Administrative Services Clear Induction Program

Applicants must complete BOTH the Department and the University application processes. Application filing period for Fall 2020: January 22, 2020 - June 1, 2020. After the deadline, prospective students should contact the department.

1. University Graduate Admissions Application located on Cal State Apply: www.calstate.edu/apply
   - Complete the ONLINE university's application
   - Pay the $70 university application fee to the University
   - For your Major/Program Objective, select: Credential: Professional Administrative Srvs, Tier II
     - Submit all official transcripts from all schools (Check the status of transcripts required in your MyCSUEB account which is activated after you submit the University application.)

2. Department Application Packet
   - Fill out the department application: Online Department Application (click on "Create Application" at top or bottom of application page) (no hard copy to submit to CSSC)
   - Submit one official final bachelor’s degree-bearing transcript
     **Note:** If you graduated from CSUEB, CSSC will attempt to retrieve your final transcript, however, you will need to provide it if we are unsuccessful in doing so.

***If you are currently enrolled in our Preliminary Administrative Services Credential program, you do not need to re-submit the documents below. Just completed the Department Online Application.
   - Current Resume
   - Copy of Basic Skills Requirement (e.g., CBEST)
   - Copy of current Preliminary Administrative Services Credential
   - Verification of Experience Form: A minimum of two years of full-time experience under a Preliminary Administrative Services Credential must be verified.

     The form must be signed by district human resources or a credential personnel. You may be admitted to the program with less than two years of experience, but you are not eligible for the Clear credential until you have the 2 years of experience under your Preliminary Administrative Services Credential.

These items must be submitted as a complete packet to the Credential Student Service Center, 25800 Carlos Bee Blvd., Arts & Education Building, room 235, Hayward, CA 94542

Tuition & fees information  (For tuition/fee purposes, the Clear Admin Credential is considered a graduate program. Please refer to the Graduate column for tuition/fee information.)

*For further program information, please contact Dr. Peg Winkelman at peg.winkelman@csueastbay.edu,
**Program Sequence**

This program meets the new CTC standards. Course list subject to change. Tier II is a two year program. You will take two classes per semester. Classes meet one Saturday per month from 9am to 1pm.

**Year 1**

**Fall**
- EDLD 681 Coaching and Assessment Practicum I (2 units)
- EDLD 685 Managing an Organization and Developing a Collaborative Culture (1 unit)

**Spring**
- EDLD 682 Coaching and Assessment Practicum II (2 units)
- EDLD 686 Professional and Community Development (1 unit)

**Year 2**

**Fall**
- EDLD 683 Coaching and Assessment Practicum III (2 units)
- EDLD 687 Developing an Inquiring Community (1 unit)

**Spring**
- EDLD 684 Coaching and Assessment Practicum IV (2 units)
- EDLD 688 Political Social Context in Education (1 unit)