

## Admissions Packet

### Admission to the Masters of Arts and/or Credential Programs

***Please note: Application requirements changing for Fall 2018 applicants. Please contact the School of Education for more information.***

#### What are the legal requirements for admission to the program?

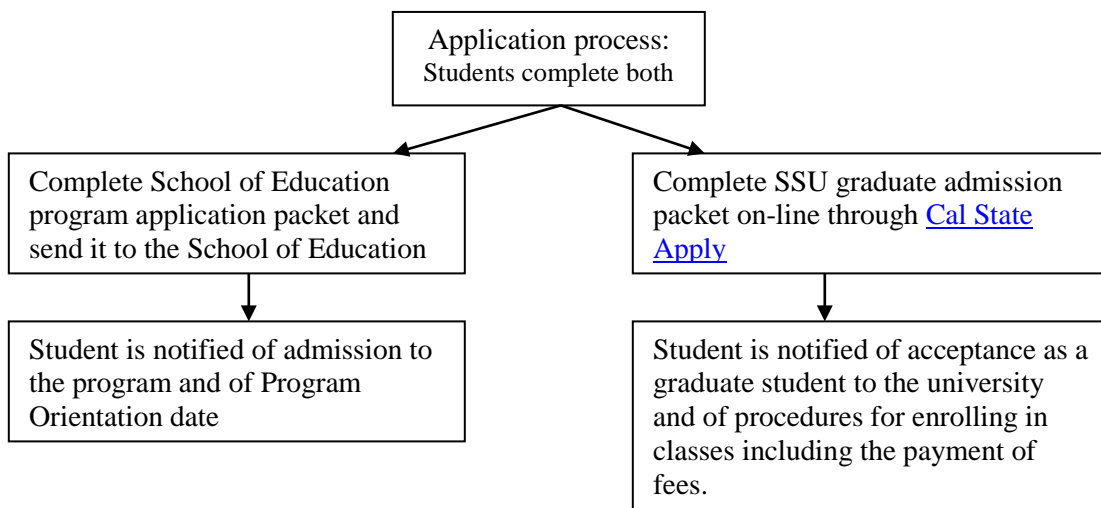
All students applying to the ASC Preliminary credential program must meet the following requirements:

- A baccalaureate degree from an accredited institution.
- A valid California Clear or Life teaching credential or services credential.
- A minimum of five years of successful full-time teaching experience with required credential or service credential.
- Successful completion of the CBEST

#### How do I apply for admission to the program?

All students must complete **both** of the following:

- Students must apply for graduate study at SSU via [Cal State Apply](#).
- Students apply to the ASC Preliminary program using application forms available on the School of Education web page or from the Credentials Office.



#### What materials must I submit as part of the program application?

1. Two sets of transcripts (details provided in the application packet)
2. Two photocopies of a valid California teaching credential or services credential
3. Verification of 5 years of full time teaching and/or service experience
4. Two recommendations on the forms provided in the application packet that indicate your leadership potential; at least one should be from a school administrator
5. Program application, which includes your professional goals statement
6. Professional Resume
7. Verification of passage of Basic Skills via CBEST or other approved option.
8. Documentation of University admission or application

It is the responsibility of the student to submit a complete application to both the Credentials Office in the School of Education and to the university graduate program. Students are responsible for submitting *all* required materials listed above on or before the application deadline.

*What is the application deadline?*

Students are encouraged to apply in the early spring for fall admission. A complete application packet must be submitted by the deadlines posted on the School of Education (SOE) website at [www.sonoma.edu/education](http://www.sonoma.edu/education) or contact the Credentials Office at (707) 664-2832 for changes to the admission period.

*Are there any other steps in the admission process?*

Students may be called for an interview prior to admission into the program.

*How are students notified of admission?*

Candidates will be notified by the Credentials Office of their admission to the program. At that time candidates will be given date of the program Orientation session for newly admitted students. Candidate attendance is required. It is usually held in June.

Students will also receive an official letter of acceptance from Sonoma State University. Students need to follow the procedures outlined in their acceptance letter to obtain access (a SSU user ID) to register for classes and information regarding payment of fees in order to register for classes.

All materials should be sent/delivered to the Credentials Office, Stevenson 1078, 1801 E. Cotati Avenue, Rohnert Park, CA 94928.



