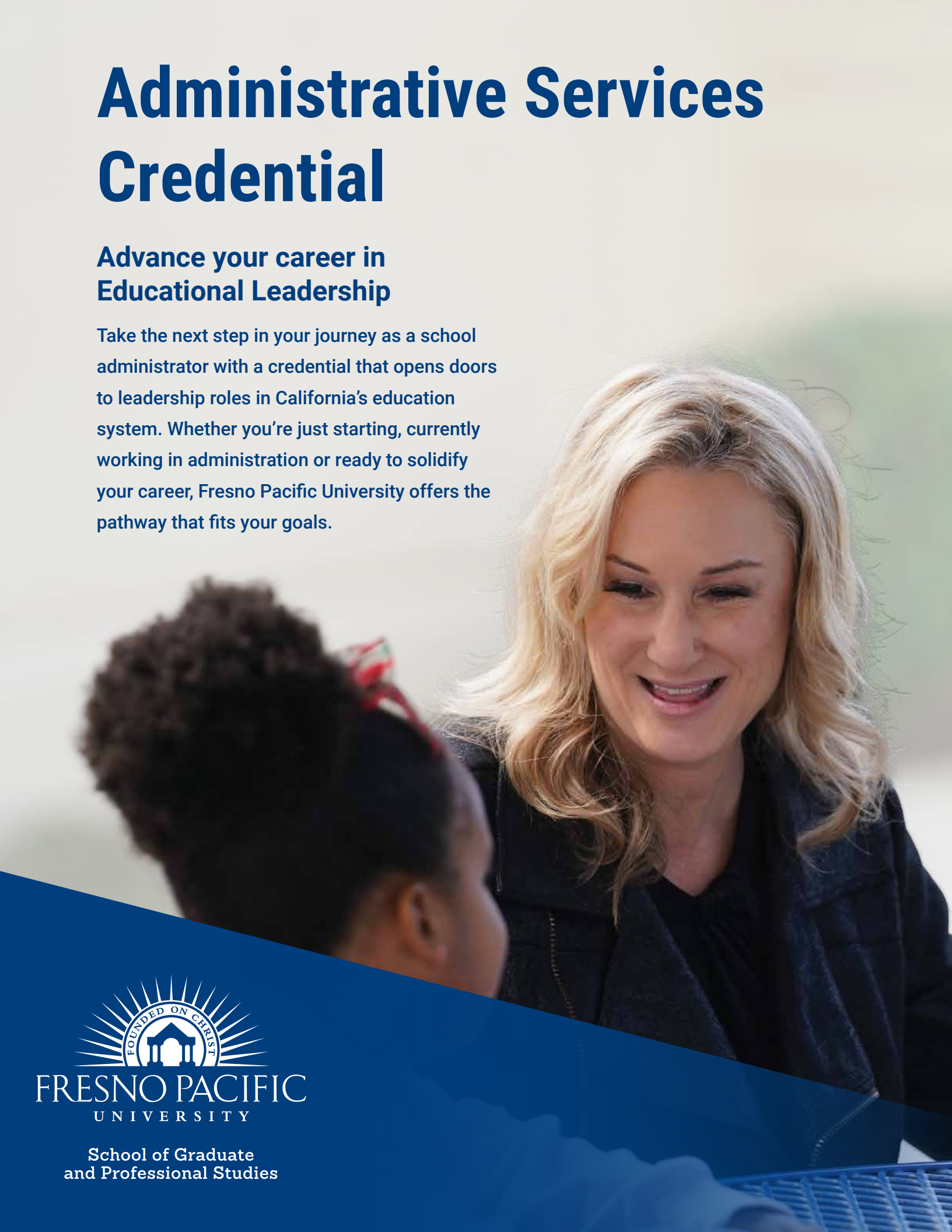
Administrative Services Credential

Advance your career in Educational Leadership

Take the next step in your journey as a school administrator with a credential that opens doors to leadership roles in California's education system. Whether you're just starting, currently working in administration or ready to solidify your career, Fresno Pacific University offers the pathway that fits your goals.



FRESNO PACIFIC UNIVERSITY

School of Graduate and Professional Studies

Lead with Purpose

Earning an Administrative Services credential prepares you to take on roles that shape the future of education. Through advanced training in leadership, management and strategic planning, you'll gain the skills to navigate complex educational environments. Benefits include:

- **Expanded Influence:** Shape school culture, policies and student success at a broader level.
- **Professional Growth:** Develop leadership, decision-making and managment skills.
- **Greater Impact:** Lead teams, mentor teachers and drive positive changes in education.
- **Career Advancement:** Qualify for leadership roles such as principal, vice principal or district administrator.
- **Job Security & Demand:** Strong need for qualified school administrators across California.
- **Pathway to Further Opportunities:** A steppingstone to higher-level positions or doctoral studies.





