

Dear Colleague:

We are very pleased that you are interested in becoming an educational leader!

California continues to have a great need for bold, socially responsible educational leaders. In fact, a study by the highly respected West Ed research group found that in the next decade, 27% to 46% of the school administrative workforce will be retiring and that the state will need thousands of new school leaders to replace those who will be leaving. This is the time to invest in your future and your career.

We are proud to offer the premier California State University online MS degree in Educational Leadership. This program is fully accredited and has the same course of instruction as our campus-based program. With this program you can complete your graduate work at the time and location that is convenient to you and which fits your professional and family schedule. Finally, this is a high quality, well-respected program, which has the flexibility you need to earn your Master of Science degree in only eighteen months. Your diploma will read: *Master of Science in Educational Leadership*.

We have been offering online educational leadership courses for nearly twenty years, and the 100% online MS in Educational Leadership since 2010. Our graduates frequently comment on how much they learned and how close they felt to their professors and fellow students. These relationships continue even after students have graduated and have been selected to serve as successful school leaders.

If you can email and use a website, then you have the technical skills necessary to complete the program. If you have a commitment to improve our educational system, to regularly participate in your online classes, and to put what you learn into action, then you are the kind of candidate we are seeking.

Best Regards,

Nancy Jordan, EdD.

Program Coordinator, Online MS in Educational Leadership Program

Please review the program requirements: ce.csueastbay.edu/ce/programs/educational-leadership

To complete the application process, you need to complete two applications: (1) program application and (2) University application along with some additional documents.

Checklist:

- ✓ Program Application
- ✓ Current Resume
- ✓ Statement of Purpose
- ✓ Three recommendation forms
- ✓ University Application on Cal State Apply
 - official transcripts from all institutions attended since high school
- ✓ (optional) Verification of Experience -- only if you are pursuing the Preliminary Administrative Services Credential

Please send the *program application and required documents* to our office as soon as each part is complete. **Please do not wait until you have collected every item to send what you have completed.** You may send the program application documents to msedld@csueastbay.edu.

Preliminary Administrative Services Credential

If you wish to earn a Preliminary Administrative Services Credential to serve as a leader in K-12 grade schools and you meet the requirements for admission, please complete the Verification of Experience form at the end of the application packet. More details on the eligibility requirements for the preliminary administrative credential can be found [here](#).

1. Program Application and Required Documents

- a. Complete the **program application** below
- b. Submit a **current resume** which shows evidence of leadership activities (one page is fine)
- c. Submit a **statement of purpose** that addresses AT LEAST *three* of the following dimensions of leadership by describing your leadership in terms of beliefs, experiences, and goals for developing your capacity as a bold, socially responsible leader.

The leadership dimensions we are interested in learning about include:

- Teaching and learning for equity and high achievement
- Collaboration and learning communities
- A culture of inquiry and continuous improvement
- Ethical caring and reflective practice
- Engaging families of students and community involvement

d. **Three Recommendation forms**

- One should be from an organizational/educational leader
- The other two can be from a professional colleague or someone who works as an educator (at any level of instruction)

We highly recommend using the attached Recommendation form, as this form can usually be returned to you quicker than a letter that needs to be drafted. Collect the form and send it to us as explained at the bottom of the form. Please do not rely on the person making the recommendation to send in the form.

2. University Application

Complete the university application on Cal State Apply by the deadline date:

<https://www2.calstate.edu/apply/graduate>

Submit one official transcript from every institute of higher education you have ever attended. We highly recommend that you **do not** submit any transcripts for University admission until you have completed the Cal State Apply application.

Mail your official transcripts to:

Office of Admission
Cal State East Bay
25800 Carlos Bee Blvd.
Hayward, CA 94542

You may also have your originating institution submit an official electronic transcript to electronictranscripts@csueastbay.edu

Financial Aid and other financing options

You may consider applying for Financial Aid at fafsa.ed.gov, even if you believe that you may not qualify. Many working graduate students *do* qualify for aid. Please contact CSUEB's [Financial Aid office](#) for more information. We also have a payment plan available if you decide not to avail of financial aid.



Program Application

Please email the completed form to the online MS EdLd program at msedld@csueastbay.edu

If you prefer to send it by regular mail, the address is: Cal State East Bay, ATTN: Ayellee Adam, Univ Ext SF 102, 25800 Carlos Bee Boulevard, Hayward, CA 94542.

First Name	Last Name	Social Security Number	
<hr/>			
Street Address	City	Zip	State
<hr/>			
Home Phone (with area code)	Email Address		

Please also include a home fax number and summer contact information if different from above.