Application for: FALL \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

School of Education  
 Sonoma State University  
 Administrative Services & Educational Leadership Program

Program Application Admission Deadlines

For Fall Admission	For Spring Admission
<p style="text-align: center;"><b>October 1<sup>st</sup> to February 28<sup>th</sup></b>  <i>Applications received after this period will be considered in the order received, on a space available basis. See website for final application deadline</i></p>	<p style="text-align: center;">For ASC Prelim. only qualified Interns are admitted in the spring  <b>July 1<sup>st</sup> to September 30<sup>th</sup></b>  <i>* Spring Admission for this program is open to <b>QUALIFIED Interns</b> only. Contact the Credentials Office for more information.</i></p>

Contact the Credentials Office at 707-664-2832 for any changes to these periods.  
 \*School of Education deadlines for interns are flexible as they may apply once they have secured a teaching position.

**APPLICATION PACKET CHECKLIST**

(Please submit paperwork in this order. Please note: Application requirements changing for Fall 2018 applicants.  
 Please contact the School of Education for more information)

- 1. Program Application (pages 1 – 3)
- 2. Professional Goals Statement (page 4)
- 3. Resume
- 4. Basic Skills (verification of passing scores of CBEST or other approved option)
- 5. Two sets of *Official* transcripts of all colleges and universities listed on page 2
- 6. Two photocopies of a valid Clear or Life California Teaching or Services Credential
- 7. Two recommendations submitted on forms provided in the packet (pages 6 – 9)  
*(One recommendation should be from a school administrator.)*
- 8. Verification form verifying 5 years of full-time work experience on your credential or within the field of pupil personnel, health, librarian services, speech pathology, clinical rehabilitation services.
- 9. Documentation of University Application (apply via [Cal State Apply](#))

### **Educational Leadership Program Admission Requirements**

Candidates applying for the Educational Leadership Credential Program are expected to meet the admission requirements identified below. All materials should be sent/delivered to the Credentials Office, Stevenson 1078, 1801 E. Cotati Avenue, Rohnert Park, CA 94928, in one complete packet.

1. Application for Admission to the Educational Leadership Program (1-9)  
Fill in the required information.
2. Professional Goals Statement: Please follow guidelines on page (4)
3. Professional Resume including references.
4. Basic Skills Requirement  
This is a State requirement for fundamental English and math skills required of all teachers. Please submit Copy of your passing scores for CBEST or approved competency to meet this requirement.
5. Transcripts:  
Provide two complete sets of *official* transcripts of all previous colleges and universities attended with your application. Transcripts from community colleges and other colleges/universities must be obtained from the registrar of each of the institutions you attended. This includes all coursework taken through the most recent semester/summer school. Failure to include official transcripts will delay your application and may result in denial of admission. (*Please note: transcripts you submit **will not be shared** between the Credentials Office and Admissions and Records. **Be sure to submit a set to each office.** Also note, Admissions & Records also requires official transcripts*).
6. Credential Verification: Please submit two photocopies of a valid Clear or Life California Teaching or Services Credential (printout of your CTC webpage is acceptable).
7. Recommendations: (two required)  
Two reference/evaluations that indicate your leadership potential; at least one must be from a school administrator. Recommendations **must** be current and original (within the last 6 months). Submit the two recommendations with your application packet. **Please see pages 6-8 for more details.**
8. Verification of Full-time Employment as a Teacher of Record (or appropriate services Credential) Experience:  
Include verification of full-time employment with teaching/services credential. Letter must contain exact dates of employment and estate full time status. Letter must be provided by the HR director or Superintendent. Letter must be on letterhead, and have the original signature of HR director or Superintendent.  
*Full-time experience for the ASC or CE is defined as teaching a minimum of four hours per day on a daily basis for at least 75% of a school year. Experience may be accrued in increments of a minimum of one semester. Day-to-day or other short-term substitute experiences are not acceptable.*
9. Documentation of University Graduate/Postbac Admission or Application:  
All applicants who are not currently enrolled at SSU through the regular university as graduate/postbac students **MUST** apply to Sonoma State University as graduate students via: [Cal State Apply](#). (*Please note: You must also submit separate transcripts to Admissions and Records upon their request.*)

Please submit ONE of the following as proof that you have completed the University Graduate/Postbac Application process:

- On-line University Graduate/Postbac application receipt
- Sonoma State University Transcript demonstrating current Graduate/Postbac enrollment



