



San Diego State University  
National Center for Urban School Transformation  
Administrative Services Clear Credential Program  
**PROGRAM CHECKLIST**



**ADMISSION REQUIREMENTS**

- Application including copy of CA Preliminary Administrative Services Credential and proof of employment as an administrator on district/agency letterhead signed by designated HR rep.
- Payment of deposit is due within 30 days from receiving program acceptance notice. Invoice will come from billing office.

**COURSEWORK AND PROGRAM REQUIREMENTS**

- EDL 680 (2 units)
- EDL 760 (3 units)
- Participation in monthly network meetings and one-on-one coaching.
- Induction logs documenting hours and learning submitted each semester to your NCUST coach.

Courses are offered every fall and spring semester and can be taken at any time during the two year program. Rachel Stewart, Educational Leadership Administrative Coordinator, will send a reminder and information each semester on when and how to register for the courses.

**PROGRAM EXIT REQUIREMENTS**

- Completed 80 hours of mentorship and coaching.
- Verification of two years of full time experience as an administrator. Verification must be on district letterhead and signed by district HR office.

**IMPORTANT CONTACT INFORMATION**

**PROGRAM DIRECTOR**

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**EDUCATIONAL LEADERSHIP DEPARTMENT COORDINATOR**

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