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[Cancel](#)

To:  
From: credentials@csueastbay.edu  
Date:  
Subj: Registration Information for Tier II Program

Welcome to the Clear Administrative Services Induction – Tier II – Credential Program for Fall 2015!

Remember, you must be admitted to the university as well as the department in order to begin the program. For the status of your university admissions and to register for classes, please log in to your MyCSUEB account at [www.my.csueastbay.edu](http://www.my.csueastbay.edu).

Please keep in mind that tuition and fees for fall 2015 quarter are due on September 14, 2015. For more information, please visit [Important Dates](#) and [Financial Services](#). Keep in mind Registration closes September 14-16, for university reporting. It will re-open on Sept. 17th. Late registration begins on September 24th – September 30th with a \$25 late fee will be added to your account.

The first course you will take each quarter will be held on Saturdays from 9am – 1pm.

The second class you will take each quarter is arranged with your University coach. You will be assigned a coach who will schedule dates, at your convenience, to meet with you (typically at your worksite). IT IS ESSENTIAL THAT YOU ENROLL IN CLASSES AS SOON AS YOU CAN. YOU MUST BE ENROLLED IN ORDER FOR ME TO ASSIGN A COACH TO YOU.

#### Fall Quarter 2015

EDLD 6860 (3706) Develop an Inquiring Community (1 unit) Dailey  
Class Meetings: 9/26, 10/10, 11/7, 12/5  
EDLD 6817 (3464) Assessment, Mentoring & Support Practicum (3 units) Dailey  
Future quarter enrollment information:

#### Winter Quarter 2016

EDLD 6865 Focus on Learning (1 unit) Dailey  
Class meetings: 1/30, 2/20, 3/19MsClass meetingsK



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To:  
From: credentials@csueastbay.edu  
Date:  
Subj: Applying for your Credential (Tier II)

Congratulations!

Educational Leadership Tier II Candidates (completing the 1 year program):

As you complete your coursework for your credential, you will also need to submit your credential application for the Clear Administrative Services Credential. The Credential Student Service Center will start accepting applications for Spring Quarter 2016 completion on Wednesday, June 1, 2016, provided you are certain all of your requirements will be completed as of Spring Quarter 2016.

The official issuance date of your credential will be June 11, 2016.

Requirements for the Clear Administrative Services Credential

Candidates must satisfy all the following requirements:

1. Possess a valid Preliminary Administrative Services Credential.
2. Verify a minimum of two years of successful experience in a full-time administrative position in a California public school, nonpublic school, or private school of equivalent status, while holding the Preliminary Administrative Services Credential. Full-time service means service for a minimum of four hours per day for at least three-fourths of the total days in the school year. Substitute or part-time service does not apply.

Please have the designated person in your HR department at your school district complete form CL-41 EXP (verification of experience form) to verify the two years administrative services experience requirement. See enclosed link. <http://www.ctc.ca.gov/credentials/leaflets/41-EXP.pdf>

3. Completion of an approved Administrative Services Credential Induction Program.

If you have completed requirements 1 - 3 above you can apply for the Clear Administrative Services Credential. The Clear Administrative Services Credential is valid for five years but is limited by the expiration date of the prerequisite credential.

Documentation we should already have on file:

When you applied to the program you should have submitted verification of your Preliminary Administrative Services credential and a copy of your Basic Skills (CBEST) requirement, you will not need to re-submit these items unless they are missing and we will notify you as we're processing your application.

Enclosed please find the link to the application for Clear Administrative Services Credential.

<http://www20.csueastbay.edu/ceas/cssc/files/docs/cssc-credential-application-processing-app--receipt-2015%20Fillable.pdf>

Please note: For the program you are completing, you must apply for Administrative Services Clear Credential by June 30, 2017.

Applications will be processed as soon as we can verify that all requirements are complete and final grades have posted. Final grades for Spring Quarter 2016 are expected to be posted on June 20, 2016. This is the date the Credential Student Service Center anticipates processing credential applications. The Credential Student Service Center will be processing applications on a rolling basis daily. We ask for your patience during this peak period.

Future completion dates:

Summer Quarter 2016 Completers:

Credential applications will be accepted beginning Tuesday, September 6, 2016.  
The official issuance date of your credential will be September 2, 2016, or the date your last requirement is completed.

Final grades for Summer Quarter 2016 are expected to be posted on September 12, 2016. This is the date the Credential Student Service Center anticipates processing credential applications.

Fall Quarter 2016 Completers:

Credential applications will be accepted beginning Thursday, December 1, 2016.

The official issuance date of your credential will be December 9, 2016, or the date your last requirement is completed.

Final grades for Fall Quarter 2016 are expected to be posted on December 19, 2016. This is the date the Credential Student Service Center anticipates processing credential applications.

Congratulations and Best wishes!

Credential Student Service Center

[\(510\) 885-2272](tel:5108852272)