School Leadership Program (SLP) Requirements and Application Procedures

REQUIREMENTS

It is recommended that before you begin this application process that you thoroughly read through these instructions and create or gather the following items (see below for specific information):

- Locate CBEST official passing results
- Write a Letter of Interest
- Update your Resume
- Request 2 Letters of Recommendation (one from site principal)
- Request a verification of experience from your district or employing agency.
- Request transcripts from every higher education institute you attended

ADMISSION REQUIREMENTS

There are two parts to applying to the SLP Program:

- Part I. University Application
- Part II. School Leadership Program (SLP) Application

Both the Program and the University applications must be completed in full and submitted by the deadline in order to be considered for admission. Incomplete applications will not be reviewed.
APPLICATION PROCEDURES

Part I. University Application Procedures: (4 TOTAL TASKS TO COMPLETE)

☐ TASK 1: Apply for admission to the University by completing the Graduate Online Application at Cal State Apply. The University application requires a $70 non-refundable application fee. For more info click here.

☐ TASK 2: Submit one set of official sealed transcripts directly to the CSUDH Office of Admissions & Records, 1000 E. Victoria St., Carson, CA 90747. All academic transcripts must be submitted from all undergraduate and any post-graduate work. Note: CSUDH students/alums do not need to submit CSUDH transcripts, but DO need to submit them for all other institutions attended.

☐ TASK 3: Cal State Apply - Statement of Purpose - The Cal State Apply (University) application will ask you for a Statement of Purpose that instead should be submitted in this Program application (FluidReview). When prompted for your statement on Cal State Apply, please write in the textbox “Statement sent to Program”. Then, when you complete this Program application (FluidReview) you will upload your Statement following the instructions below.

☐ TASK 4: Cal State Apply - Supporting Documents - The Cal State Apply (University) application will ask you add documents such as Basic Skills Requirements, please click on "I Am Not Adding Any Documents" when prompted. ALL supporting documents must be submitted with the Program application (FluidReview).

IMPORTANT MUST READ: That the University application on Cal State Apply must be completed before completing the online Program application. Once you have completed the University application and fee, you will receive a CSUDH Student ID number (usually within 7 - 10 working days). Your Student ID number is necessary for you to complete the Program application.

Part 2. School Leadership Program (SLP) Application (10 TOTAL TASKS TO COMPLETE)

☐ TASK 1: SLP Program Application: Complete the online application at Apply Now on the college’s website page. You will be asked to provide the dates of your CBEST, your employment history and upload your current resume and letter of interest. You will
need to verify employment history and CBEST results by uploading documentation late in the application process.

The following documents must be uploaded to complete the program application:

- **TASK 2:** COE Admission Processing Fee (via ToroPay): This $50 non-refundable fee is paid through ToroPay link. Scan and upload a copy of your complete receipt. This is a separate fee from the University application fee paid through Cal State Apply.

- **TASK 3:** SLP Minimum 3.0 Grade Point Average: A minimum of a 3.0 grade point average in the last 60 semester or 90 quarter units is required. If you do NOT meet this requirement, then provide verification of a minimum combined score of 1000 on the Graduate Record Examination (GRE - General Aptitude Test) OR a minimum score of 500 on the Miller Analogies Test.

  If you CANNOT meet this requirement through any of the options listed above, then you will need to submit a SLP Low GPA Petition for Exception. See form for more details.

- **TASK 4:** SLP Application Essay Questions: Download the SLP Application Essay Questions from FluidReview and answer all three questions, then upload your saved responses.

- **TASK 5:** SLP Basic Skills Verification: A copy of your Basic Skills Verification indicating passage is required. For more info You need to complete ONLY one of the options below.
  - Pass the CBEST (California Basic Educational Skills Test) or
  - Pass the CSET and Writing (California Subject Examination for Teachers) or
  - Pass the CSU Early Assessment Program or the CSU Placement Examinations.

- **TASK 6:** Verification of Valid Clear or Life Credential: Upload a copy of one of the following: For more info
  - A valid California clear or life teaching credential requiring a bachelor’s degree and a program of professional preparation, including student teaching;
  - A valid California clear or life Designated Subjects Teaching Credential, provided the holder also possesses a bachelor’s or higher degree from a regionally accredited college or university; OR
SCHOOL LEADERSHIP PROGRAM

• A valid clear or life California Pupil Personnel Services Credential, Teacher Librarian Services Credential, Speech Language Pathology Services Credential, Clinical or Rehabilitative Services Credential, or a School Nurse Services Credential, requiring a bachelor’s degree and a program of professional preparation, including field practice or the equivalent.

□ TASK 7: SLP Letter of Recommendation 1 from Site Principal: Upload a letter of recommendation from your current site principal (or equivalent) clearly stating their support of your application for graduate studies. Letters must be written within the year prior to the application deadline and signed.

□ TASK 8: SLP Letter of Recommendation 2: Upload a letter of recommendation from an individual who can evaluate your leadership potential, success as an educator, and character. Letters must be written on the official letterhead of the referee’s place of employment, written within the year prior to the application deadline and signed.

□ TASK 9: Five Year Verification of Experience: Upload your verification of five years of successful, 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. 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. Verification of experience must be on the district or employing agency letterhead and signed by the superintendent, assistant superintendent, director of personnel, or director of human resources. School or district personnel other than the applicant must verify all experience.

□ TASK 10: TargetSuccess Leadership Questionnaire: The TargetSuccess is an easy-to-use online questionnaire that assesses your disposition towards becoming an effective school leader. You will download the TargetSuccess Leadership Sketch Directions 2018-19 from FluidReview and complete the questionnaire. You will receive your School Leader Sketch Results (Detailed Profile) in a pdf format that you will upload.

For more information about our program and upcoming info sessions, please go to our website: https://www.csudh.edu/slp/