

Graduate and Professional  
Studies in Education  
Eureka Hall 401  
6000 J Street  
Sacramento, CA 95819-6079  
(916) 278-5942  
www.csus.edu/coe



SACRAMENTO STATE

*Application Instructions for the  
Educational Leadership and Policy Studies:  
Preliminary Administrative Services Credential( iPASC)*

Dear Prospective Student:

Thank you for your interest in the master's degree programs in the Department of Graduate and Professional Studies (GPS) in Education. Please NOTE the following steps needed to successfully complete the application process:

1. Complete the Graduate School application ([www.csumentor.edu](http://www.csumentor.edu)).
2. You will receive a confirmation email from the Office of Graduate Studies with your Sac State ID number and instructions regarding how to set up your Sac Link Account (if not already set up) [www.saclink.csus.edu](http://www.saclink.csus.edu). NOTE: Please make sure that your email provider is set up to accept CSUS.edu emails
3. Complete the documentation needed for the supplemental application.
4. Upload your supplemental application and supporting documents.

In the process of completing the university application for The Office Graduate Studies, you will need to select **your specific education MA program** under **Enrollment Plans, Major/Program objective**.

Thank you again for your interest in pursuing graduate studies with our department. We hope to have the opportunity to work with you.

Sincerely,

Susan Heredia  
Department Chair  
Graduate and Professional Studies in Education

**Final Submission Deadlines:**

Graduate School Application (CSU Mentor)  
due by 4:00 p.m. Monday, February 15, 2016  
Supplemental Application Packet  
due by 4:00 p.m. Tuesday, March 1, 2016

**\*\*Incomplete applications will not be accepted\*\***

# Application Procedures for Educational Leadership & Policy Studies Preliminary Administrative Services Internship Credential (iPASC) ONLY

## University Admission Requirements

1. **CSU APPLICATION FOR GRADUATE SCHOOL ADMISSION:** Applicants not currently attending Sacramento State, Sacramento State graduating seniors, and Sacramento State students completing a master's degree or second bachelor's degree must complete and submit the CSU application for graduate school admission online at: [www.csumentor.edu](http://www.csumentor.edu) **no later than 4:00 p.m. February 15, 2016.** The \$55.00 non-refundable application fee must be paid online at the time the application is submitted.

**IMPORTANT TIPS** When completing enrollment information on the application:

- Select your **"Major/Program Objective"** from one of the following:
  - Education Credential Only
- Under **"Degree Objective"** select one of the following:
  - None (if CRED only)
- Under **"Credential Objective"** select one of the following:
  - Preliminary Administrative Credential

Complete the rest of the online graduate school application, pay application fee, and click the "submit" button.

2. **TRANSCRIPTS needed for CSU Application**

- **Non-Sac State students:**

One (1) set of official transcripts (sealed) from all junior colleges, colleges, and universities attended. Submit this set of transcripts directly to the Office of Graduate Studies (OGS) no later than **4:00 p.m. February 15, 2016**

Office of Graduate Studies, CSUS  
6000 J Street – Riverfront Center 215  
Sacramento, CA 95819-6112

Or, you can deliver official sealed transcripts to the OGS in the River Front Center, room 215.

- **Sac State students:**

If you graduated/are graduating from Sacramento State, you DO NOT need submit any additional transcripts to OGS unless you attended another college after you graduated.

**Foreign Degrees:** Applicants with degrees from outside of the United States, please visit the following website for instructions, <http://www.csus.edu/gradstudies/FutureStudents/ApplicantsWithForeignDocuments/index.html> or call OGS at (916) 278-6470. Foreign documents/transcripts must be sent directly from your University to OGS and received no later than **January 2016.**

**International Admissions:** Applicants on F-1 or J-1 visas, please visit the following website for application instructions, <http://www.csus.edu/oge/international-admissions/Intlwelcome.html>

**\*\*You will receive a confirmation email from the Office of Graduate Studies with your Sac State ID number and instructions regarding how to set up your Sac Link Account (if not already set up). Please make sure that your email provider is set up to accept CSUS.edu emails\*\***

