



Educational Administration Credential, Master's in Educational Administration

Admission Requirements and Application

The **Educational Administration (EDAD)** program prepares educational leaders and future administrators to promote PK-12 student growth and equitable educational opportunities for all students.

Preliminary Administrative Service Credential All EDAD candidates participate in the two-semester Credentialing program culminating in qualification for the California Preliminary Administrative Services Credential (PASC). Support for the California Administrator Performance Assessment (CalAPA) is embedded in the credentialing program.

Master's in Educational Administration Students wishing to earn a Master of Arts in Educational Administration return the following fall for one research-intensive semester addressing a real-world problem of educational practice.

University Admission Requirements

1. Hold a bachelor's degree from an accredited institution
2. Been in good standing from your last college or university attended
3. Hold a minimum GPA of at least 2.5 in the last 60 semester or 90 quarter units for the credential program.
Hold a minimum GPA of 3.0 in last 60 semester or 90 quarter units for the master's program.
4. Satisfactorily met the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities might prescribe.

Please note: Admission to the university does not imply or guarantee credential program admission.

Application Steps

1. Complete the California State University, Bakersfield application for Graduate Admission available online at <http://www.calstate.edu/apply>.
2. The \$70.00 application fee must be paid to submit and process your application.
3. **Application Acknowledgement:** After your application is submitted, you will receive a confirmation e-mail indicating the receipt of your application. In approximately two weeks, you should receive an acknowledgment e-mail that will provide you with a unique applicant ID number and information to log on to the one-stop student portal called [myCSUB](#). This information is sent to the e-mail address you provided on your application, so it is very important that the e-mail address you provided is current. You are expected to track the status of the submitted application and the receipt of all required documents.

Application Evaluation

Evaluation of Eligibility: Upon receipt of all necessary documents, the Graduate Programs Admissions Coordinator will review your eligibility based on the minimum university requirements. If you are deemed eligible, your academic program will be notified. A decision letter will be sent upon completion of the departmental review of your qualifications.

Application Decision: Your status will also be reflected on myCSUB. Be sure to monitor your "To-Do" list regularly even after you have been admitted; there may be additional documents or requirements you will need to submit.

If admitted, students should familiarize themselves with the university registration policies: <https://www.csub.edu/registrar/registration>

Please note: Admission to the university does not imply or guarantee credential program admission.

Program Admission Requirements and Application Process

All documents required for program admission are to be assembled in one complete pdf and submitted to program's submittal portal. **Documents submitted to California State University Bakersfield become the property of the university. Documents will not be copied or returned.** **Please keep a copy of all documents for your records.**

For questions about the application process please contact an Admissions Advisor:

CSU Bakersfield Campus & Antelope Valley Admissions Advisor
Amani Hernandez
aalshaif@csub.edu
661-654-3193

Administrative Credential Admission Requirements

To be considered for program admission the following requirements must be met:

1. Cal state Apply Application: To apply to the Educational Administration Program, candidates must submit a CSUB Admission Application through the CalState Apply website: <https://www.calstate.edu/apply>
 - Even if you are interested in the Credential only, you will apply on calstate apply as a graduate candidate interested in a Master's seen below:

1. Degree Goal

* What degree, credential, program or certificate are you applying for?

- First Bachelor's Degree (Seeking your first bachelor's degree and have not earned a prior bachelor's degree)
- Second Bachelor's Degree and Beyond (e.g. Master's, Teaching Credential, Certificate, Doctoral)
- CSU Summer Arts

* Please select one or more of the following degree goals.

- Second Bachelor's Degree (already earned a bachelor's degree and are seeking another one)
- Graduate (e.g. Master's, Doctoral) or Professional's Degree

- From here, you will add program and select: Education – Educational Administration – *select desired campus*.

Add Programs

You must select at least one program to begin your application. Use the search filters below to locate programs by **Campus Name**, **Start Term**, **Delivery**, and **Source**. When using filters, you may need to refresh the page.

[Find Program](#) | [View Selected Programs](#) [Filters](#)

Showing results for: Available Programs

Add	Program Name	Campus Name	Degree Type	Start Term	Academic Year	Location
BAKERSFIELD - GRADUATE						
<input type="checkbox"/>	Business Administration - (Main...)	CSU Bakersfield	MBA	Fall	2024	Main Campus
<input type="checkbox"/>	Business Administration - (Onli...	CSU Bakersfield	MBA	Fall	2024	Main Campus
<input type="checkbox"/>	Education - Educational Admini...	CSU Bakersfield	MA	Fall	2024	Antelope Valley ...
<input type="checkbox"/>	Education - Educational Admini...	CSU Bakersfield	MA	Fall	2024	Main Campus

- If you are interested in the credential only, please indicate it in the program application and changes can be made after admission into the program.

