



How to Apply for Your Preliminary Administrative Services Credential or

Certificate of Eligibility

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Do I apply for the Preliminary Administrative Services Credential, or the Certificate of Eligibility?

If you have already obtained an administrative position or job offer, you may apply for the Preliminary Administrative Services Credential. If you have finished your program and do not have a job offer, you will apply for the Certificate of Eligibility. This allows one to look for a job, then apply directly to CTC for the Preliminary credential once a job offer is obtained. Whether applying for the Preliminary, or the Certificate of Eligibility, please follow these instructions to apply, after your final grades are posted to your transcript:

How do I submit my credential application to the CSUMB Credential Analyst?

1. Fill out the [Information Cover Sheet](#) and save as a PDF.
2. Collect the items listed on the [Application Checklist](#) for Administrative Services and save them as PDF files.
3. Send all PDFs in **one** email to: chjordan@csumb.edu (Allow one week for processing.)
4. Wait for an email from the Commission on Teacher Credentialing (CTC) with instructions to pay for the credential online. This email will arrive at the email address CTC has on file for you. Follow the instructions in the email to pay for the credential online, and an email receipt will arrive within the hour. You can show this email to potential employers while waiting for CTC to post your credential to your CTC Educator Page Login (approximately 10-15 days).
5. The application is then processed by the Commission on Teacher Credentialing (CTC). Normal processing time by CTC is 10-15 days. Once it is granted, the credential then posts to your Educator Page on the www.ctc.ca.gov website where it will stay forever. When you need to access it for job applications, just log in to your Educator profile on the www.ctc.ca.gov website using your username and password, click on the document number of the credential, then print the screen that shows all of the authorization codes.

When can I submit my credential application? After final grades have been posted.

Prior to applying for the credential, please be sure to Edit your CTC profile to use a non-CSUMB email address that you check regularly. Use the same email address on your Information Cover Sheet.

View our "Apply for Your Credential" PowerPoint or Video [here](#).

What does my Preliminary Administrative Services Credential authorize?

The Administrative Services Credential authorizes the holder to provide the following services in grades 12 and below, including preschool, and in classes organized primarily for adults:

- Develop, coordinate, and assess instructional programs
- Evaluate certificated and classified personnel
- Provide students' discipline, including but not limited to, suspension and expulsion
- Provide certificated and classified employees discipline, including but not limited to, suspension, dismissal, and reinstatement
- Supervise certificated and classified personnel
- Manage school site, district, or county level fiscal services
- Recruit, employ, and assign certificated and classified personnel
- Develop, coordinate, and supervise student support services, including but not limited to extracurricular activities, pupil personnel services, health services, library services, and technology support services

An individual must hold an Administrative Services Credential to provide the following services in grades preschool, K-12 and adults:

- Evaluate the quality and effectiveness of instructional services at the school site level
- Evaluation of certificated personnel employed at the school site level, with the exception of the site administrator
- Student and certificated personnel employee discipline services at the school site level

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