### EDUCATIONAL LEADERSHIP PROGRAM

PLEASE INDICATE THE PROGRAM(S) TO WHICH YOU ARE APPLYING

- \_\_\_\_ ASC Preliminary (Preliminary Administrative Services Credential)
- \_\_\_\_ ASC Intern (Preliminary Administrative Services Intern Credential)
- \_\_\_\_ Masters of Arts Degree in Education with a Specialization in Educational Leadership

*Note: Candidates may concurrently pursue a Masters of Arts Degree and an ASC Prelim, or an ASC Intern credential. If you are pursuing both the MA and credential program, please be sure to check the two programs you want. You are strongly encouraged to apply for both the credential and MA program even if you are not certain that you will pursue the MA program.*

Semester applying for: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Date of Application \_\_\_\_\_

Name of applicant \_\_\_\_\_  
Last First Middle

Former Name(s) \_\_\_\_\_

\*SSN: \_\_\_\_\_ \*Date of Birth \_\_\_\_\_ \*E-mail \_\_\_\_\_

\*Male \_\_\_\_\_ Female \_\_\_\_\_  
*\*This information is required*

Home address: \_\_\_\_\_  
Zip Code \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Work phone \_\_\_\_\_

**Ethnic Identity – Indicate the group with which you most strongly identify**

- |  |                                 |
|--|---------------------------------|
| ____ 1. American Indian/Alaskan Native                 | ____ 13. Laotian                |
| ____ 2. Black Non-Hispanic, including African American | ____ 14. Vietnamese             |
| ____ 3. Mexican-American, Mexican, Chicano             | ____ 15. Thai                   |
| ____ 4. Central American                               | ____ 16. Other Southeast Asian  |
| ____ 5. South American                                 | ____ 17. Guamanian              |
| ____ 6. Cuban  | ____ 18. Hawaiian               |
| ____ 7. Puerto Rican                                   | ____ 19. Samoan                 |
| ____ 8. Other Latino, Spanish-origin, Hispanic         | ____ 20. Other Pacific Islander |
| ____ 9. Chinese  | ____ 21. White                  |
| ____ 10. Japanese                                      | ____ 22. Filipino               |
| ____ 11. Korean  | ____ 23. Other                  |
| ____ 12. Asian Indian                                  | ____ 24. Decline to State       |

Employer/School District \_\_\_\_\_ Present Position/Title \_\_\_\_\_

Length of time in present position \_\_\_\_\_

Have you earned a Master of Arts Degree? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, where was it obtained and in what area? \_\_\_\_\_



How did you initially hear about the Educational Leadership Program? \_\_\_\_\_

1. List the teaching or service credential(s) you hold and the expiration dates for each.

Name of credential	Expiration date
_____	_____
_____	_____
_____	_____

2. Have you ever previously applied for admission or have been admitted to a credential program at Sonoma State?

\_\_\_\_\_ YES \_\_\_\_\_ NO (If yes, complete the following information)

Name of program \_\_\_\_\_

Semester/year admitted \_\_\_\_\_ Semester/year completed \_\_\_\_\_

3. The Basic Skills requirement must be met by candidates applying for the ASC Preliminary program and Masters of Arts Degree Program

Have you taken the CBEST or other equivalent? \_\_\_\_\_ YES \_\_\_\_\_ NO

Date taken or to be taken \_\_\_\_\_ (Provide verification of passing scores in your packet.)

4. List all colleges/universities attended and dates of attendance: (If you need additional space, use a separate sheet of paper)

College/University	Dates of attendance
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5. Previous courses completed in school administration (Course titles, units, dates, university or college)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Chronology of the full-time employment authorized by the credentials you hold. Please summarize your history of employment beginning with your current position. Include dates, district, school, grade, subject, responsibilities,

Educational Leadership Application Form page 2

Dates	District/School	Grade(s)	Subject(s)/Responsibilities
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



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Note: A minimum of five years successful full-time teaching experience in public schools or private schools of equivalent status, as well as within the field of pupil personnel, health or librarian services or speech pathology or clinical rehabilitation services is a requirement for the issuance of the ASC Preliminary Credential.

**IMPORTANT:** Verification of this experience must be documented on appropriate official stationery of the employing school district or county.