Program Highlights

Unit Count of Program: 24 units

- **Choose the right credential for you.** FPU offers three Administrative Services Credential Programs:
  - **Preliminary Administrative Services Credential:** The first steps for aspiring administrators. Gain the skills and qualifications needed to lead in California schools.
  - **Intern Administrative Services Credential:** Earn while you learn! Designed for those already in an administrative role, this credential lets you work as you complete your program.
  - **Clear Administrative Services Credential:** Already hold a preliminary credential? Take the next step toward permanent certification with a program designed for experienced administrators.
- After completing their Preliminary Administrative Services Credential, students have the option to **obtain an M.A. in Administrative Services** at FPU with an additional 13 units.
- A **doctoral pathway option** is also available through our partnership with George Fox University.
- FPU's credential programs are accredited by the California Commission on Teacher Credentialing **(www.ctc.ca.gov).**
- Coursework is designed to provide a **balance between theory and practice.**
- Fieldwork interfaces with **California Administrator Assessment (CalAPA).**
- Designed to **fit your busy schedule.**
- **Offered completely online!**

Practical Application and Ethical Leadership

Three Administrative Services Credential programs are offered at FPU: Preliminary, Intern and Clear Administrative Services.

Preliminary Administrative Services Credential

Required Courses (24 units)		
ADM 740	Building Shared Vision and Leadership Capacity	2
ADM 741	Developing Student Learning in a Standards-Based System	4
ADM 741A	Fieldwork: Developing Student Learning in a Standards-Based System	2
ADM 742	Organizational Management in Support of Student Learning	4
ADM 742A	Fieldwork: Organizational Management in Support of Student Learning	2
ADM 743	Meeting Diverse Needs of Family and Community	2
ADM 744	Connecting the Broader Influences on Schools	4
ADM 744A	Fieldwork: Connecting the Broader Influences on Schools	2
ADM 745	Digital Leadership in Schools	2

This 24-unit program leads to a certificate of eligibility (24 units) or a preliminary administrative services credential (if the candidate is offered a position requiring an administrative services credential).

Intern Administrative Services Credential

The program competencies for the intern credential are identical to the preliminary administrative services credential listed above but require enrollment into **ADM 793G Internship (1)** each semester until the preliminary coursework is completed. In addition, the intern credential candidate must be in an administrative position.

Clear Administrative Services Credential

Required Courses (7 units)		
ADM 750	Administrative Clear Credential 1	4
ADM 751	Administrative Clear Credential 2	3

The Clear Administrative Services Credential program is for candidates who are currently in an administrative position and need to clear their credential. The program features three components: **individual coaching** (40 hours of individual coaching during each year of the two-year program), **professional learning experiences** (20 hours) and assessment of candidate learning as prescribed in the candidate **Individual Induction Plan** (IIP).

The courses listed above provide a sample overview of our program. Please meet with your academic advisor or visit **fpu.edu/catalog** to finalize your course registration and sequence.

Application and Admission Information

To be considered for admission for the Preliminary or Intern Administrative Services Credential program, please submit the following items:

- **Program Interview:** Before submitting an application, candidates are required to meet with the Program Coordinator.
  - To schedule an interview, please email **Graduate.Studies@fresno.edu** or call **559-453-3690.**
- **Completed Application for Admission** at **fpu.edu/applygrad**
- **Official college/university transcript(s)** verifying receipt of a bachelor's degree from a regionally accredited institution and any postbaccalaureate work.
  - If you are currently finishing up your degree, please submit current transcripts.
    - A final transcript will need to be submitted before you may enroll in classes
  - Transcripts can be sent electronically by your institution to **trans.evaluator@fresno.edu** or via mail in an envelope sealed by your institution to:

    Fresno Pacific University
    Office of Registrar
    1717 S. Chestnut Ave
    Fresno, CA 93702
- **If your cumulative GPA** for your bachelor's degree is below a 3.0 GPA (4.0 scale), a letter of explanation is required.
- **Reference Forms** — Three references are required for the Administrative Services Credential programs.
  - After you submit your application, your listed references will be contacted via email with a link to provide their recommendation.
- **Statement of Intent:** Provide a written statement explaining your interest in the program, long-term goals and your experience in the field.
- **Valid CA teaching preliminary credential.**
- **Verification of current negative TB test** (within 12 months) (Preliminary and Intern only).

For students seeking a Clear Administrative Services Credential, a program interview is required before submitting an application.

- To schedule an interview, please email **Graduate.Studies@fresno.edu** or call **559-453-3690.**
- **Summary of Education/Related Experience** — A completed form listing credentials held and education-related roles.

View our State Professional Licensing and Certificate Disclosure at **fpu.edu/about/disclosure-documents**

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fpu.edu/graduate

Office of Graduate Studies | Graduate.Studies@fresno.edu | 559-453-3690



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