



Santa Barbara County Education Office

Preliminary Administrative Services Credential Program

PROGRAM ENTRY REQUIREMENTS

The Preliminary Administrative Services Credential (PASC) Program is designed for professionals who are seeking an administrative or supervisory position requiring an Administrative Services Credential at either a school or district site, or for teachers who desire to broaden their leadership capacity as teacher leaders. The Santa Barbara County Education Office (SBCEO) is committed to the concept that continuous screening and evaluation are necessary to ensure that candidates who complete a program are well prepared to be effective leaders. As part of the state Preliminary Administrative program requirements, candidates may expect to be evaluated on the possession of basic skills, personal qualifications and performance factors in addition to completion of required coursework.

We welcome your application for acceptance into our program and are sure you will find this experience valuable to your career objectives. If you have any questions, please do not hesitate to contact our office at (805) 964-4710 x5219. We look forward to assisting you in the completion of your PASC credential requirements.

PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL (PASC) PROGRAM ADMISSIONS

The following items must be submitted as a package directly to the SBCEO Curriculum & Instruction Division, attn. Dr. Letitia T. Bradley. Only complete application packages will be considered.

Applications are due no later than June 1, 2018 at 3:00 p.m.

- 1. APPLICATION** — Please complete the application form and submit it in a complete package with the attachments as outlined below.
- 2. APPLICATION FEE** — \$50 payable by check to SBCEO or by Visa or MasterCard, to be applied toward tuition upon acceptance into the program.
- 3. TRANSCRIPTS** — Transcripts showing a baccalaureate degree and all post-baccalaureate work must accompany your application. These must be official transcripts, in sealed envelopes from each institution where coursework has been taken. Arrange for the transcripts to be sent to you by the institution so that you can submit them, unopened, to us as part of your application package. A grade point average (GPA) of 2.5 in your last 60 units is required for admission to the PASC program. If your GPA is below 2.5, please call us for more information.

4. **RECOMMENDATION** — Submit three (3) current letters of recommendation from practicing education administrators communicating your administrative and leadership potential.
5. **COPY OF VALID TEACHING OR SERVICES CLEAR CREDENTIAL** – Submit a copy of at least one valid teaching or appropriate services clear credential. You can get this online at ctc.ca.gov. Please note that teaching credentials must include the English Learner Authorization (e.g. CTEL, CLAD).
6. **BASIC SKILLS REQUIREMENT:** Submit evidence that the [basic skills requirement](#) has been met (e.g. Passing scores on CBEST, CSET, etc.).
7. **VERIFICATION OF EXPERIENCE** – Submit Verification of Work Experience form confirming your successful completion of at least five years of full-time experience in public schools, nonpublic schools, or private schools of equivalent status. This experience may be teaching, pupil personnel work, librarianship, health services, or clinical or rehabilitative services. “Full-time service” means service for at least a minimum day for three-fourths of the total days in the school year. Substitute or part-time service does not apply. Candidates with less than five years experience with one employing agency or less than five years experience total are highly encouraged to contact the PASC Director.
8. **RÉSUMÉ** – Include a copy of your most recent resume.
9. **STATEMENT OF INTENT** – Write a 1-2 page statement that explains why you want to enter the administrative field, experiences that have prepared you for work as an educational leader, and how you are meeting the needs of California’s diverse student population in your current job assignment.

The following will be scheduled after a complete application packet has been submitted:

INTERVIEW AND WRITING SAMPLE EXERCISE – All candidates are required to engage in an interview and create a short, written document. Interviews and writing sample exercise will be scheduled once your complete application package has been received.

ADMINISTRATIVE FIELDWORK

Fieldwork in Educational Administration is the capstone experience in the Preliminary Administrative Services Credential Program. Some of the required hours of fieldwork can be completed in the work place. For 20 of the 60 required hours, the candidate will be required to work at a site other than the participant’s work place and at a different level than currently assigned (elementary, middle or high school). This will require either release time or coordinating the time to visit a school in another district in session during the summer, winter, or spring vacation periods. Successful completion of fieldwork is required before a participant can be recommended as a credential candidate. All fieldwork must be completed within California.

FEES

There is a \$50 application fee to be submitted with the application packet payable by check to SBCEO or by Visa or MasterCard. This amount will be applied toward tuition payments upon acceptance into the program. The cost of the program is \$6,750. Tuition is payable in six installments on predetermined dates throughout the academic year. SBCEO accepts personal checks, MasterCard and Visa as payment options. Financing is also available through the Santa Barbara Teachers Federal Credit Union. For information, call their loan department at (805) 682-2467.

ADVISEMENT

SBCEO Credentials Services staff is available to assist candidates with general questions pertaining to California credentialing. Contact Tom Heiduk, Credentials Services, at (805) 964-4710 x5266 or theiduk@sbceo.org for more information.

ACCOMMODATIONS STATEMENT

The Santa Barbara County Education Office does not discriminate against any person on the basis of gender, race, color, religion, national origin, disability, sexual orientation, age (except for minors), citizenship status, military service status, and/or any other status protected by law, in any of its policies, procedures, or practices in compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008.

If you anticipate needing any type of accommodations or have questions regarding access or accommodations during the program due to special needs, contact the program director, Dr. Bradley, in advance of your need, at (805) 964-4710 x5219.