



Admissions Packet

Admission to the Masters of Arts and/or Credential Programs

What are the legal requirements for admission to the program?

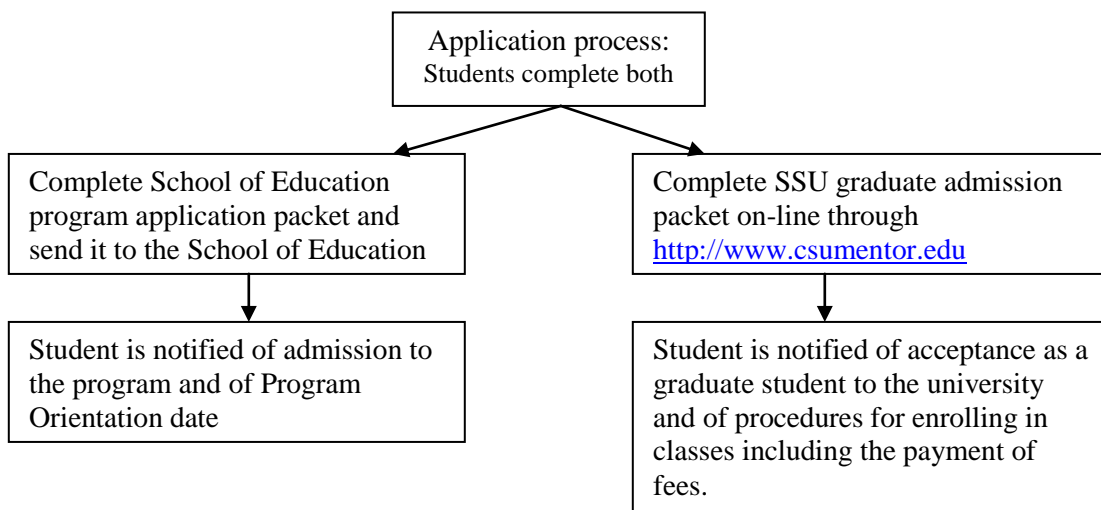
All students applying to the PASC I credential program must meet the following requirements:

- A baccalaureate degree from an accredited institution.
- A valid California teaching credential or services credential with a specialization in pupil personnel, health or library sciences
- A minimum of three years of successful full-time teaching experience in public or private schools or three years experience authorized by the services credential held.
- 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 www.csumentor.edu.
- Students apply to the PASC I 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 3 years of experience
4. Two recommendations on the forms provided in the application packet that indicate your leadership potential; at least one must be from a school administrator
5. Program application, which includes your professional goals statement
6. Documentation of University admission or application
7. Verification of CBEST scores

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 SOE website at 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 mid-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.



EDUCATIONAL LEADERSHIP PROGRAM

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

- PASC I (Preliminary Administrative Services Credential)
 PASC Intern (Preliminary Administrative Services Credential)
 PASC II (Professional Administrative Services Credential)
 Masters of Arts Degree in Education with a Specialization in Educational Leadership

Note: Candidates may concurrently pursue a Masters of Arts Degree and a PASC I or PASC II 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 _____

*This information is required

Home address: _____
_____ Zip Code _____

Home phone _____ Work phone _____

Ethnic Identity – Indicate the group(s) with which you most strongly identify

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

If no, do you wish to pursue this degree at SSU? _____

How did you hear about the Educational Leadership Program? _____

APPLICATION INFORMATION

Name of applicant: _____

Program(s) applied for: _____

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 CBEST must be taken by candidates applying for the PASC I program and Masters of Arts Degree Program

Have you taken the CBEST? ____ 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,

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

Note: A minimum of three years successful full-time teaching experience in public schools or private schools of equivalent status, or three years experience in the field of pupil personnel, health or librarian services is a requirement for the issuance of the PASC I Credential.

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

A minimum of two years full-time employment in an administrative position that requires the Preliminary Administrative Services Credential is a requirement for the issuance of the PASC II 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

- 1. _____

- 2. _____

- 3. _____

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: www.csumentor.edu 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:

_____ PASC I (Preliminary Administrative Services Credential)

_____ PASC Intern (Preliminary Administrative Services Credential)

_____ PASC II (Professional Administrative Services 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 program. In addition, please address the following:

-Describe your past 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 or found at (http://www.sonoma.edu/education/school/conceptual_framework.html) Choose one of the 6 "Vision Statements" in the wheel at the top of the document and comment on why this is an important aspect of leadership.

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

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	_____
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. Please rate this candidate overall.	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 chose 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: _____

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	
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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	_____
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k. demonstrates leadership skills	5	4	3	2	1	_____
l. demonstrates a work ethic required for high levels of personal and organizational	5	4	3	2	1	_____

The candidate . . .	High					Low	Not observed
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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. Please rate this candidate overall.	5	4	3	2	1	_____	

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Signature: _____ Date _____

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Title: _____ Phone: _____

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PASC II APPLICANTS (only)

Please complete the following information:

Name of applicant: _____

I completed the Preliminary Services Credential Program (PASC I) at the following institution of higher education:

I was recommended for the credential from that institution on (month, year) _____

IT IS MY UNDERSTANDING THAT DOCUMENTATION OF TWO YEARS FULL-TIME ADMINISTRATIVE EXPERIENCE IN A POSITION REQUIRING THE PASC I CREDENTIAL WILL BE NEEDED BEFORE THE PASC II CREDENTIAL WILL BE ISSUED TO ME.

I HAVE COMPLETED TWO YEARS FULL-TIME ADMINISTRATIVE EXPERIENCE IN A POSITION REQUIRING THE PASC I CREDENTIAL _____ YES _____ NO

If yes, attach verification of this experience on appropriate official stationery of the employing school district or county.

Signature _____ Date _____

Note: This form is to be included with your program application packet and should be returned to the Credentials Office, 1078 Stevenson Hall, 1801 E. Cotati Avenue, Rohnert Park, CA 94928.