## Supplemental Program Admission Requirements

1. **SUPPLEMENTAL PROGRAM APPLICATION:** All applicants must submit a Supplemental Program Application, plus supporting documents detailed in the next few pages. Program application packets are due in Eureka Hall 401 **no later than 4:00pm on Tuesday - MARCH 1, 2016.**
  - Candidates must hold a bachelor's degree from an accredited institution, have attained a grade point average of at least 2.5 (on a 4-point scale) in the last 60 semester (90 quarter) units attempted, and have been in good standing at the last college attended.
  - **Employer Letter of Request** – Requests to enter the program must originate in writing from the district superintendent or his/her designee and state that the candidate is in a position, or being offered a position (for the duration of at least one year) which requires the authorization of an administrative credential (See Sample Letter). An official job description of the position that lists the candidate's administrative duties, verification of at least five years full-time teaching experience, possession of a valid teaching or pupil personnel services credential, and a statement releasing the candidate for Wednesday visitations must accompany the request.
    - **Visitation Release** – Interns must devote at least 50 percent of their time to administrative responsibilities and be released for up to seven required visitations during each semester that he/she continues as an intern. Visitations are conducted about two Wednesdays a month throughout the semester. School districts/agencies making such requests must agree, in writing, to release the student without loss of salary or need for compensating time to cover the schedule of visitations.
  - **Two (2) Supervisor Rating Scales** – One from your current, immediate supervisor and one from another administrator (may be from out of the District). Scales should support your capabilities in becoming an administrator (Letter of Recommendation are optional)
  - **Statement of Purpose** – Separate from career goals listed in supplemental application; write a brief statement of at least three (3) educational beliefs to which you are firmly committed. This must be a minimum of two typewritten double-spaced pages.
  - **Typed Resume** – Detailing education and professional experience; **must include 5+ years of teaching experience if applying for the Preliminary Administrative Services Credential.**
2. **GRADUATE WRITING PROFICIENCY (WPG):** Although not required prior to admission. Master's candidates must pass the WPG before they are advanced to candidacy. Effective Fall 1996 students admitted to the University may not use CBEST or the English Diagnostic Test as a waiver for the Writing Proficiency exam for Graduates. The WPG is typically met by successful completion of a GWI course offered to our students.
3. **PROSPECTIVE INTERNSHIP STUDENTS:** Candidates for the Preliminary Administrative Services Internship Credential must set up an appointment with the Internship Coordinator, Dr. Edmund Lee at [elee@csus.edu](mailto:elee@csus.edu) or (916) 278-4639 (**if starting in Fall**) or Dr. Virginia Dixon at [dixonv@csus.edu](mailto:dixonv@csus.edu) or (916) 278-5516 (**if starting in Spring**) to discuss the necessary steps to complete enter the program.
4. **APPLICANT INTERVIEW:** All candidates are required to appear for an interview, conducted by EDLP faculty. Interviews will be scheduled during a two-week period soon after the close of the application period. The interview will focus on the candidate's academic capacities, leadership potential and humanistic sensitivity.
5. **INTERNSHIP CREDENTIAL ACTIVATION:** Once **admitted** into the Preliminary Administrative Services Internship Credential program, you will need to contact the College of Education's Credential Analyst, Elizabeth Christian, [echristian@csus.edu](mailto:echristian@csus.edu) to complete the necessary steps to activate your credential and be recommended to the California Commission on Teacher Credentialing (CCTC).

## Non-Discrimination Policy

California State University, Sacramento, seeks participation in all academic and academically-related activities for all individuals without regard to race, color, creed, marital status, national origin, sex, handicap, or age. The University has established an affirmative action program in accordance with federal and state regulations, Presidential Executive Orders, Title VII and IX of the Civil Rights Act as amended, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1974, and the Vietnam Readjustment Assistance Act. The regulations prohibit discrimination in the admission of students and recruitment, retention, and promotion of employees. For further information, or should you feel that you have been discriminated against in one of the aforementioned areas, contact the Affirmative Action Officer, Title IX Coordinator, in Sacramento Hall 253, (916)278-6907.

## Guidelines for Admission into the Preliminary Administrative Services Internship Program

This program has been initiated to enable school districts and other educational agencies to place candidates with leadership potential in positions of responsibility requiring certification as an administrator prior to the completion of administrative credential requirements. Students admitted to the program may obtain the University recommended **Preliminary Administrative Services Internship Credential** for a maximum of two years. Following the completion of all requirements, interns are then eligible to apply for the **Preliminary Administrative Services Credential**. Both credentials authorize administrative services as a superintendent, associate superintendent, deputy superintendent, principal, assistant principal, supervisor, consultant, coordinator, or in an equivalent or intermediate-level administrative position. Requirements and procedures for admission to the program follow.