A complete program application must include the following:

a. Educational Administration program application

Please carefully read and complete the program application. If you have questions regarding the application, please contact the appropriate admissions advisor. (*see page 7*)

b. Resume

Please provide a copy of your current resume.

c. Personal Statement

Personal statement responding to the following prompt: Please explain why you want to complete the Educational Administration Program. Describe your motivations and relevant leadership experience (in less than two pages).

d. Prerequisite Teaching Credential

Copy of valid *Prerequisite Teaching Credential* from the CTC—ctc.ca.gov (detailed copy, certificate will not serve as an official document). For a list of valid *Prerequisite Teaching Credentials*, see Terms & Definitions on pages 3-4 of the Administrative Services Credential for Individuals Prepared in California—<http://bit.ly/2rRBJnl>

e. Verification of Experience

Verification of five (5) years of experience from current and/or previous employing district/local education agency. Applicants with four (4) years of verified experience will be considered so long as they are fully employed as an educator during the academic year in which they complete the EDAD program. Thus, these applicants will have the minimum of five (5) years of experience upon completion of the program. (*see page 8*)

f. Release of Liability

Complete the Release of Liability (*see page 9*)

g. Tuberculosis (TB) Screening

Verification of tuberculosis (TB) screening from a clinic or employer. Will accept active TB exam from school district

h. Credential Service Request

A \$30.00 non-refundable application fee must be submitted with your application to the credential program. Applicants should submit the receipt for this fee with their application. Applications will not be reviewed without the payment of this fee.

[Payment directions](#)

CTC requires payment separate to this CSUB fee.

i. Mandated Reporter Training

Applicants must complete a Mandated Reporter Training for School Personnel. To complete the training go online to: <https://mandatedreporterca.com/training/school-personnel>

Please note: If you have never completed the General Training, you will be required to complete this first then the School Personnel Training.

If you currently work for a school district and have completed Mandated Reporter Training (Child Abuse Training) you may submit a copy of a valid district certificate. *Please note: If admitted to a credential program and your certificate expires before the end of the semester you will be required to complete a new training and receive a certificate before the start of the semester.* Certificates are valid for one year from date of training.

j. Two Recommendations

Applicants must submit two recommendation forms from your field administrators including your current principal or other immediate administrative supervisor. The recommendations must be completed on the program recommendation form accessed by clicking here: [CSUB EDAD Recommendation Form](#) (or page 11)

- Applicants should complete the top portion of the EDAD Recommendation Form and send the electronic document to their recommenders. Recommenders are to complete the EDAD Recommendation Form, sign the form electronically, and submit (upload) the form directly to the following Box folder: <https://csub.app.box.com/f/61eb1e02ee2542ee883e00328d38b21f>

Application Submittal Instructions

Failure to follow application submittal directions may cause for delayed or rejection of an application. Please do not mail, email, or fax documents unless specified in admission requirements or requested by a program admissions advisor.

The program application should be compiled into one PDF and uploaded to the secure submittal portal. *No other file format will be accepted. **Do not zip or password protect your file. Do not upload multiple files, it must be in one file.***

1. To complete the program application, download it to your device. Open it in Adobe Reader, fill in and sign the application. Print or save the application as a PDF to your device. If you do not have Adobe Reader you can download the app for free from any app store.
2. To compile your program application and supporting documents into one file you will need to merge your documents. Adobe Reader does not have merge functions unless purchased. To merge your documents there is free Adobe merge software available such as [I love PDF, PDF Merge, or PDF Joiner](#).

The following items are to be combined into one pdf file with the following file name:

Applicant's Last Name _ Applicant's First Name. 2025. pdf.

For example, Szolowicz.Michael.2025.pdf.

[Educational Administration Submission Portal](#)

- Applications are reviewed on the 30th of each month and qualified candidates are invited to an interview with EDAD program faculty to determine program acceptance. Final admissions decisions are then made by California State University, Bakersfield Admissions Office.

