



Email Archive Detail

Cancel

To:
From: credentials@csueastbay.edu
Date:
Subj: Department Conditional Admissions Notice

Dear ,

Thank you for submitting the department application for the Educational Leadership Program at California State East Bay for Fall Entry 2015. **We are pleased to inform you that you have been conditionally admitted to the department.**

With a status of **conditional admissions**, you join a select group of candidates who have passed the initial screening process. In order to be considered for **full admissions**, please do the following:

- Submit any missing department or university application items, and
- Complete Student Intent to Register, once available (See instructions below)

The university's admissions notification is a separate process that takes place after you have met all the university admissions requirements. In most cases, by meeting all the department requirements you have also met the requirements for the university. You will receive a separate official letter of admissions from the CSU East Bay Graduate Admissions Office to confirm your university admissions status. You can check your status of the university admissions by viewing on MyCSUEB (www.my.csueastbay.edu).

Please know that you must be fully admitted to **both** the department and university in order to register and begin the program.

This acceptance is limited to the Educational Leadership Program that begins this Fall Quarter. If you choose not to enter, you must reapply and go through the application process again.

Student Intent to Register(SIR): After you have received your university admissions notice, you should see in your MyCSUEB a "Student Intent to Register" link. Once the SIR appears, you will need to click on it to confirm your intention to register for classes, thus confirming your university admissions. From the point you click the button, you should be able to register for your program classes within 48 business hours. Since you are entering a cohort, there will be a spot saved for you in all your classes. For more about the Student Intent to Register process, please read more [online](#).

Cohort Placement: You will receive another email regarding your cohort placement, including information about classes and advising. Please wait patiently to receive further details in the coming weeks through your [Horizon e-mail](#).

Any questions related to your admissions status can be directed to the Credential Student Service Center at [\(510\) 885-2272](tel:5108852272).

Again, congratulations on your acceptance. We look forward to working with you in this exciting and rewarding program.

Sincerely,

Dr. Peg Winkelman
Chair, Educational Leadership Department

Last modified at 6/10/2015 by

Cancel



Email Archive Detail

Cancel

To:
 From: credentials@csueastbay.edu
 Date:
 Subj: Document Reminder Email

Dear ,

Thank you for submitting the department application for the Educational Leadership programs at Cal State East Bay for Fall 2015.

We have reviewed your file and want to let you know that the following items (an their descriptions) are still needed for your complete application. Please note the **deadline to apply to the university is June 30, 2015**. If you have not already done so, please apply via www.csumentor.edu before the deadline. The document deadline is July 15, 2015.

Letters of Recommendation	You must submit letters of recommendation and/or recommendation forms as part of your department admissions requirements. For the multiple subject, single subject, or TED/SPED programs, you will also need to submit your Prior Experience Verification Forms showing your 45 hours of prior experience.
Resume	You must submit a current resume as part of your department admissions requirements.
Statement of Purpose	You must submit a typed Statement of Purpose essay. If you wish to use the same statement as you did for your university application, please be sure to save a copy of that statement before your submission of your university application. Otherwise, you may not be able to retrieve the copy later. Specific prompts vary by department.
Graduate Admission	You must submit the university graduate admissions application online at: www.CSUMentor.edu . Be sure to plan accordingly so you do not miss any pertinent application deadlines. If required for your program, please complete the paper-based university's application and submit the \$55 university application fee payable to "CSU East Bay" via check or money order. Click here and scroll down the page to the 2014-2015 Graduate Admissions paper application: http://www.csumentor.edu/Support/tech_support.asp#application For an updated list of university admissions deadlines, see: http://www20.csueastbay.edu/prospective/how-to-apply/deadlines-for-application/index.html .
5 Year Teaching Experience	
Basic Skills	You must provide documentation of passage of the basic skills requirement before you can be recommended for the credential. In most cases, the BSR must be met prior to admissions into the program. Satisfactory completion of the Basic Skills Requirement ^[8] (e.g., CBEST); submit a copy of original score report.
Degree Check	All post-baccalaureate applicants must verify their completion of a four-year college course of study and a baccalaureate degree from an institution accredited by a regional accrediting association. For applicants in the Bachelors Plus track (BPEP MS), your degree is posted after all credential courses and undergraduate degree requirements are met.
Transcripts	
Submit your final bachelor's degree-bearing transcript to CSSC (even if you earned your degree at CSUEB because this transcript will be retained for the department file). Send a full set of all official transcripts from all schools attended directly to the Graduate Admissions Office at 25800 Carlos Bee Blvd., Hayward, CA 94542. The university requires all transcripts from all schools even if transfer work appears on another school's transcripts. All applicants must verify their completion of a four-year college course of study and a baccalaureate degree from an institution accredited by a regional accrediting association. If you are a CSU East Bay graduate and/or currently enrolled at the university, one (1) official final transcript is still required for your application. Please check you MyCSUEB account (www.my.csueastbay.edu) to check on the status of transcripts required for university admissions. If you are a CSUEB undergraduate who will graduate in the term before you begin the program, you should stay in touch with your undergraduate evaluator to ensure that you have done any necessary steps for your degree. Please know that the evaluators work as quickly as possible to process your degree before the	

