



**ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM
APPLICATION PACKET
APPLICATION DEADLINE: April 30, 2019**

ELIGIBILITY CRITERIA:

- Possession of a valid prerequisite teaching or services credential (see below for definition);
- A minimum of five years of successful, full-time service in the public schools or private schools of equivalent status; and,
- Passage of the California Basic Educational Skills Test (CBEST).

PREREQUISITE TEACHING CREDENTIAL IS DEFINED AS:

- A valid California clear or life teaching credential requiring a bachelor's degree and a program of professional preparation, including student teaching, **or**
- A valid California clear or life Designated Subjects Teaching Credential, **or**
- A valid clear or life California Pupil Personnel Services Credential.
- Holds an English Learner Authorization.

APPLICATION REQUIREMENTS:

Completed Application Form

\$65 Non-Refundable Application Fee

Check/money order made payable to Fortune School of Education is required at the time of application.

Letter of Candidate Introduction (12 point font, single spaced, 1 page)

What qualities do you possess that make you a good candidate for Alliant's California School of Education's Administrative Services Credential Program? What set of experiences do you bring to this work? In short, why do you want to be a part of this program?

Writing Prompt

Attached is the writing prompt. Candidates are asked follow the directions at the top of the page.

Official Transcripts with BA/BS degree posted

Verification of Experience

Three Recommendation Forms

Candidates must submit three professional recommendation forms in sealed, signed envelopes. **One recommendation must be completed by the applicant's current administrator.** Other examples of professional reference are assistant principal, department head / lead teacher, college professor. Personal recommendations will not be considered. Recommendation Forms are attached to the application packet.

All application materials listed above must be submitted as a complete packet to:

Alliant International University,
10455 Pomerado Road
San Diego, CA 92131

Applications must be received by 5:00 pm on April 30, 2019.

Incomplete applications will not be considered.



Administrative Services Credential Application

PERSONAL INFORMATION – PLEASE PRINT

First Name _____ MI _____ Last Name _____

Address (street/apt/unit) _____

City _____ State _____ Zip _____

Home Phone: () _____ Cell: () _____

Work Phone: () _____ Home Email: _____

Are you a graduate of Alliant’s California School of Education? YES NO

If yes, cohort year / location: _____

Colleges and/or Universities Attended

Official Transcripts must be attached for all institutions listed. Use additional sheet if needed.

Name of Institution	Dates of Attendance	Major	Degree

Credentials Held

Type	Issued By	Expiration Date

Classroom Teaching Experience

Begin with most recent experience. Use additional sheet if needed.

School/Location	Grade/subject area taught	Date	
		From	To

Administrative Experience

Begin with most recent experience. Use additional sheet if needed.

School/Location	Position Held	Date	
		From	To



Alliant International University
California School
of Education

WRITING PROMPT

Please type these questions into a Word document, and respond to them using **12 point font in a single spaced format.**

1. Alliant International University California School of Education (CSOE) has made closing the achievement gap our priority. It is our goal to develop school leaders who are responsible for attaining results in student achievement, especially in high-minority, high-poverty settings. With this goal in mind, describe what you feel are the top three skills school leaders need to develop in order to produce high student achievement and high performing schools.
2. CSOE wants school leaders who have achieved results in closing the achievement gap in their own classroom or school. What results can you share about your own students' performance and your ability to advance them towards proficient and advanced on the California Academic Content Standards?

RECOMMENDATION FORM

APPLICANT FIRST & LAST NAME _____

Thank you for taking the time to assist us with selecting the best possible candidates for Alliant International University California School of Education's Administrative Services Credential Program. Please complete this form, place it in a sealed envelope with your signature across the seal and return it to the applicant to include with his/her application. Your responses will be kept confidential.

Position held by the applicant during your association: _____

Years covered by your recommendation: From _____ to _____

What are the applicant's chief strengths as a teacher and as a potential administrator or supervisor?

Rate the candidate on the following traits:

	Extraordinary Top 5%	Good Top 15%	Fair Top 25%	Needs Development Top 50%	Not Observed
Is an effective teacher					
Has demonstrated leadership ability in developing the school's program					
Keeps records well and in good order					
Is interested in the success of all children					
Is involved in community activities					
Inspires other teachers to look to him/her for guidance and advice					
Shows a clear understanding of the school's program					
Plans well and follows through on the implementation of his/her plans					
Is self-motivated					
Accepts responsibility					
Maintains good relationships in the workplace					

Signature

Date

Printed Name

Title

[] I am the applicant's current employer.

Please attach business card here

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