For specific questions about the program, contact Dr. Wisman, rwisman@csub.edu
For questions regarding admissions application, contact Amani Hernandez, aalshaif@csub.edu

Program Admissions - Recommended

If a program admission is rendered the following items must be fulfilled to finalize the admission process:

1. To complete your university application, you must send one official transcript(s) from all colleges or universities attended within 30 days of your application submission. If the last school you attended was CSU Bakersfield, no transcripts are required. Failure to provide official transcripts to CSU, Bakersfield Admissions will delay or decline your university admission.
 - Electronic transcripts are preferred. Electronic transcripts may be emailed to incomingtranscripts@csub.edu. These transcripts must be sent directly from your university, not you. It is a good idea to include your CSUB ID # if known.
 - If you need to have official transcripts mailed, send them to:
California State University, Bakersfield

Office of Admissions, 47SA
9001 Stockdale Highway
Bakersfield, CA 93311-1099

2. Professional Liability Insurance

Candidates must purchase professional liability insurance if admitted to the credential program. This insurance must be purchased from CSUB. This can be purchased in MyCSUB or at the cashier's office on Bakersfield Campus or 100 Bldg. front desk at Antelope Valley Campus. Liability insurance is valid for one year from date of purchase.

Please note: If admitted to a credential program and your liability insurance expires before the end of the semester you will be required to purchase new insurance before the start of the semester as part of clinical practice clearance.

[Directions on how to purchase in MyCSUB](#)

3. Program Plan of Studies/Advising

Upon receipt of program admission letter, your Program Advisor will be listed in your program admission letter.

4. Register for your courses

After receiving a final signed program plan, you will register for the courses on your program plan at the time of your registration appointment. Your appointment date will be listed in your [MyCSUB](#)



Once documents are submitted to the CSUB Credential Office, the documents become the property of CSU Bakersfield College of Social Science and Education. Please keep a copy of your documents for your records.

Your social security number is necessary for processing your credential program application. Personal and sensitive information is kept confidential and secure in accordance with data protection policies.

Educational Administration Program Application

Term Applying for: Fall 20 ____

Applicant Information

CSUB ID#: _____ Name: _____
Last First Middle

Address: _____
Number and Street City State Zip

Email: _____ Telephone #: _____ Alt #: _____

Gender: Male Female Other Ethnicity (optional): _____

Birthdate: _____ SSN: _____
mm/dd/yyyy

Do you hold a bachelor's degree? No Yes

If yes, degree and institution: _____

Do you hold a master's degree? No Yes

If yes, degree and institution: _____

Do you hold a teaching credential? No Yes If yes, what state and type of credential:

Program Option:

Administrative Service Credential

Administrative Service Credential and Master of Arts in Educational Administration

References

Please provide the names of the three individuals who will be completing the required [Recommendation Forms](#).

1. _____
2. _____
3. _____



VERIFICATION OF TEACHING EXPERIENCE

Effective July 1, 2013, a minimum of 5-years successful, full-time experience is required to earn a Preliminary Administrative Services Credential. Full-time service means service for a minimum of 4-hours per day for at least three-fourths of the total days of the school year. Substitute, part-time or Intern service does not apply. Experience may be in any of the following areas: General Education Teaching, Education Specialist Teaching, Designated Subjects Teaching, School Counseling, Teacher Librarian Services, Speech-Language Pathology Services, Clinical or Rehabilitative Services or School Nurse Services.

Experience must be verified by your current and/or previous employing district using this form. If you have served in more than one district, please use an additional form for each employer.

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

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

in the following grade or level: _____ in the area or subject of: _____

Mandatory Reporter Verification Expiration Date: _____

To be completed by the Personnel or Human Resources Dept.:

School District: _____

Address: _____

Telephone Number: _____

Name: _____

Title: _____ Date: _____

I certify that the candidate information above is true and correct.

Verified by: _____
(Signature)



Education Administration Candidate Acknowledgement, Release of Liability and Promise Not to Sue

Name: _____ CSUB Student ID# _____

As a student in the California State University, Bakersfield School of Social Sciences and Education, and as a participant in a field review for administrator candidates, I acknowledge and agree to abide by the following:

- I am familiar with Education Code section 51512, which states that *“The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary school, and such use is prohibited. Any person, other than a pupil, who willfully violates this section shall be guilty of a misdemeanor.”*
- I understand, as a condition of my acceptance into the Educational Administration Education Program, California State University, Bakersfield, its employees and agents, will be taking visual/audio images of me during my time in the program. Visual/audio images are any type of recording, including photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips or accompanying written descriptions. CSUB will not materially alter the original images. I agree that CSUB owns the images and all rights related to them. The images will be used for evaluation of my instruction and demonstration of my fieldwork and course components.
- Additionally, the images may be used in any manner or media without notifying me, such as university-sponsored web sites, publications, promotions, broadcasts, advertisements, posters and theater slides, as well as for non-university uses. I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them.
- I release CSUB and its employees and agents, including any firm authorized to publish and/or distribute a finished product containing the images, from any claims, damages or liability which I may ever have in connection with the taking of use of the images or printed material used with the images.
- The Department will maintain all submitted materials collected in connection with my coursework or field review for a period of 7 years after my field review is completed.
- I am responsible for preparing a Student Release Form (Exhibit A) for every student in the classroom(s) involved in my field review, including obtaining and collecting permissions from the parents/legal guardians of each child in the classroom, and (as necessary) the Administrator Release Form.
- I may not videotape or record, or cause to be videotaped or recorded, any student whose fully-executed release I have not obtained prior to the videotape being made.
- I must delete or destroy any videotapes or other recordings made by or stored on my personal device as soon as the purpose for which they were created and collected (*i.e.*, the field review) is complete.
- I must delete or destroy any videotapes or other recordings stored in common storage (e.g., cloud-based storage, flash drives, memory sticks, etc.) as soon as the purpose for which they were created and collected (*i.e.*, the field review) is complete.

