SCHOOL LEADERSHIP PROGRAM

CSUDH | EDUCATION

School Leadership Program (SLP) Requirements and Application Procedures: Clear Induction Administrative Services Credential

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):

- ☐ Update your Resume
- ☐ Locate a copy of your **valid** Preliminary Administrative Services Credential.
    - o *If you have not received your credential, See Task 3 under <Application Procedures>*
- ☐ Locate a copy of your offer of employment in an administrative position

Since this program is operated through the University's Extended Education Program, you are **NOT** required to apply to the University through Cal State Apply.

APPLICATION PROCEDURES

School Leadership Program (SLP) Application (4 TOTAL TASKS TO COMPLETE)

- ☐ **TASK 1: SLP Clear Induction Administrative Services Program Application:** Complete the online application at **Apply Now** on the college's website page. You will be asked to provide your employment history, administrative experience and upload your current resume and Preliminary Administrative Services Credential. If you do not currently possess a valid Preliminary Services Credential, you will **need to verify** that you are "in progress" by uploading documentation in Task 3.

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

- ☐ **TASK 2: Audio/Video/Visual Image/Interview Release Form:** Once in the SM Apply system, you will be able to download the SLP Audio/Video/Visual Image/Interview Release Form. Please read, complete and sign; then scan and upload the document.

- ☐ **TASK 3: Verification of Valid Preliminary Administrative Services Credential:** Please upload a copy of your **valid** Preliminary Administrative Services Credential.
  If you do not currently possess a valid Preliminary Administrative Services Credential, please upload the following: 1) a copy of your Certificate of Eligibility, and
  2) *a letter from your school district or organization stating they have applied for your preliminary credential with the CTC; it must be on letterhead and include the date the application was submitted to the CTC.*

- ☐ **TASK 4: Verification of an offer of employment in a full or part-time administrative position** in an employing agency as defined in Title 5 of the California Code of Regulations section 80054(g)(1). Education Code section 44270(a)(4) and Title 5 of the California Code of Regulations section 80054(a)(6) Verification must be on the district or employing agency letterhead and signed by the superintendent, assistant superintendent, director of personnel, or director of human resources.

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

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