M.Ed. Educational Leadership
Preliminary Administrative Services Credential

Admission Requirements Checklist

☐ Application for Admission with $50.00 application fee.
☐ Bachelor’s degree from a regionally accredited college or university with a preferred GPA of 2.75 or above for the last 60 semester hours of undergraduate study, and a GPA of 3.0 or above for any graduate level course work. Applicants will be asked to submit official transcripts to be sent directly to the University of La Verne by the credit-granting institution.
☐ Reflective essay in response to required prompt. This also serves as the writing competency sample, which should demonstrate the applicant’s ability to write at an acceptable level for graduate study. Reflective essay directions.
☐ Current resume.
☐ Three current and positive letters of recommendation, including two from active school administrators (one should be from immediate supervisor) that address the applicant’s potential as a school administrator. You must use our recommendation form.
☐ An informational interview with the program chair or designee.

In addition to the requirements listed above, applicants to the Preliminary Administrative Services Credential program must also provide:

☐ A passing score on CBEST.
☐ Verification of possessing a valid clear credential issued by the California Commission on Teacher Credentialing. The credential must be one of the following: Teaching, Pupil Personnel Services, School Nurse, or Library Services.
☐ Verification of at least four years of full-time experience, while holding one of the approved credentials named above. You may use this form. Five years of full-time experience are required to apply for the Preliminary Administrative Services credential, Certificate of Eligibility, or Internship Administrative Credential.

Applicants for the Instructional Leadership concentration must provide verification of three years of successful preschool, K-12, or adult teaching experience in either a public or private school.