

University of La Verne

M.Ed. Educational Leadership Preliminary Administrative Services Credential Admission Requirements Checklist

<input type="checkbox"/> Application for Admission <ul style="list-style-type: none">○ Apply online: https://laverne.edu/apply/○ Select General Application○ Create Account○ Program Level = Graduate○ Academic College = La Fetra College of Education○ Program = Educational Leadership, MEd
<input type="checkbox"/> Official transcripts <ul style="list-style-type: none">○ Bachelor's degree from a regionally accredited college or university<ul style="list-style-type: none">▪ GPA of 2.75 or above for the last 60 semester hours of undergraduate study○ GPA of 3.0 or above for any graduate level course work○ Official transcripts must be sent directly to the University of La Verne by the credit granting institution. Address: University of La Verne, Graduate Admission, 1950 Third Street, La Verne, CA 91750○ E-transcripts should be sent to gradadmission@laverne.edu.
<input type="checkbox"/> Reflective essay in response to required prompt <ul style="list-style-type: none">○ 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
<input type="checkbox"/> Current resume
<input type="checkbox"/> Three current and positive letters of recommendation addressing the candidate's potential as a school administration. <ul style="list-style-type: none">○ Two of these recommendations must be from active school administrators. One should be from the candidate's immediate supervisor.○ Use this form○ Important! Complete the box at the top before you give it to faculty, your immediate supervisor/principal, and/or professional colleagues in K-12.
<input type="checkbox"/> 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:
<input type="checkbox"/> A passing score on CBEST (or equivalent)
<input type="checkbox"/> 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.
<input type="checkbox"/> Verification of at least four years of full-time experience, while holding one of the approved credentials named above. <ul style="list-style-type: none">○ Five years of full-time experience are required to apply for the Preliminary Administrative Services credential, Certificate of Eligibility, or Internship Administrative Credential.
<input type="checkbox"/> 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.