

How to Apply for your Professional Clear Administrative Services (PASC II) Credential

Please follow the instructions below to apply for your Professional Clear Administrative Services (PASC II) Credential

1. Complete the attached “Request for Professional Clear Administrative Services Credential” form. Make sure to include a CLEAR, CURRENT and ACTIVE email address that will not be discontinued within the next 3 months. This is critical for the completion of this process.
2. Include a check or money order made out to SSU for \$25.00 with your application.
3. Make sure your Basic Credential is VALID (this means within 6 months of expiring; if it will expire in less than 6 months from the time you apply for the Level II credential, you MUST renew your basic credential BEFORE you submit this application to the Credentials Office.)
4. Include a letter from your employer which verifies at least 2 years of service as an Administrator from the date of your Preliminary Administrative Services Credential
5. Include the “Program Check off List” from your advisor or program coordinator; if you don’t have the list, we will contact the appropriate person to obtain one
6. Assuming you have completed all requirements for the credential, you will receive an email from the California Commission on Teacher Credentialing confirming that we have recommended you for the Credential within 4-6 weeks after submitting your application to the Credentials Office. The email will be “from” the Credential Analyst at SSU and the “subject” will read: “[NOTICE] Application for New Teaching Credential”.
7. Follow the directions on the email to pay the required credential application fee and provide other required information. You will need a Visa or MasterCard to pay this fee. Your recommendation will not be complete until this fee is paid.
8. Once your credential is issued (approximately 2 weeks after completing step 7) you will receive an email from the California Commission on Teacher Credentialing indicating that they have issued your credential. Print this email for your records as your employer may need a copy.
9. You will receive your credential in the mail directly from the California Commission on Teacher Credentialing. Your employer may want a copy of your issued credential.

Return the COMPLETE application packet to Stevenson Hall 1078 or mail to:
SSU, School of Education, Credentials Office, 1801 E. Cotati Ave., Rohnert Park, CA 94928.
Call (707) 664-3141 with any questions.

KEEP THIS PAGE FOR YOUR RECORDS

Date Submitted: _____

Please update our office if you change your address.
Admissions & Records does not forward address changes to our office.

Sonoma State University
School of Education
Request for Professional Clear Administrative Services Credential

Please type or print clearly with ballpoint pen

Student's Last Name (PRINT)	First Name	Middle Name	Maiden/Former Name(s)
Daytime Phone		E-mail Address	
SSN		Date of Birth	
Student Address:			
<div style="display: flex; justify-content: space-between; padding: 5px;"> <i>Street</i> <i>City</i> <i>State</i> <i>Zip</i> </div>			
Is this a new address? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Student Signature (REQUIRED)		DATE	

Credential Analyst Use Only

Date Submitted to CCTC:

By: _____

For Office Use Only

Database

Student File
