requires advanced study and administrative competence. A GPA of 3.0 or better is required for coursework completed and listed on the Credential Approved Program (CAP). A grade of C or better must be earned in every course attempted and for the Administrative Services Credential, a grade of B or better must be earned in every course attempted.

The approved programs at San Francisco State University include Administrative Services and Pupil Personnel Services (School Counseling, School Psychology, and School Social Work).

Administrative Services

This credential authorizes the holder to serve as a superintendent, deputy superintendent, principal, assistant principal, supervisor, consultant, coordinator, or other equivalent intermediate-level positions. Requirements may be met by successful completion of an accredited credential program offered by the Department of Equity, Leadership Studies, and Instructional Technologies.

Requirements for the five-year Preliminary Administrative Services Credential are the following:

- Possess a valid Clear California teaching credential or Pupil Personnel Services credential, Health Services credential, or Library Services credential or designated subjects credential with a baccalaureate degree, or a Clinical or Rehabilitative Services Credential.
- Satisfy the Basic Skills Requirement. Successful passage of one of the following:
  - California Basic Educational Skills Test (CBEST)
  - CSET Multiple Subjects Test plus Writing Skills Test
  - A Commission-approved out-of-state basic skills exam
  - CSU Early Assessment Program (EAP) Placement Test
  - Entry Level Math & English Placement Test (ELM & EPT) - Last Offered August 2017
  - College Board SAT
- Complete a minimum of five years of successful full-time teaching or pupil personnel or health services, or library services experience (or combination) in public schools or private schools of equal status. Community college experience is not acceptable.
- Successfully complete California Administrator Performance Assessment (CalAPA). Passing CalAPA will be required of all candidates beginning a program after June 1, 2019.

Upon completion of the program, the candidate will receive a Preliminary Administrative Services Credential or a Certificate of Eligibility Credential if an administrative position is not yet secured. The Certificate of Eligibility authorizes seeking initial employment as an administrator but does *not* authorize actual administrative service.

Internship Program
Available to students who are offered administrative positions and need the Administrative Internship Credential. Entry into this program requires a request from the district office to the Coordinator of Educational Administration Credential Program at the Department of Equity, Leadership Studies, and Instructional Technologies.

The following courses are required for all students admitted into the Educational Administration Program:

EDAD 822 for EDAD 733; EDAD 823 for EDAD 743; EDAD 824 for EDAD 753 (all 3 unit courses)

Preliminary Administrative Services Credential — 33 units

Code	Title	Units
EDAD 713	Administrative Processes	3
EDAD 714	Practicum: Site Administration	3
EDAD 723	School Administration	3
EDAD 733	Curricular Leadership for Multicultural Education	3
EDAD 743	Educational Planning, Technology, and Evaluation	3
EDAD 753	Human Resource Administration in Education	3
EDAD 763	Law and Education	3
EDAD 774	Change Processes and Education	3
EDAD 784	Special Education Administration	3
ISED 797	Seminar in Educational Research	3
EDAD 892	Educational Administration Supervised Field Internship Project	3

Note: Entry-level assessment of administrative competence is conducted at EDAD 713 and EDAD 892 for the exit-level assessment.

Pupil Personnel Services Credential

This credential authorizes the holder to perform, at all grade levels, the service designated on the credential that may include the following:

- School Counseling
- School Psychology
- School Social Work

Requirements for the Pupil Personnel Services credential are the following:

- A master's degree or higher from a regionally accredited college or university in the authorization area.
- Completion of a Commission-approved professional preparation program in the authorization area, including a practicum with school-aged children.
- Satisfy the Basic Skills Requirement. Successful passage of one of the following:
  - California Basic Educational Skills Test (CBEST)
  - CSET Multiple Subjects Test plus Writing Skills Test
  - A Commission-approved out-of-state basic skills exam
  - CSU Early Assessment Program (EAP) Placement Test
  - Entry Level Math & English Placement Test (ELM & EPT) - Last Offered August 2017
  - College Board SAT
- Complete the Certificate of Clearance (fingerprinting) process.

All of the programs at the University are at least two-year programs and usually include a master's degree. Each department may have additional

credential requirements in addition to those listed above. Students should inquire at the appropriate departments for up-to-date information.