1. Requests to enter the program must originate in writing from the district superintendent or his/her designee and state that the candidate is in a position, or being offered a position (for the duration of at least one year) which requires the authorization of an administrative credential. An official job description of the position that lists the candidate's administrative duties, verification of at least three years full-time teaching experience, possession of a valid teaching or pupil personnel services credential, and a statement releasing the candidate for Wednesday visitations (See Item 4.) must accompany the request.
2. All candidates must have taken and passed the California Basic Educational Skills Test (CBEST).
3. Following receipt of the letter of request, job description, verification of teaching experience, verification of passing the CBEST, completed departmental application, resume, copies of teaching credential(s), two letters of reference and transcripts, an interview will be arranged with members of the Department. Criteria for program acceptance include academic and administrative potential and capacity to facilitate and form humanistic relationships with others. Candidates must demonstrate the ability to complete all credential requirements in no more than two years.
4. Interns must devote at least 50 percent of their time to administrative responsibilities and be released for up to seven required visitations during each semester that he/she continues as an intern. Visitations are conducted about two Wednesdays a month throughout the semester. School districts/agencies making such requests must agree, in writing, to release the student without loss of salary or need for compensating time to cover the schedule of visitations.
5. Time of entry into the intern program will determine the pattern of visitation interns must be released to attend. Most interns who begin the program with no previous administrative coursework will complete the requirements, making them eligible for the **Preliminary Administrative Services Credential**, in four semesters.

Interns beginning the program in the **Fall** semester will attend: **1st Fall** semester, seven Wednesday visitations; **1st Spring** semester, seven Wednesday visitations; **2nd Fall** and the **2nd Spring** semester, four visitations each semester, which are scheduled with the field supervisor.

Interns beginning the program in a **Spring** semester will attend: **1st Spring** semester, seven Wednesday visitations; **1st Fall** semester, seven Wednesday visitations; **2nd Spring** semester, and **2nd Fall** semester, four visitations each semester, which are scheduled with the field supervisor.

Following acceptance into the **Preliminary Administrative Services Internship Program**, candidates will be assigned a faculty advisor to assist them in planning their academic program.

## Complete Application Packets

The Higher Education Leadership supplemental application and all materials pertaining to the application\* should be uploaded **no later than 4:00 p.m. Tuesday, March 1, 2016**. Please note that we **do not accept incomplete applications**. Upload the supplemental application and supporting documents using your Saclink Student ID to the following website:

<https://gradsup.webapps.csus.edu/>

| <b>APPLICATION/SUPPORTING DOCUMENTS</b>   | <b>UPLOAD DOCUMENTS BY DOCUMENT TYPE<br/>(SELECT DOCUMENT TYPES FROM THE DROP-DOWN MENU AT ABOVE UPLOAD WEBSITE)</b>                 |
|---|--|
| <b>Supplemental Program Application-3 pages (scan to PDF)</b><br><b>NOTE: Do not include instruction pages or check list</b> <ul style="list-style-type: none"><li>Returning MA Student Supplemental Application (pages 1 &amp; 2 only)</li></ul> | Document Type: <u>Supplemental Application</u>   |
| <b>Career Goals (scan to PDF)</b>   | Document Type: <u>Statement of Purpose</u>   |
| <b>Current resume/Vitae (scan to PDF)</b>   | Document Type: <u>Resume</u>   |
| <b>Current Teaching Credential: K-12 (PDF)</b> <ul style="list-style-type: none"><li>Preliminary and Professional (Clear) Administrative Service Credential Applications</li></ul>  | Document Type: <u>Certification or License</u>   |
| <b>California Basic Educational Skills (CBEST) Scores</b> <ul style="list-style-type: none"><li>Preliminary and Professional (Clear) Administrative Service Credential Applications</li></ul>   | Document Type: <u>Basic Skills Requirement</u>   |
| <b>Supervisor Rating Scales</b> (Rating Scale and optional letter of recommendation in sealed envelope with your name and Saclink ID written on envelope)   | Submit directly to the College of Education, Educational Leadership in Eureka Hall 401   |
| <b>Official Transcripts</b>   | <b>Mailed directly to:</b><br>Office of Graduate Studies, CSUS<br>6000 J Street – Riverfront Center 215<br>Sacramento, CA 95819-6112 |

**Graduate and Professional Studies in Education**

**Masters of Arts in Educational Leadership & Policy Studies**

**Preliminary Administrative Services Internship Credential Supplemental Application**

**Fall 2016**

**Upload no later than 4:00 p.m. March 1, 2016**

**Educational Leadership & Policy Studies (iPASC) Program Emphasis**

Preliminary Administrative Services Internship Credential (iPASC) ONLY

**Personal Information:**

Mr.