Transcripts program starts.

If you are a non-CSUEB undergraduate who will graduate in the term before you begin the program, you must submit a Certificate of Completion from your university's registrar's office. The letter must indicate the date in which your degree will be posted. See Appendix for an example of a Certificate of Completion document.

For Foreign Transcripts

Applicants who earned a four (4) year bachelor's degree or its equivalent at a higher education institution outside of the U.S. must have their transcripts evaluated by an agency authorized by the California Commission on Teacher Credentialing (CTC). A list of authorized agencies is available at the CTC website: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

Applicants who took any foreign course work, but not earned an degree, may be subject to a foreign transcript evaluation.

If you are unsure this applies to you, contact CSSC.

Valid Teach
Credential

A valid California Teaching Credential is required for admissions. Submit a copy of the credential document to the department along with your admissions materials.

Additional Comments:

If you believe that there is a discrepancy in our records, please do the following immediately:

1. Reply to this email (do not change the subject line).
2. In your email, provide: your name and the discrepancy.
3. The CSSC will respond to your email with our updated findings.

If our information is correct, please turn in (mail or hand-deliver) the missing items by the document deadline.

Final Reminders

You must meet both department and university admissions requirements in order to begin the program. You will receive a separate email regarding the department admissions decision. The university will mail to you a letter regarding your university admissions.

If You Are No Longer Interested In Our Program

Please reply to this email (do not change the subject line) with a request to cancel your department application and no further action would be needed from you. All department admissions documents are retained in our office for up to one year. For a copy of any document, please review the [Request for Contents in a Credential File](#)³ form found on our website. You will need to contact the Graduate Admissions Office to cancel your university application, gradprograms@csueastbay.edu with a message like, "Please withdraw my ___(summer, etc) 20___ application for the _____program, I no longer wish to be considered for admission."

First name, last name NET ID

Thank you for your interest in Cal State East Bay for your credentialing preparation plans!

Sincerely,
Credential Student Service Center
(510) 885-2272

Links

1. <http://www20.csueastbay.edu/about/visitor-information/maps-campus-locations>
2. <https://my.csueastbay.edu>
3. <http://www20.csueastbay.edu/ceas/cssc/files/docs/cssc-office-form-request-for-documents-in-credential-file-fillable.pdf>



Cancel

To:
 From: credentials@csueastbay.edu
 Date:
 Subj: Class Registration Information for Spring 2016

Hello,

We hope you are having an great winter quarter! We want to support you in enrolling in your spring quarter courses. Please be sure to only register for section numbers listed under your cohort of choice. You should only register for classes assigned to your cohort.

If you experience any issues with your registration please contact the Department at mseducation@csueastbay.edu or [\(510\) 885-4145](tel:5108854145).