A minimum of five years full-time employment in an administrative position that requires the Preliminary Administrative Services Credential is a requirement for the issuance of the ASC Clear credential. Verification of this experience must be documented on appropriate official stationery of the employing school district or county.

7. List three (3) references. Include name, title, address, telephone, and email address

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

- I have submitted **ALL** documents as listed below via Cal State Apply. **(If not submitted attach to this application)**
- Statement of Purpose
  - Letters of Recommendation
  - Copy of Teaching Credential/s

Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: All program application materials should be returned together with required documentation to the Credentials Office in the School of Education, 1078 Stevenson Hall, 1801 E. Cotati Avenue, Rohnert Park, CA 94928

The application to the University should be completed online via: [Cal State Apply](#) and any documents requested by the University through Admissions and Records should be submitted to the Admissions and Records Office.



**PROFESSIONAL GOALS STATEMENT**  
***(Must be typed on a separate sheet of paper)***

Name: \_\_\_\_\_ Date: \_\_\_\_\_

PROGRAM(S) TO WHICH YOU ARE APPLYING:

\_\_\_\_\_ ASC Preliminary (Preliminary Administrative Services Credential)

\_\_\_\_\_ ASC Intern (Preliminary Administrative Services Intern Credential)

\_\_\_\_\_ Masters of Arts Degree in Education with a Specialization in Educational Leadership

**Directions:** In this Professional Goals Statement, please present your professional career goals and why you are interested in participating in the SSU Educational Leadership program. In addition, please address the following:

- Describe your leadership experiences.
- Include how you envision the program will contribute to your professional growth.
- Review the School of Education's Mission Statement enclosed in application packet. Choose one of the 5 Core Values” and comment on why this is an important aspect of leadership and schooling.

Please limit your response to no more than three double-spaced pages and attach this statement to the application and include your name on your goals statement



## SCHOOL OF EDUCATION MISSION STATEMENT

*This statement was developed and adopted by the School of Education Faculty and Staff, Fall 2016*

### Vision Statement

Advancing social justice in schools and communities through excellence in education.

### Mission Statement

The School of Education provides transformative educational experiences through teaching, research, and key initiatives. We prepare undergraduates, graduate students and credential candidates to advocate for social justice in their learning and throughout their careers so that students, schools, and communities flourish.

### Core Values

1. **We believe** that examining and respecting human differences is central to educational inclusivity.
2. **We believe** that collaboration and community partnerships strengthen our work.
3. **We take** a critical and reflective stance in light of educational and social inequities.
4. **We are committed** to equity and access in education for all students.
5. **We promote** meaningful learning through theoretically sound and research-based pedagogies.



SONOMA STATE UNIVERSITY  
 School of Education

CANDIDATE REFERENCE/EVALUATION

\_\_\_\_\_ is applying to the School of Education at Sonoma State University for the Master of Arts Degree and/or the credential program in Educational Leadership (ASC Preliminary and/or ASC Clear).

*Your evaluation of this candidate's potential as a graduate student and professional is appreciated. Please be candid in your assessment and provide information that will assist in the evaluation of the candidate's application. Thank you for your assistance in this.*

Position/role held by the candidate during the time you have known him/her. \_\_\_\_\_

Work location \_\_\_\_\_

Years (inclusive) covered by your recommendation: From \_\_\_\_\_ to \_\_\_\_\_.

Please circle one number for each item indicating the relative strengths and weaknesses demonstrated by the candidate. The scale ranges from 5 (outstanding ability) to 1 (shows a definite weakness).

	High		Low		Not observed	
The candidate . . . . .						
a. is committed to the education of all students	5	4	3	2	1	_____
b. holds a school vision of high standards of learning.	5	4	3	2	1	_____
c. Cultivates and promotes a safe, caring and supportive learning environment.	5	4	3	2	1	_____
d. treats people fairly, equitably and with dignity and respect	5	4	3	2	1	_____
e. recognizes and values cultural differences	5	4	3	2	1	_____
f. collaborates and communicates with families and the broader school community	5	4	3	2	1	_____
g. sets high professional standards for self	5	4	3	2	1	_____
h. utilizes ethical principles in decision-making	5	4	3	2	1	_____
i. communicates well both orally and in writing	5	4	3	2	1	_____
j. accepts responsibility	5	4	3	2	1	_____
k. demonstrates leadership skills	5	4	3	2	1	_____
l. demonstrates a work ethic required for high levels of personal and organizational performance	5	4	3	2	1	_____