Ms.

Last Name

First Name

M

Previous Last Name

SaLink Student ID

Street:

City:

State:

Zip:

**Mailing Address**

E-Mail:

Primary Phone #

Alternate Phone #

Bachelor's Degree major:

Date degree conferred or expected: mm/year \_\_\_\_ / \_\_\_\_

University awarding your degree:

Secondary Degree major (if applicable):

Date degree conferred or expected: mm/year \_\_\_\_ / \_\_\_\_

University awarding your degree:

**Employment Information:**

Current Position

Site/Agency

Years Employed

Street:

City:

State:

Zip:

**Site Address**

E-Mail:

Primary Phone #

Alternate Phone #

**Career Goals (may attach a separate sheet)**

What is your ultimate objective in Educational Leadership?

What steps and/or intermediate positions do you plan for achieving these objectives?

## Self-Assessment Scale

**Directions:** Please assess yourself in the areas listed below. Total your ranking and enter in the space below.

| Performance Indicators   | 1          | 2        | 3            | 4                 | 5           |
|--|------------|----------|--------------|-------------------|-------------|
|  | Inadequate | Marginal | Satisfactory | Very<br>Competent | Outstanding |
| 1. <u>Awareness of Self:</u> Describes own strength, is honest about own weaknesses; readily expresses values, feelings, and own characteristics.  |            |          |              |                   |             |
| 2. <u>Self-Concept:</u> Perceives self as worthy, healthy, and generally a happy person; can laugh at self.  |            |          |              |                   |             |
| 3. <u>Initiative—Self-Assertive:</u> Takes a stand on issues; risks job, security, and/or peer approval for a cause; is resourceful; takes action when needed.   |            |          |              |                   |             |
| 4. <u>Interest in People/Societal Concern:</u> Views education as an instrument of social and personal change; expresses commitment to resolution of societal problems broader than school or classroom. |            |          |              |                   |             |
| 5. <u>Openness to Learning:</u> Is anxious to learn new ideas beyond job requirements; debates issues; reads widely; philosophizes.  |            |          |              |                   |             |
| 6. <u>Leadership Experience/Potential:</u> Knows about, through experience or observation, the roles/functions/expectations of administrators/leaders.   |            |          |              |                   |             |
| 7. <u>Planning/Decision Making:</u> Shows evidence of planning, problem-solving capabilities; can express strategies/alternatives for problem solution/implementation.                                   |            |          |              |                   |             |
| 8. <u>Situational Flexibility:</u> Describes alternative strategies based on changing needs; can assume another's point of view.   |            |          |              |                   |             |

**Total Score**

### Applicant Signature

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Fall 2016 Preliminary Administrative Services Internship Credential  
Report on Graduate Candidate**

**Supervisor's Recommendation**

Page 1 of 2

Name of Candidate:

SacLink Student ID:

Primary Phone Number:

**To the Candidate:** The *Family Educational and Privacy Act of 1974* gives students the right to inspect letters of recommendation written in support of applications for admission or fellowship. The law also permits students to waive that right if they choose, although such a waiver cannot be a condition of admission or award. If you wish to waive your right to examine this letter of recommendation, please sign the waiver below.

I WAIVE MY LEGAL RIGHT TO INSPECT THIS LETTER OF RECOMMENDATION.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**To the Recommender:** This candidate has applied for admission as a graduate student in Educational Leadership and Policy Studies, California State University, Sacramento, and has given your name as a reference. Please complete the Supervisor's Rating of Candidate form on the following page and return it in a sealed envelope to the applicant to include in their application packet or mailed directly to **(by 4:00 p.m. March 1, 2016)**:

California State University, Sacramento  
College of Education  
ATTN: Education Leadership (iPASC) Program Admission (EUREKA HALL 401)  
6000 J Street  
Sacramento, CA 95819-6079

1. Assuming that you had an opening for a person with the candidate's characteristics, would you be willing to employ this candidate?

Yes  No    If yes, please indicate by checkmark, the degree of your desire to employ this individual:

Eagerly     Willingly     With Hesitation

If no, please give reasons under item 2 below.