First Enrollment Period February 15th – March 20th
 Fee payment deadline March 21, 2016
 Registration closed March 21th - March 23rd
 Late Registration Period March 28th - April 5th
 Late Fee payment April 7, 2016
 Late Add Period April 6th – April 12th (form required)

East Contra Costa Cohort

Location: Mt. Diablo Unified, Willow Creek Center, 1026 Mohr Lane, Concord

Course Number	Section Number	Class Number	Course Name	Day and Time	Instructor Name
6550	01	1551	School Site Leadership & Org Behavior	Thursday 4:30pm to 8:00pm	Winkelman
6675	01	1558	Finance & HR for Equity	Online	Fanning
6803	01	1564	Fieldwork III	Arranged	Plough, J
6999	06	1575	Leadership Institute	May 21, 2016 @ Crowne Plaza Hotel, Union City	Winkelman

****If you are an intern, you will need to enroll in EDLD 6806 (1566) instead of EDLD 6803.***

New Haven/Fremont Cohort

Location: Fremont District Office, 4210 Technology Drive, Fremont

Course Number	Section Number	Class Number	Course Name	Day and Time	Instructor Name
6550	02	1552	School Site Leadership & Org Behavior	Thursday 4:30pm to 8:00pm	Berger
6650	02	1557	Ed Law For Equity	Online	Comfort
6803	02	1560	Fieldwork III	Arranged	Plough, J
6999	05	1574	Leadership Institute	May 21, 2016 @ Crowne Plaza Hotel, Union City	Berger

****If you are an intern, you will need to enroll in EDLD 6806 (1566) instead of EDLD 6803.***

Hayward Cohort

Location: Hayward Campus in the Arts & Education Building, room 368

Course Number	Section Number	Class Number	Course Name	Day and Time	Instructor Name
6550	03	1553	School Site Leadership & Org Behavior	Tuesday 4:30pm to 8:00pm	Lopez
6675	02	1559	Finance & HR for Equity	Online	Fanning
6803	03	1561	Fieldwork III	Arranged	Plough, J
6999	04	1573	Leadership Institute	May 21, 2016 @ Crowne Plaza Hotel, Union City	Lopez

If you are an intern, you will need to enroll in EDLD 6806 (1566) instead of EDLD 6803.*San Mateo Cohort**

Location: Burlingame High School, 1 Mangini Way, Alumni Room, Burlingame

Course Number	Section Number	Class Number	Course Name	Day and Time	Instructor Name
6550	04	1554	School Site Leadership & Org Behavior	Tuesday 4:30pm to 8:00pm	Plough, B
6650	01	1556	Ed Law For Equity	Online	Comfort
6803	04	1562	Fieldwork III	Arranged	Plough, J
6999	02	1571	Leadership Institute	May 21, 2016 @ Crown Plaza Hotel, Union City	Plough, B.

If you are an intern, you will need to enroll in EDLD 6806 (1566) instead of EDLD 6803.*West Contra Costa Cohort**

Location: Korematsu Middle School, El Cerrito

Course Number	Section Number	Class Number	Course Name	Day and Time	Instructor Name
6550	05	1555	School Site Leadership & Org Behavior	Monday 4:30pm to 8:00pm	Harris
6410	01	1550	Supervision & Staff Development	Online	Lopez
6803	05	1563	Fieldwork III	Arranged	Plough, J
6999	03	1572	Leadership Institute	May 21, 2016 @ Crowne Plaza Hotel, Union City	Harris

**If you are an intern, you will need to enroll in EDLD 6806 (1566) instead of EDLD 6803.*

Sincerely,

Educational Leadership Department

Dr. Ardella Dailey
Tier I Program Coordinator, Educational Leadership DepartmentDr. Peg Winkelman
Chair, Educational Leadership Department

To:
From: credentials@csueastbay.edu
Date:
Subj: Applying for your Credential

Congratulations!

Educational Leadership (Tier 1) Candidates:

As you complete your coursework for your credential, you will also need to submit your credential application for the Certificate of Eligibility (CE) or Preliminary Administrative Services Credential (PASC). The Credential Student Service Center will start accepting applications for Spring Quarter 2016 completion on Wednesday, June 01, 2016, provided you are certain all of your requirements will be completed as of Spring Quarter 2016.

The official issuance date of your credential will be June 11, 2016.

