

CSU, Chico School of Education Requirements and Application for the Preliminary Administrative Services Credential (PASC) Program



STEP 1

1. Provide one of the following valid credentials: (a) a clear or life California teaching credential that requires a baccalaureate degree and a program of professional preparation, including student teaching or the equivalent, and holds an English learner authorization; or (b) a clear or life California designated subjects teaching credential in adult education, career technical education, vocational education or special subjects, provided the applicant also possesses a baccalaureate degree, and holds an English learner authorization; or (c) a clear or life California services credential in pupil personnel services, health services for school nurse, teacher librarian services, or speech- language pathology or clinical or rehabilitative services requiring a baccalaureate degree and a program of professional preparation, including field work or the equivalent.
2. Complete PASC Program Application (See page 2-4 in this document)
3. Provide [Basic Skills](#) (CBEST) (If you attended CSU, Chico for your initial credential ask if we have this on file)
***1-3 above you must submit to credentials@csuchico.edu ***
4. [Administrator Recommendation Forms](#) (link on the website) – Provide this link to two administrators (superintendent, principal, vice- principal). They must submit the document to us directly. They will not return it to you.

STEP 2

- Apply to CSU, Chico by completing the Graduate Application for Admission online at www.calstate.edu/apply
- Campus: **Chico State**
- Term: Select **Fall** of the year you plan to start, i.e., if you plan to start in Summer '21, apply to Fall '21 term.
- Chico Credential: **Preliminary Admin Services Credential** > click on **"I am Done, Review My Selections"** > click on **"Continue to My Application"**
- Complete the remainder of the application and submit. Note you do NOT need to enter any transcript coursework. Under Academic History, Transcript Entry > click on **"I Am Not Adding Any College Transcripts"**

All applicants must send one (1) official transcript to the Office of Graduate Studies from each postsecondary institute attended (every college since high school). All transcripts must be received sealed in an original envelope and issued less than two years from the date they are received by our office to be considered official. (Exception: CSU, Chico graduates do not have to provide transcripts. However, if you attended other institutions since your graduation you must provide an official transcript from each of those institutions.)

STEP 3

Once your PASC Program application is reviewed and you are accepted into the program you will then register with Regional & Continuing Education (RCE) for your classes. Instructions for enrollment from RCE will follow your acceptance into the PASC Program.

STEP 4

Five Year Experience Form (Not required for acceptance to the program unless you are an Intern). Please provide IF you have five or more years of experience with your application. If you do not provide this with application, it will be required upon completion of the program.

Upon completion of the PASC Program, you will be required to have 5 years full-time experience in a public school, nonpublic school, or private school of equivalent status located in California or another state, or a combination of experience earned in California and another state to be recommended for your credential. This experience may be teaching, pupil personnel work, librarianship, health services, clinical or rehabilitative services, or a combination of teaching and school services equal to five years. Substitute or part-time service does not apply. There is a form called 5 years' experience and this must be completed and submitted by Human Resources. *This experience must be obtained prior to issuance of the credential, but not before entering our program.*

EMAIL these documents to credentials@csuchico.edu

CSU, Chico School of Education Application for Admission for the Preliminary Administrative Services Credential (PASC) Program

Name: _____ CSUC ID Number _____

Education: Degrees Held

| Degree | Institution | Year Granted |
|--------|-------------|--------------|
| | | |
| | | |
| | | |

California Credential(s) Held

| Credential | Institution | Year Granted |
|------------|-------------|--------------|
| | | |
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| | | |

Education-Related Employment for the Past Ten Years

| |
|---|
| Agency Name: _____ City _____ State _____ Name of Principal or Superintendent: _____ Job Title: _____ Grade/Level: _____ From: _____ to _____ Reason for leaving: _____ |
| Agency Name: _____ City _____ State _____ Name of Principal or Superintendent: _____ Job Title: _____ Grade/Level: _____ From: _____ to _____ Reason for leaving: _____ |
| Agency Name: _____ City _____ State _____ Name of Principal or Superintendent: _____ Job Title: _____ Grade/Level: _____ From: _____ to _____ Reason for leaving: _____ |

Add additional pages as needed. Email the completed form to credentials@csuchico.edu

Purpose Statement

Applicant Name: _____

Please write a statement of purpose (one to two pages) that addresses AT LEAST 3 of the following dimensions of leadership by describing your leadership in terms of beliefs, experiences, and goals for developing your capacity as a bold, socially responsible leader. The leadership dimensions we are interested in learning about include:

- Teaching and learning for equity and high achievement
- Collaboration and learning community
- A culture of inquiry and continuous improvement
- Ethical caring and reflective practice
- Engaging families of students and community involvement