2. Remarks: Use this space for any additional information, comments, evaluation, interpretation, or explanation of your rating that you may wish to add. Thank you for your cooperation and assistance. (If more space is needed, please feel free to attach comments written on your letterhead.)

\_\_\_\_\_  
Recommender's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recommender's Printed Name and Position

\_\_\_\_\_  
School, Agency or Company



## Fall 2016 Preliminary Administrative Services Internship Credential

### Supervisor's Rating of Candidate

Page 2 of 2

Candidate:

SacLink Student ID:

**Directions:** Please evaluate the applicant in the areas listed below and indicate strengths of the applicant on each item. Total your ranking and enter in the space below.

| Performance Indicators   | 1<br>Inadequate | 2<br>Marginal | 3<br>Satisfactory | 4<br>Very<br>Competent | 5<br>Outstanding |
|--|-----------------|---------------|-------------------|------------------------|------------------|
| 1. <u>Awareness of Self:</u> Describes own strength, is honest about own weaknesses; readily expresses values, feelings, and own characteristics.  |                 |               |                   |                        |                  |
| 2. <u>Self-Concept:</u> Perceives self as worthy, healthy, and generally a happy person; can laugh at self.  |                 |               |                   |                        |                  |
| 3. <u>Initiative—Self-Assertive:</u> Takes a stand on issues; risks job, security, and/or peer approval for a cause; is resourceful; takes action when needed.   |                 |               |                   |                        |                  |
| 4. <u>Interest in People/Societal Concern:</u> Views education as an instrument of social and personal change; expresses commitment to resolution of societal problems broader than school or classroom. |                 |               |                   |                        |                  |
| 5. <u>Openness to Learning:</u> Is anxious to learn new ideas beyond job requirements; debates issues; reads widely; philosophizes.  |                 |               |                   |                        |                  |
| 6. <u>Leadership Experience/Potential:</u> Knows about, through experience or observation, the roles/functions/expectations of administrators/leaders.   |                 |               |                   |                        |                  |
| 7. <u>Planning/Decision Making:</u> Shows evidence of planning, problem-solving capabilities; can express strategies/alternatives for problem solution/implementation.                                   |                 |               |                   |                        |                  |
| 8. <u>Situational Flexibility:</u> Describes alternative strategies based on changing needs; can assume another's point of view.   |                 |               |                   |                        |                  |
| <b>Total Score</b>   |                 |               |                   |                        |                  |

**Fall 2016 Preliminary Administrative Services Internship Credential  
Report on Graduate Candidate**

**Supervisor's Recommendation**

Page 1 of 2

Name of Candidate:

SacLink Student ID:

Primary Phone Number:

**To the Candidate:** The *Family Educational and Privacy Act of 1974* gives students the right to inspect letters of recommendation written in support of applications for admission or fellowship. The law also permits students to waive that right if they choose, although such a waiver cannot be a condition of admission or award. If you wish to waive your right to examine this letter of recommendation, please sign the waiver below.

I WAIVE MY LEGAL RIGHT TO INSPECT THIS LETTER OF RECOMMENDATION.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**To the Recommender:** This candidate has applied for admission as a graduate student in Educational Leadership and Policy Studies, California State University, Sacramento, and has given your name as a reference. Please complete the Supervisor's Rating of Candidate form on the following page and return it in a sealed envelope to the applicant to include in their application packet or mailed directly to **(by 4:00 p.m. March 1, 2016)**:

California State University, Sacramento  
College of Education  
ATTN: Education Leadership (iPASC) Program Admission (EUREKA HALL 401)  
6000 J Street  
Sacramento, CA 95819-6079

1. Assuming that you had an opening for a person with the candidate's characteristics, would you be willing to employ this candidate?

Yes  No    If yes, please indicate by checkmark, the degree of your desire to employ this individual:

Eagerly     Willingly     With Hesitation

If no, please give reasons under item 2 below.

2. Remarks: Use this space for any additional information, comments, evaluation, interpretation, or explanation of your rating that you may wish to add. Thank you for your cooperation and assistance. (If more space is needed, please feel free to attach comments written on your letterhead.)

