

# ADMINISTRATIVE SERVICES CREDENTIAL

BE THE LEADER FOR EDUCATION'S FUTURE.



Alliant International University  
**California School  
of Education**



## Administrative Services Credential

### 1-CLASS MASTERS

### FULLY ONLINE PROGRAM

**A passion for education. A call to leadership. A desire to build a brighter, better-educated generation of tomorrow.** These are the qualities that exemplify the worldview of candidates for the Administrative Services Credential program offered by the California School of Education (CSOE) at Alliant International University. In this program, we will transform the experienced teachers of today into the principals, superintendents, administrators, and educational leaders of tomorrow.

If you are an experienced educator looking to take the next step into a leadership role, this is the program that will take you from educator to a leader.

This program is fully approved by the California Commission on Teacher Credentialing (CTC), as are all of CSOE's programs.

The Administrative Services Credential program is offered with courses designed to effectively train you in vital aspects of educational administration which will allow you to get your **Master of Arts in Education (MAE) in Educational Administration** with just one additional class—a capstone project to be completed after the standard credential courses.

Just as CSOE is committed to producing teachers and administrators that will make an impact across California, we want to show our commitment to making this process as easy as possible for our students. With that idea in mind, our Administrative Service Credential program—taken either with or without the optional MAE—is offered entirely online so that you can continue your education and advance your career from the comfort of your own home.

The Administrative Services Credential is a 30- or 33-unit program that can be completed in just one year.



## HANDS-ON PROFESSIONAL PRACTICE

The Administrative Services Credential includes three courses of research and field experience that serve to both meet CalAPA requirements and round out your education with practical training that best prepares you for a new career as an educational administrator. These courses are known as the Leadership Cycles and cover the following topics: Analyzing Data to Inform School Improvement and Promote Equity, Facilitating Communities of Practice, and Supporting Teacher Growth.

Each of the three Leadership Cycle courses cover an aspect of professional practice in this field that cannot simply be taught via classroom instruction, and will ask each student to Investigate, Plan, Act, and Reflect as a way to help grow themselves into an exemplary administrator.



## ADMINISTRATIVE SERVICE CREDENTIAL CURRICULUM

Course offerings and sequence  
may be subject to change.

Management of Human Resources  
Instructional Leadership  
Educational Leadership  
School Law and Ethics  
School, Family, and Community  
Relations  
Assessment and Accountability  
School Finance and Plant Operations  
Research Seminar Field Experiences I  
Research Seminar Field Experiences II  
Research Seminar Field Experiences III

The following course is required  
to complete the optional MAE in  
Educational Administration in  
addition to the other courses listed:  
Capstone Project

## LEARN MORE

ALLIANT.EDU  
866.825.5426

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Please note that not all programs are available at every campus, online, or to residents of every state.

Alliant is accredited by the WASC Senior College and University Commission (WSCUC), a regional accrediting body recognized by the U.S. Department of Education.

## ADMISSIONS REQUIREMENTS

Admission criteria for the California School of Education (CSOE) vary depending on the program you choose and your level of study. All requirements, however, are designed to determine the qualities and capabilities required of professionals in the field to which you are applying. Complete applications are forwarded to the appropriate academic department and/or review committee, who take a holistic approach to the candidate review process and admissions decision.

### ADMISSIONS CRITERIA: ADMINISTRATIVE SERVICES CREDENTIAL

- A completed application and application fee
- A bachelor's degree from an accredited university or its international equivalent
- Submission of official transcripts
- Essay or personal narrative
- Letters of recommendation (varies by program)
- English language proficiency
- Other requirements that can vary by program

Please see [catalog.alliant.edu](https://catalog.alliant.edu) for more information.

Additional requirements apply to international applicants.



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