The candidate . . .	High					Low	Not observed
m. works well with others	5	4	3	2	1	_____	
n. accepts constructive feedback	5	4	3	2	1	_____	
o. solves problems creatively	5	4	3	2	1	_____	
p. is able to handle stress	5	4	3	2	1	_____	
q. is willing to examine one's own assumptions, beliefs and practices	5	4	3	2	1	_____	
r. takes initiative to address challenges and issues	5	4	3	2	1	_____	
t. <b>Please rate this candidate overall.</b>	5	4	3	2	1	_____	

1. In your opinion, does the candidate have the personality and professional capability/potential to be an effective professional in the chosen field? Please comment.

2. Do you have any reservations about recommending this candidate for advanced graduate study at Sonoma State University? \_\_\_\_\_yes \_\_\_\_\_no If you indicated "yes" please explain:

3. If you were responsible for hiring individuals in school leadership positions, would you hire this candidate following completion of the credential program? \_\_\_\_\_ yes \_\_\_\_\_no If you indicated "no" please explain:

4. Other comments you have regarding this candidate:

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_ School/District/Agency: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please return this form to:  
 Credentials Office  
 School of Education  
 1078 Stevenson Hall  
 Sonoma State University  
 1801 East Cotati Avenue  
 Rohnert Park, CA 94928

*By law, a university cannot guarantee the confidentiality of recommendations. Your assessment of the applicant is nonetheless important and valued.*



SONOMA STATE UNIVERSITY  
 School of Education

CANDIDATE REFERENCE/EVALUATION

\_\_\_\_\_ is applying to the School of Education at Sonoma State University for the Master of Arts Degree and/or the credential program in Educational Leadership (PASC I and/or PASC II).

*Your evaluation of this candidate's potential as a graduate student and professional is appreciated. Please be candid in your assessment and provide information that will assist in the evaluation of the candidate's application. Thank you for your assistance in this.*

Position/role held by the candidate during the time you have known him/her. \_\_\_\_\_

Work location \_\_\_\_\_

Years (inclusive) covered by your recommendation: From \_\_\_\_\_ to \_\_\_\_\_.

Please circle one number for each item indicating the relative strengths and weaknesses demonstrated by the candidate. The scale ranges from 5 (outstanding ability) to 1 (shows a definite weakness).

	High		Low		Not observed	
The candidate . . . . .						
a. is committed to the education of all students	5	4	3	2	1	_____
b. holds a school vision of high standards of learning.	5	4	3	2	1	_____
c. Cultivates and promotes a safe, caring and supportive learning environment.	5	4	3	2	1	_____
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e. recognizes and values cultural differences	5	4	3	2	1	_____
f. collaborates and communicates with families and the broader school community	5	4	3	2	1	_____
g. sets high professional standards for self	5	4	3	2	1	_____
h. utilizes ethical principles in decision-making	5	4	3	2	1	_____
i. communicates well both orally and in writing	5	4	3	2	1	_____
j. accepts responsibility	5	4	3	2	1	_____
k. demonstrates leadership skills	5	4	3	2	1	_____
l. demonstrates a work ethic required for high levels of personal and organizational performance	5	4	3	2	1	_____



The candidate . . .	High					Low	Not observed
m. works well with others	5	4	3	2	1	_____	
n. accepts constructive feedback	5	4	3	2	1	_____	
o. solves problems creatively	5	4	3	2	1	_____	
p. is able to handle stress	5	4	3	2	1	_____	
q. is willing to examine one's own assumptions, beliefs and practices	5	4	3	2	1	_____	
r. takes initiative to address challenges and issues	5	4	3	2	1	_____	
t. <b>Please rate this candidate overall.</b>	5	4	3	2	1	_____	

1. In your opinion, does the candidate have the personality and professional capability/potential to be an effective professional in the chosen field? Please comment.

2. Do you have any reservations about recommending this candidate for advanced graduate study at Sonoma State University? \_\_\_\_\_yes \_\_\_\_\_no If you indicated "yes" please explain:

3. If you were responsible for hiring individuals in school leadership positions, would you hire this candidate following completion of the credential program? \_\_\_\_\_ yes \_\_\_\_\_no If you indicated "no" please explain:

4. Other comments you have regarding this candidate:

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_ School/District/Agency: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please return this form to:  
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