Requirements for the Five-Year Preliminary Administrative Services Credential (PASC) or Certificate of Eligibility (CE)

Candidates must satisfy all the following requirements:

1. Possess a valid prerequisite credential

For the Administrative Services Credential, effective July 1, 2013, a prerequisite credential is defined as:

- A valid California clear or life teaching credential requiring a bachelor's degree and a program of professional preparation, including student teaching; or
- A valid California clear or life Designated Subjects Teaching Credential, provided the holder also possesses a bachelor's or higher degree from a regionally-accredited college or university or
- A valid clear or life California Pupil Personnel Services Credential, Teacher Librarian Services Credential, Speech-Language Pathology Services Credential, Clinical or Rehabilitative Services Credential, or a School Nurse Services Credential, requiring a bachelor's degree and a program of professional preparation, including field practice or the equivalent. Holders of any of the other Health Services Credentials, such as the school physician, dentist, dental hygienist, optometrist, clinical psychologist, and psychiatric social worker, do not meet this requirement.

2. Completion of an approved Administrative Services Credential Program.

3. Satisfy the Basic Skills requirement (known as the CBEST).

4. Verify five years of full-time experience on form CL-41 EXP.

Full-time service means service for a minimum of four hours per day for at least three-fourths of the total days in the school year. Substitute or part-time service does not apply.

5. Verify employment in an administrative position on form CL-777.

When you applied to the program you should have submitted verification of your clear teaching or services credential and a copy of your Basic Skills (CBEST) requirement, you will not need to re-submit these items unless they are missing and we will notify you as we're processing your application. We do ask that you submit an updated verification of your five years teaching or services experience on form CL-41 EXP.

If you have completed requirements 1 -5 above you can apply for the Preliminary Administrative Services Credential. The Preliminary Administrative Services Credential is valid for five years but is limited by the expiration date of the prerequisite credential. If the prerequisite credential is valid for the full five year period from the issuance date of the preliminary administrative credential, the administrative credential will be valid for the full five year period upon issuance. By the end of the five-year preliminary period, the holder must meet the requirements for the clear credential

If you do not have an offer of employment in an administrative position you may apply for a Certificate of Eligibility, which verifies completion of all requirements for the preliminary credential and authorizes the holder to seek employment as an administrator. The Certificate of Eligibility does not have an expiration date. Once securing an offer of employment, the holder of a Certificate of Eligibility may apply for the preliminary credential by submitting an application (form 41-4), a Verification of Employment Form (CL-777), and current processing fee directly to the Commission on Teacher Credentialing.

Enclosed please find the link to the application for either the CE or PASC. Both the PASC and the CE require five years teaching experience.

<http://www20.csueastbay.edu/ceas/cssc/files/docs/cssc-credential-application-processing-app--receipt-2015%20Fillable.pdf>

Please have the designated person in your HR department at your school district complete form CL-41 EXP (verification of experience form) to verify the five years teaching and/or services experience requirement. See enclosed link. <http://www.ctc.ca.gov/credentials/leaflets/41-EXP.pdf>

If you **HAVE been offered** an administrative position, please have the designated person in HR dept. complete form CL-777 (verification of employment as an administrator) <http://www.ctc.ca.gov/credentials/leaflets/cl777.pdf>. This is only required if you are applying for the PASC credential.

Applications will be processed as soon as we can verify that all requirements are complete and final grades have posted. Final grades for Spring Quarter 2016 are expected to be posted on June 20, 2016. This is the date the Credential Student Service Center anticipates processing credential applications. The Credential Student Service Center will be processing applications on a rolling basis daily. We ask for your patience during this peak period.

Future completion dates:

Summer Quarter 2016 Completers:

Credential applications will be accepted beginning Tuesday, September 6, 2016.

The official issuance date of your credential will be September 2, 2016, or the date your last requirement is completed.

Final grades for Summer Quarter 2016 are expected to be posted on September 12, 2016. This is the date the Credential Student Service Center anticipates processing credential applications.

Fall Quarter 2016 Completers:

Credential applications will be accepted beginning Thursday, December 1, 2016.

The official issuance date of your credential will be December 9, 2016, or the date your last requirement is completed.

Final grades for Fall Quarter 2016 are expected to be posted on December 19, 2016. This is the date the Credential Student Service Center anticipates processing credential applications.

Congratulations and Best wishes!

Credential Student Service Center
(510) 885-2272

Cancel