

January 11, 2007

Dear Administrative Credential Candidate:

Please complete and return the enclosed application as soon as possible.

Admission Requirements

1. If you are not a current student, please log on to:
http://www.csummentor.edu/Support/tech_support.asp#application, click on "Apply online", select "Graduate Admissions Application" and follow the easy directions. Office of Admissions will need official transcripts of schools attended **other** than H.S.U.
2. A copy of your teaching credential.
3. An **original** letter verifying **three years of successful full time teaching**.
4. Verification that you have passed the California Basic Educational Skills Test (CBEST). If you have not completed the CBEST, the Testing Center administers the test throughout the year. For information please call the Testing Center (707) 826-3611.
5. A letter from your superintendent stating your school district supports your Level I Fieldwork.
6. In support of your application, submit two letters of recommendations from individuals who can attest to your moral and ethical standards of behavior. These letters will be from professionals who are familiar with your work.
7. Possess a 2.75 GPA upon entering the program. Maintain a 3.0 GPA in credential work.
8. Completion of the Health Verification form.

All materials should be sent to **Humboldt State University, School of Education, Administrative Services Program, 1 Harpst Street, Arcata, CA 95521**. Application materials are due **July 1**.

Sincerely,

Louie Bucher
Program Coordinator
Administrative Services Program

Humboldt State University
College of Professional Studies
School of Education

Preliminary (Level I) Administrative Services Credential Program

APPLICATION CHECKLIST

	<u>Task</u>	<u>Completed</u>	
		<u>Yes</u>	<u>No</u>
1.	Application for admission to HSE completed and filed with Enrollment Management Office.	_____	_____
2.	Application for admission to Administrative Services Credential Program completed and filed with School of Education, including required verifications and attachments noted below:	_____	_____
	• Photocopy of teaching/qualifying credential/s.	_____	_____
	• Evidence of Satisfactory completion of CBEST test.	_____	_____
	• Completed form letter from employing district Superintendent/principal approving participation in Level I Fieldwork assignments.	_____	_____
	• Completed form letter from employer/s verifying a Minimum of <u>three years full time teaching</u> /qualifying experience.	_____	_____
	• Two letters of recommendation (one from present supervisor and one from another school administrator).	_____	_____
	• Completed health verification form.	_____	_____
	• Interview completed with Coordinator of Administrative Services Credential Program.	_____	_____

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APPLICATION

General Information:

Name: _____ Social Security #: _____

Home Mailing Address: _____

Phone: _____ Fax: _____

Work-related Information:

Name of School Site/District/Organization: _____

Mailing Address: _____

Work Phone: _____ Fax: _____ E-mail: _____

Professional Background:

Teaching/Other Qualifying Professional Service:

School District	Dates	Professional Service	Immediate Supervisor

Please list your earned college/university degrees:

<u>Degree</u>	<u>Major</u>	<u>Institution</u>	<u>Year of</u>
Bachelors	_____	_____	_____
Masters	_____	_____	_____
Doctorate	_____	_____	_____

Please list your earned credentials:

Name of Credential*	Institution	Date of Award

Required Qualifying Criteria/Documents/Attachments:

• CBEST Passed _____ Not Passed _____ Attachment (evidence)
required (date) (date)

• Health Verification Form
Completed _____ Not Completed _____ Attachment (evidence)
required

• Evidence of completion of three years teaching/qualifying experience
Completed _____ Not Completed _____ Attachment (evidence)
required

• Two letters of recommendations (supervisor, administrator)
Completed _____ Not Completed _____ Attachment (evidence)
required

• Field experience approval by school district
Completed _____ Not Completed _____ Attachment (evidence)
required

• Please attach a photocopy of your "admission qualifying" teaching or professional service credential.

List date(s) available for on campus interview (list in order of preference).

