



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 Tier I 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. Additional information about this credential from the CA Commission on Teacher Credentialing (CCTC) is available online through the SBCEO PASC web site under the “Downloads” tab at <http://www.sbceo.org/~pasc/>.

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 x5435. We look forward to assisting you in the completion of your PASC credential requirements.

ADMISSION TO THE PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL (PASC) PROGRAM

The following items must be submitted as a package directly to the SBCEO Instructional Services Division, attn. Anna Freedland. Only complete application packages will be accepted. Applications are due no later than **November 14, 2011 at 5:00 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 to final tuition payment upon completion of program.
3. **TRANSCRIPTS** -- All undergraduate and graduate transcripts from previously established academic records bearing the official seal of the institution(s) (one per institution) where course work has been taken, must accompany your application package. These must be official transcripts, in a sealed envelope. Arrange for the transcripts to be sent to you by the institution so you can submit them to us as part of this 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) letters of recommendation from practicing school administrators that indicate you possess administrative and leadership potential.
5. **COPY OF VALID TEACHING OR SERVICES CREDENTIAL** -- Submit a copy of at least one valid teaching or appropriate services credential.
6. **CALIFORNIA BASIC EDUCATIONAL SKILLS TEST** -- Evidence that you have taken or passed the CBEST is required as part of your complete application package.
7. **VERIFICATION OF EXPERIENCE** -- Submit a letter from your current employer verifying that you have completed at least three years of successful, 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.
8. **RESUME** -- Include a copy of your most recent resume.
9. **STATEMENT OF INTENT** -- Write a 1-2 page statement that states why you want to enter the administrative field, experiences that have prepared you for work as an administrator, and how you are meeting the needs of California's diverse student population in your current job assignment.

Once a complete application packet is submitted, the following items will need to be completed:

1. **INTERVIEW AND WRITING SAMPLE EXERCISE** -- All candidates are required to engage in a brief, informal interview and create a short, written document. Interviews will be scheduled once your complete application packet has been received.
2. **TECHNOLOGY SURVEY** -- SBCEO staff will email an online survey of technology skills.

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 on 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. A refund of this fee will be applied to the last tuition payment upon satisfactory completion of the PASC program. The cost of the program is \$6500, payable in six installments: January 21, 2012 (first class),

April 1, June 1, August 1, October 1, and December 1 of the program 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 the loan department at (805) 682-3357 x719.

ADVISEMENT

SBCEO employs a credentials analyst who is available to assist candidates with general questions regarding any credential programs. Candidates may see the advisor by appointment, or may phone (805) 964-4710 x5266 for further 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, Susan Salcido, in advance of your need, at (805) 964-4710 x5435.