Have you previously enrolled in a credential program (e.g., teaching, counseling) at Cal State East Bay?

Yes No If yes, please give the date you completed your program and the name of the program:

Do you also wish to earn a preliminary Administrative Services Credential (PASC) to serve as a leader in K-12 grade schools?

Yes No If yes, please visit <https://www.ctc.ca.gov/docs/default-source/leaflets/cl574c.pdf> for PASC eligibility requirements.

My Baccalaureate Grade Point Average: _____

How did you hear about our program? (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Received a letter from the program Recruiter | <input type="checkbox"/> Website |
| <input type="checkbox"/> Received an email from the program Recruiter | <input type="checkbox"/> CSUEB advertisement |
| <input type="checkbox"/> Received a call from the Recruiter | <input type="checkbox"/> Recruiter Presentation |
| <input type="checkbox"/> A graduate of our program | <input type="checkbox"/> Other: _____ |

Why have you selected this program? (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Reputation of program | <input type="checkbox"/> Schedule |
| <input type="checkbox"/> Location/Preference for an online program | <input type="checkbox"/> Desire to become a bold, socially responsible leader |
| <input type="checkbox"/> Cost | <input type="checkbox"/> Other: _____ |

Current Job Title	Current Supervisor's Name and Job Title
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Employer/Work Address	City	Zip	State
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Work Phone (with area code)	Work Fax Number (with area code)	Email Address
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If you work in an educational institution: (check all that apply)

Pre K

K-6

Middle School

High School

District Office

Community College

College or University

Other (please describe, briefly)

On the next page you will find the recommendation form. You will need to submit *three* recommendation forms; one form must be from an organizational/educational leader. The other two recommendations can be from a colleague.

Recommendation Form

Candidate's Name

Date

Please assess this candidate's experiences and abilities in the following areas:

Criteria	Exceptionally Strong	Good	More Experience Needed	Insufficient Evidence to Comment
Leadership: Recognized as a leader who has taken on progressively complex leadership roles.				
Sense of Purpose: Demonstrates a sense of purpose related to education and leadership.				
Equity: Committed to producing equitable outcomes for students across race, gender, language, sexual orientation and socio-economic class.				
Instructional Focus: Active participation in district or site curriculum and instructional improvement.				
Collaboration: Propensity toward collaborative, democratic and inclusive decision-making processes. Shows skillful use of conflict resolution strategies.				
Inquiry: Uses inquiry to explore issues, generate conversations and inform decisions.				
Community: Fosters positive interpersonal relationships among staff, students and parents.				
Reflection: Demonstrates a capacity to reflect on own practice as a teacher and leader.				
Communication: Demonstrates strong oral and written communication skills.				

Please include on an attached sheet: In narrative form, tell us about this candidate's leadership strengths and areas for further growth, based on the criteria listed above. For other general comments, use reverse or additional sheet as necessary.

Name (please print)

Signature

Position

District

Phone

Email Address

Check any Educational Leadership credential/degree program you completed through CSUEB: Tier I MS Tier II

PLEASE RETURN THIS FORM TO THE CANDIDATE

Candidate: Please email the completed form to msedld@csueastbay.edu.
If you prefer to send it by regular mail, the address is: Cal State East Bay, ATTN: Ayellee Adam, UE SF 104
25800 Carlos Bee Boulevard, Hayward, CA 94542.

VERIFICATION OF EXPERIENCE

If you wish to earn a Preliminary Administrative Services Credential to serve as a leader in K-12 grade schools and you meet the requirements for admission, please have the experience verified by your current and/or previous employer using this form. You only need to verify experience that is appropriate for the issuance of this credential. If you have served in more than one type of position for a single employer, have a separate form completed for each position that you held.

This is to certify that: _____
(Name of Applicant)

has served from: _____ to _____
(Month/Year) (Month/Year)

in the position of: (check one)

- | | |
|---|---|
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Administrator |
| <input type="checkbox"/> Education Specialist | <input type="checkbox"/> Counselor |
| <input type="checkbox"/> Resource Specialist | <input type="checkbox"/> Other (specify): _____ |

in the following grade or level: _____

in the area or subject of: _____

- Full-time
- Part-time (specify): _____ hours/day _____ days/week
- Day-to-Day Substitute

School/Agency: _____

Address: _____

Telephone Number: _____

Verified by: _____
(Signature)

Name: _____

Title: _____

Date: _____