Signature: _____ Date: _____

CBEST

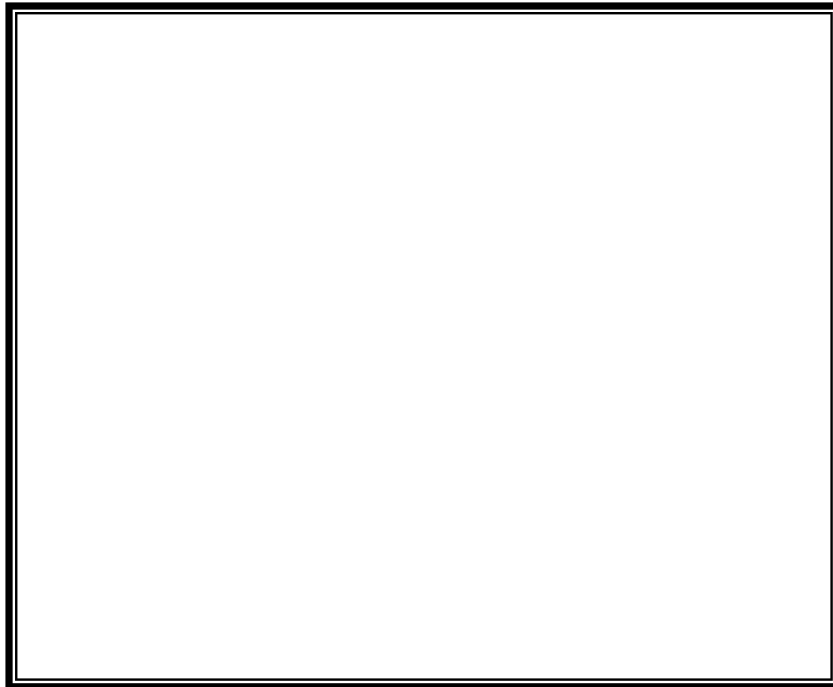
California Basic Educational Skills Test

CBEST, passed: Attach your original test score to this form.

CBEST, pending: Sign the following statement. *I understand that the Special Education Program of Humboldt State University requires that I pass the CBEST exam on or before the June test date for the application year.*

Signature _____

Date you plan on taking the exam _____



HEALTH VERIFICATION

All students entering one of our credential programs must verify a current (less than two years old) tuberculosis (TB) test. Credential candidates also need to verify a vaccination for measles, mumps, rubeola and rubella (MMR). You may obtain these vaccinations from the HSU Student Health Center or a private physician or clinic.

Verification must include either the **agency stamp** or an attached statement on **letterhead stationery**. We cannot accept signatures only.

You will also need to provide your measles documentation to HSU's Student Health Center in order to register for classes. Once this page is complete and your vaccinations are verified, you must fax or mail a copy of this form to the HSU Student Health Center at (707) 826-5042.

Student's Name (please print clearly) _____

Student's Social Security Number _____

Measles Vaccination:
(Rubeola & Rubella)

_____ Examiner

_____ Agency Stamp

_____ Date

TB Test Results:

_____ Examiner

_____ Agency Stamp

_____ Date

(current within two years)

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--SAMPLE --
Verification of Experience Letter

School/District Letterhead

Date

Program Leader/Coordinator, AS program
School of Education
HGH 202, Harpst Street
Humboldt State University
Arcata, CA 95521

Dear Program Leader/Coordinator:

Please be advised that _____ a candidate for admission to the Administrative Services Credential program at HSU< has completed a minimum of three (3) years full-time CCTC qualifying teaching/counseling/other experience in our school district working under the following credential/s:

His/her inclusive dates of the above service run from _____ to _____.

Very truly yours,

District Superintendent/Principal (signature)

**Humboldt State University
College of Professional Studies
School of Education**

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**APPROVAL FOR PARTICIPATION
IN
FIELD EXPERIENCES**

_____, a candidate in the Preliminary Administrative Services Credential Program at HSU, has my permission to participate in 135 hours of field experiences that are designed to increase his/her understanding of the theoretical concepts and knowledge of school administration in a school-based **elementary/secondary* setting.

I understand that field experience activities should provide opportunities to link theory with practice in an effort to strengthen the preparation of prospective administrators. I further understand that a significant portion of the field experiences should take place in the context of the regular school day and/or program and offer opportunities for the candidate to work with diverse student populations.

Signature: _____ Date: _____

The above candidate will be assigned to the cooperating site supervisor listed below.

NAME: _____ TITLE: _____

SCHOOL SITE/S: _____

SITE SUPERVISOR'S TELEPHONE: _____

SITE SUPERVISOR'S E-MAIL: _____

**Insert the school level, elementary or secondary, for which the candidate will be acquiring required field experience hours.*