\_\_\_\_\_  
Recommender's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recommender's Printed Name and Position

\_\_\_\_\_  
School, Agency or Company

## Fall 2016 Preliminary Administrative Services Internship Credential

### Supervisor's Rating of Candidate

Page 2 of 2

Candidate:

SacLink Student ID:

**Directions:** Please evaluate the applicant in the areas listed below and indicate strengths of the applicant on each item. Total your ranking and enter in the space below.

| Performance Indicators   | 1<br>Inadequate | 2<br>Marginal | 3<br>Satisfactory | 4<br>Very<br>Competent | 5<br>Outstanding |
|--|-----------------|---------------|-------------------|------------------------|------------------|
| 1. <u>Awareness of Self:</u> Describes own strength, is honest about own weaknesses; readily expresses values, feelings, and own characteristics.  |                 |               |                   |                        |                  |
| 2. <u>Self-Concept:</u> Perceives self as worthy, healthy, and generally a happy person; can laugh at self.  |                 |               |                   |                        |                  |
| 3. <u>Initiative—Self-Assertive:</u> Takes a stand on issues; risks job, security, and/or peer approval for a cause; is resourceful; takes action when needed.   |                 |               |                   |                        |                  |
| 4. <u>Interest in People/Societal Concern:</u> Views education as an instrument of social and personal change; expresses commitment to resolution of societal problems broader than school or classroom. |                 |               |                   |                        |                  |
| 5. <u>Openness to Learning:</u> Is anxious to learn new ideas beyond job requirements; debates issues; reads widely; philosophizes.  |                 |               |                   |                        |                  |
| 6. <u>Leadership Experience/Potential:</u> Knows about, through experience or observation, the roles/functions/expectations of administrators/leaders.   |                 |               |                   |                        |                  |
| 7. <u>Planning/Decision Making:</u> Shows evidence of planning, problem-solving capabilities; can express strategies/alternatives for problem solution/implementation.                                   |                 |               |                   |                        |                  |
| 8. <u>Situational Flexibility:</u> Describes alternative strategies based on changing needs; can assume another's point of view.   |                 |               |                   |                        |                  |
| <b>Total Score</b>   |                 |               |                   |                        |                  |

***Checklist for the  
Educational Leadership & Policy Studies  
(Fall 2016 Preliminary Administrative Services Internship Credential)***

**Upload the supplemental application and supporting documents  
using your SacLink Student ID to the following upload website:**

<https://gradsup.webapps.csus.edu/>

| APPLICATION/SUPPORTING DOCUMENTS  | UPLOAD DOCUMENTS BY DOCUMENT TYPE<br>(SELECT DOCUMENT TYPES FROM THE DROP-DOWN MENU AT ABOVE UPLOAD WEBSITE)                         |
|---|--|
| <b>Supplemental Program Application-3 pages (scan to PDF)</b><br><b>NOTE: Do not include instruction pages or check list</b> <ul style="list-style-type: none"> <li>Returning MA Student Supplemental Application (pages 1 &amp; 2 only)</li> </ul> | Document Type: <u>Supplemental Application</u>   |
| <b>Career Goals (scan to PDF)</b>   | Document Type: <u>Statement of Purpose</u>   |
| <b>Current resume/Vitae (scan to PDF)</b>   | Document Type: <u>Resume</u>   |
| <b>Current Teaching Credential: K-12 (PDF)</b> <ul style="list-style-type: none"> <li>Preliminary and Professional (Clear) Administrative Service Credential Applications</li> </ul>  | Document Type: <u>Certification or License</u>   |
| <b>California Basic Educational Skills (CBEST) Scores</b> <ul style="list-style-type: none"> <li>Preliminary and Professional (Clear) Administrative Service Credential Applications</li> </ul>   | Document Type: <u>Basic Skills Requirement</u>   |
| <b>Supervisor Rating Scales</b> (Rating Scale and optional letter of recommendation in sealed envelope with your name and SacLink ID written on envelope)   | Submit directly to the College of Education, Educational Leadership in Eureka Hall 401   |
| <b>Official Transcripts</b>   | <b>Mailed directly to:</b><br>Office of Graduate Studies, CSUS<br>6000 J Street – Riverfront Center 215<br>Sacramento, CA 95819-6112 |

- **MAKE A PHOTOCOPY (for your records)** of all application documents before submitting the application packet.
- **FAXED applications can be accepted.**

**LETTERS OF RECOMMENDATION CAN BE MAILED TO:**

California State University, Sacramento  
 College of Education  
 ATTN: Education Leadership (iPASC) Program Admission (EUREKA HALL 401)  
 6000 J Street  
 Sacramento, CA 95819-6079

**Please note: Applications and Letters of Recommendation must be received no later than 4:00PM, Tuesday - March 1, 2016** (Postmark date is acceptable as meeting submission deadline for letters of recommendation providing application is complete).