

## 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 or direct supervisor)
- ☐ 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 through Cal State Apply
- ☐ 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 1. University Application Procedures: (3 TOTAL TASKS TO COMPLETE)**

- ☐ **TASK 1:** Apply for admission to the University by completing the [Graduate Online Application](#) at Cal State Apply. Be sure to select and apply for the upcoming Fall Term, not the Summer Term. The University application requires a \$70 nonrefundable application fee. [Click here](#) for **Cal State Apply Instruction Guide**. [Click here](#) to watch a short “How-To” Video to ensure you select the correct program.
- ☐ **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. Electronic transcripts are only considered official when sent directly from the issuing institution. Enter the following email address if your issuing institution will be sending an official electronic transcript: [admissions@csudh.edu](mailto:admissions@csudh.edu).  
*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 - **Supporting Information Quadrant** under “My Application” - The Cal State Apply (University) application will ask you to add your experiences; you may opt out of this when prompted. **ALL** supporting documents must be submitted with the Program application under Part 2 (SMAppl).

**IMPORTANT MUST READ:** 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 (9 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.

# SCHOOL LEADERSHIP PROGRAM

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

- ☐ **TASK 2: 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 3: SLP Application Essay Questions:** Download the [SLP Application Essay Questions](#) from SMapply and answer all three questions, then upload your saved responses.

- ☐ **TASK 4: 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 5: 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](#)
- 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.

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## **CSUDH** | EDUCATION

- ☐ **TASK 6: 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. Letter must be written [within the year prior](#) to the application deadline and [signed](#).
- ☐ **TASK 7: 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. Letter 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 8: 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 9: 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](#) from SMapply and complete the questionnaire. You will receive your School Leader Sketch Results (Detailed Profile) in a pdf format that you will upload.

### **SLP Appeal/Exceptions Policy**

Students may file a petition for exception to some SLP requirements or regulations by filing an appropriate exception request form. Petitions are reviewed by the SLP Chair, with faculty consultation. Note: For some requirements such as basic skills, valid credential, there are no exceptions. Both the [SLP Low GPA Petition for Exception](#) and [SLP Exception Request](#) forms can be found online by selecting Forms from the main menu at the College of Education (COE) website: [www.csudh.edu/coe](http://www.csudh.edu/coe). The forms will be listed under Graduate Education Division heading.

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