

Tier I-Preliminary Administrative Services Credential Program Application



Name _____

Current mailing address _____

Phone #s: Home: _____ Cell: _____ Work: _____

Email _____ Birthdate ____/____/____

Employer _____

Employer's address _____

Education Information:

College and location	Dates attended	Units earned	Degree	Graduation date

The following items must be submitted with this form to be considered for the Tier I program:

1. APPLICATION FEE - \$50 payable by check to SBCEO or by Visa or Mastercard, to be applied to final tuition payment upon completion of program.
2. TRANSCRIPTS - Transcripts showing a baccalaureate degree and all post-baccalaureate work. These must be official transcripts, in a sealed envelope. A grade point average (GPA) of 2.5 in your last 60 units is required for admission to PASC Program. If your GPA is below 2.5, please call us for more information.
3. RECOMMENDATION - Submit three letters of recommendation from practicing school administrators that indicate you possess administrative and leadership potential.
4. COPY OF VALID TEACHING OR SERVICE CREDENTIAL - Submit a copy of at least one valid basic teaching or appropriate service credential.
5. CALIFORNIA BASIC EDUCATIONAL SKILLS TEST - Evidence that you have taken and passed the CBEST is required as part of your complete application package.
6. 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.
7. RESUME - Include a copy of your most recent resume.
8. 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.

To the best of my knowledge, all information I have provided hereon and materials associated with this application is true and accurate. I will keep the SBCEO informed of changes in my status, address, telephone number and name. In accordance with the Family Rights and Privacy Act of 1974, effective November 19, 1974, all files maintained on a participant are to be available for perusal by the participant.

Signature of Applicant _____
Date