- I will not upload or store any videotape or recording to non-secure and/or publicly accessible locations (e.g., YouTube, Facebook, Instagram, Snapchat). I understand violation of this requirement could have a negative effect on my ability to keep or earn a credential in California.
- I may not use any videotape or recording of my clinical practice made during my field review, whether created by me or another person, for any purpose other than for the field review.
- I hereby affirm that I will follow the privacy conventions and permission requirements of my program and school district. I certify that I will secure and will hold on file signed copies of all necessary permission forms from all responsible individuals until my field review is complete.
- I hereby grant California State University, Bakersfield the full, unrestricted rights to the use of any and all materials written and submitted by me in conjunction with the Administrator Performance Assessment (the "Materials"), in any form, including edited versions, in presentations, over the Internet, broadcast cable, satellite transmissions, and media that are unknown at this time, for instructional purposes worldwide.
- In consideration for participating in the field review, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue the State of California, the Trustees of the California State University, California State University Bakersfield, and their employees, officers, directors, volunteers and agents (collectively, "University") from any and all claims, including claims of the University's negligence, resulting in any economic or noneconomic injury I may suffer because of my participation in the field review, including but not limited to any third party claims arising out of the use of videotaping or other recording.

Rights and Responsibilities of Students (CSUB Academic Integrity Policy)

The principles of truth and integrity are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing will protect the integrity of all academic work and student grades. Students are expected to do all work assigned to them without unauthorized assistance and without giving unauthorized assistance. Faculty have the responsibility of exercising care in the planning and supervision of academic work so that honest effort will be encouraged and positively reinforced.

Full text: <https://www.csub.edu/osrr/Academic%20Integrity%20/index.html>

I am 18 years or older and competent to sign this release. I understand the legal consequences of signing this document, including (i) releasing the University from all liability; and (ii) promising not to sue the University. I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held to be invalid or unenforceable, then I will continue to be bound by the remaining terms. I have read this release and reviewed the full Academic Integrity Policy before signing, I understand its contents, and I freely accept the terms.

I consent for CSUB to post my image to a Social Media website.

DO NOT post my image to a Social Media website.

Candidate Signature—ink only

Candidate Printed Name

Date Signed

I hereby submit my application for admission to the Credential Program at California State University, Bakersfield. I certify that, to the best of my knowledge all information contained in this application and on any supplemental material filed with this application is true and accurate. I authorize the appropriate committee to inquire or seek any additional information it should require.



To be completed by **the applicant**:

I am aware of the provisions of the Family Education Rights and Privacy Act (FERPA) and authorizes the release of the following information to CSU Bakersfield. **I realize that I will not view or be informed about this evaluation/recommendation form.**

Electronic Signature (type name):

To **the evaluator**:

Please complete the following questionnaire, including the electronic signature at the bottom of this form, and upload the signed document to the Box folder: [Link](#)

(<https://csub.app.box.com/f/61eb1e02ee2542ee883e00328d38b21f>)

The above applicant has applied for admission to the Educational Administration (EDAD) program at CSU Bakersfield. This recommendation form should be completed by an individual who has knowledge of the applicant’s knowledge, skills, and dispositions. Please provide your judgment of the suitability of this applicant for the program according to the following dispositions.

Disposition	Evaluation Rating			
	Strong	Average	Below Average	Not Observed
Potential for leadership in educational administration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to perform graduate-level studies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential for forging and maintaining effective relationships with colleagues, students, and community members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Possession of personality and character traits in keeping with the standards of the profession.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your overall rating of potential as a candidate for placement in an administrative capacity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments (please provide an overall comment regarding this applicant—text box will expand as you type).

In addition to your signature, please provide your information so that we might contact you should we need clarification.

Title:
Email Address:

Organization:

(Electronic Signature of Recommender)

Date