

Azusa Pacific University

GRADUATE AND PROFESSIONAL CENTER

Office of Graduate and Professional Admissions

Verification of Administrative Experience

For Clear Administrative Services Credential Program Applicants Only

Please attach a copy of your Preliminary Administrative Services Credential and/or Tier I Eligibility Certificate.

INSTRUCTIONS

Have this form completed by your employing school district or agency, including, but not limited to, the California Department of Education in the case of state school administrators. A certificated administrator may sign for candidates in private schools of equivalent status. Return the completed document to the Graduate and Professional Center, Office of Graduate and Professional Admissions, Azusa Pacific University, PO Box 7000, Azusa, CA 91702-7000.

This form may be duplicated for varying experiences or multiplicity of employing agencies.

This is to certify that _____
Name of candidate

is serving/has served as an administrator in a full-time position in _____
Name of school

_____ as _____
Title of position

in _____
District County City State

from _____ to _____
Month and year Month and year

in the following capacity:

The candidate must complete a minimum of two years of successful, full-time school administrative experience in a public school/public county school system, in a position requiring the Preliminary Administrative Services Credential (or in a private school of equivalent status), prior to being recommended to the Commission on Teacher Credentialing by Azusa Pacific University's credential office for the Clear Administrative Services Credential. He/she may be working toward the Clear Administrative Services Credential while fulfilling this requirement.

The candidate must be employed in a full-time administrative position to be admitted to the Clear Administrative Services Credential Program. He/she must hold a valid Preliminary Administrative Services Credential.

District officer's signature _____

Title

District

Date