

STATEMENT OF RESPONSIBILITY • Administrative Services Credential

Provided I am accepted into Pepperdine University's Graduate School of Education and Psychology, I hereby make the following statement and acknowledge that I fully understand the rules, regulations, and policies regarding my eligibility to enroll, and remain in the Administrative Credential Program for the purpose of obtaining an administrative services credential:

- a) I must have completed a baccalaureate or higher degree from a regionally-accredited college or university;
- b) I must maintain a cumulative grade point average of 3.0 in all work completed in the program in order to graduate;
- c) To remain eligible, I must accept full responsibility to maintain the academic program standards as stated in the Pepperdine University Graduate School of Education and Psychology catalog;
- d) I acknowledge that Pepperdine University's Graduate School of Education and Psychology is committed to the concept that continuous screening and evaluation are necessary to ensure the candidates who complete a program are well prepared to be effective administrators. Thus, candidates can expect to be evaluated on possession of basic skills, personal qualifications, and performance factors in addition to completion of courses.

For the Preliminary Administrative Services Credential (PASC):

- e) I must submit a copy of a valid California Teaching, Pupil Personnel Services, Health Services, Speech Pathology, Librarianship, Designated Subjects, or Clinical Rehabilitative Services Credential;
- f) I acknowledge that to be recommended to the California Commission on Teacher Credentialing (CCTC) for a Preliminary Administrative Services Credential, I must have completed a minimum of three years of full-time experience in public or private schools of equivalent status under one of the appropriate credentials listed above;
- g) I acknowledge that unless I have written documentation to verify I hold an administrative position, my initial recommendation will be for a Certificate of Eligibility for PASC;
- h) I acknowledge that verification of passing the California Basic Education Skills Test (CBEST) is required before I can be recommended to CCTC for PASC;
- i) I am aware that an Administrative Leadership Project in EDSM 620, 621, and 622 is a requirement for PASC, and I must obtain the consent of my principal or supervising administrator to undertake this project at my school site;
- j) I must successfully present the results of the Administrative Leadership Project at the end of the program, and I must receive a passing grade in all courses to be recommended for PASC.

For the California Clear Administrative Services Credential (CASC):

- k) I must have completed a master's or higher degree from a regionally accredited college or university;
- l) I must submit a copy of a valid Preliminary Administrative Services Credential;
- m) I must serve in an administrative capacity in a public school or district, or private school of equivalent status, while holding the Preliminary Administrative Services Credential, to be admitted to the CASC program, and I must serve in that capacity for at least two years to be recommended to CTC for CASC;
- n) I must successfully complete a CTC approved CASC Induction Program and obtain the program sponsor's recommendation for the credential.

I further acknowledge that if I am asked to withdraw due to my failure in any one of the above regulations, I accept full financial responsibility in keeping with the tuition refund policy as stated in the Pepperdine University Graduate School of Education and Psychology catalog.

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Last Name of Applicant	First, Middle Initial		
Telephone Number ()			
Home Address	City	State	Zip Code
Signature X		Date	