SDSU/SDUSD Collaborative Aspiring Administrators Program
2012-2013 Cohort
Application Timelines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Action Description</th>
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<tbody>
<tr>
<td>On or before March 1, 2012</td>
<td>Nominations from SDUSD administrators to Instructional Support Services, <a href="mailto:tcurl@sandi.net">tcurl@sandi.net</a></td>
</tr>
</tbody>
</table>
| January 31, 2012              | Nominees attend Information Meeting
                                 | Garfield Elementary
                                 | 4487 Oregon St., SD 92116
                                 | Multi Purpose Room
                                 | 5:00 PM |
| On or before March 30, 2012   | Complete application to SDSU via CSU Mentor
                                 | ([www.csumentor.edu](http://www.csumentor.edu)) |
| On or before March 30, 2012   | Submit on-line application to SDSU Educational Leadership Department
                                 | ([http://coe.sdsu.edu/admissions/applynow/](http://coe.sdsu.edu/admissions/applynow/))
                                 | From there follow link: [https://app.applyyourself.com/AYApplicantLogin/ApplicantConnectLogin.asp?id=sdsu-grad](https://app.applyyourself.com/AYApplicantLogin/ApplicantConnectLogin.asp?id=sdsu-grad) |
| Early April, 2012             | Interview
                                 | (Candidates will participate in joint interview with SDSU Educational Leadership faculty and SDUSD Personnel) |
| April 30, 2012 (Approx.)      | Applicants will be notified of admission status |

Students Accepted to the Program must attend Mandatory Orientation Days:
- **May 12, 2012** - 9:00 a.m. - 4:00 p.m. (location TBA)
- **August 22, 2012** - 4:30 p.m. - 7:30 p.m. (location TBA)
- **August 25, 2012** - 9:00 a.m. - 4:00 p.m. (location TBA)

For further information, go to SDSU Educational Leadership website: [http://coe.sdsu.edu/edl/](http://coe.sdsu.edu/edl/)
APPLICATION PROCESS FOR CREDENTIAL ONLY

Applicants for the Preliminary Administrative Services Credential must:

- possess a Master’s degree from an accredited university
- have taken the California Basic Educational Skills Test (CBEST)
- have been employed full time for three years in a position that requires a teaching credential or a credential in pupil personnel services, school librarian services, speech language pathology services, or school nurse services

All of the following items must be submitted as part of the application process:

- Online application to SDSU through [CSU Mentor](#)
- Official transcripts (in sealed envelopes) from all U.S. postsecondary institutions attended.

*Please do not send transcripts before submitting the CSUMentor application as this may result in processing delays.*

*Students who attended SDSU need only submit transcripts for work completed since last attendance.*

**Transcripts should be sent to:**

Enrollment Services  
San Diego State University  
5500 Campanile Drive  
San Diego, CA 92182-7416

- [EDL Online Application Form](#), which includes the following (Available November 1, 2011):
  - Letter of Interest including a Statement of Leadership Philosophy (1-2 pages addressing your beliefs and values about leadership, curriculum and instruction, students, teachers, parents and other stakeholders)
  - 2 Letters of Recommendation that speak to your qualifications for leadership and ability to pursue graduate level work
  - Verification of Experience Form
  - Copies of 2 recent “Summary Evaluation Reports”
  - A copy of your basic skills examination (CBEST)
  - A copy of your valid California credential for teaching, pupil personnel services, school nursing, speech pathology, or librarianship

**Deadline** for M.A. application to CSU Mentor is **March 30, 2012**. Deadline for application to the EDL Department is also **March 30, 2012**.
APPLICATION PROCESS FOR MASTER OF ARTS

Applicants for the Master of Arts degree must:

- meet the minimum CSU eligibility requirements and SDSU requirements listed in the Graduate Bulletin (including GRE)
- have taken the California Basic Educational Skills Test (CBEST)
- have been employed full time for three years in a position that requires a teaching credential or a credential in pupil personnel services, school librarian services, speech language pathology services, or school nurse services.
- GRE Scores (Waived for those who hold a master’s from an accredited university)

All of the following items must be submitted as part of the SDSU application process:

- Online application to SDSU through CSU Mentor [link to csu mentor]
- Official transcripts (in sealed envelopes) from all U.S. postsecondary institutions attended.

Please do not send transcripts before submitting the CSUMentor application as this may result in processing delays. Students who attended SDSU need only submit transcripts for work completed since last attendance.

Transcripts should be sent to:
Enrollment Services
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-7416

In addition to the SDSU application, you must submit an Online application for COE, which includes:

- EDL Online Application Form (Available November 1)
- Letter of Interest including a Statement of Leadership Philosophy (1-2 pages addressing your beliefs and values about leadership, curriculum and instruction, students, teachers, parents and other stakeholders)
- 2 Letters of Recommendation that speak to your qualifications for leadership and ability to pursue graduate level work
- Verification of Experience Form
- Copies of 2 recent “Summary Evaluation Reports”
- A copy of your basic skills examination (CBEST)
- A copy of your valid California credential for teaching, pupil personnel services, school nursing, speech pathology, or librarianship

Deadline for M.A. application to CSU Mentor is March 30, 2012. Deadline for application to the EDL Department is also March 30, 2012.