CANDIDATE PORTFOLIO DIRECTIONS

Purpose
The Candidate Portfolio which must be presented by each applicant for admission to the administrative credential program serves several purposes:

• Showcases the individual candidate’s depth and range of talents, abilities, and potential.
• Engages the candidate in thoughtful and reflective consideration of her/his plans regarding school administration.
• Formalizes the admission decisions of the Department using a variety of sources of information.

Contents of the Portfolio
The portfolio should be turned into the Department Office as soon as possible (CSUF, Educational Leadership Department, CP-520, P.O. Box 6868, Fullerton, CA 92834). Cohorts will be informed on May 30th for applications for the fall semester and October 30th for the spring semester. However students will be added to the cohorts after these dates if there are open seats. Place the portfolio in a file folder with numbered dividers to indicate the sections listed below. The University application and your official transcripts should be sent to CSUF, Admissions Office, LH-114, P.O. Box 6900, Fullerton 92834-6900. [Note--page numbers on forms correspond to the list below.]

Required Elements of the Candidate Portfolio
1. Verification that you have been admitted to CSUF with Graduate or Post Baccalaureate Standing or verification that you have completed and turned in your application.
3. Copy of teaching credential(s) and Verification of Teaching Experience. You must have five years teaching experience (or pupil personnel service, library service, health service, or rehabilitative service) to be granted an administrative credential or certificate. You must possess a valid teaching or specified services credential to be admitted to the administrative credential program. If you do not have a California credential you must obtain a “certificate of clearance” through our Credential Office in CP 740 (714) 278-3205.
4. CBEST card indicating you have successfully completed this test of verification that you have taken the test prior to applying to the program. You must pass the CBEST to be granted a credential.
5. A resume of your professional experience and education.
6. Three confidential recommendations from professional educators on the form provided by the Department (one from a district office administrator, and one from a building level administrator). You should provide envelopes pre-addressed and stamped so that the recommendations can be sent directly to the Department by your references (Educational Leadership, CP-520, CSUF, PO, Box 6868, Fullerton, CA 92834-6868). The recommendations will be added to your portfolio by the Department staff before it is reviewed.
7. Notice to District Superintendent that you are applying for admission to the CSUF Educational Leadership program. You should indicate your preference for a mentor on the form.
8. Essay (no more than 3 pages) which includes your definition of and a self-evaluation of your potential as an educational leader. Include your experience in complex problem solving, working with diverse groups, and collaborative experiences (including experience in non-education settings). You may want to discuss books that have influenced your vision of educational leadership. Your essay should clearly delineate the nature and extent of your interest/commitment to becoming or expanding your capacity in educational leadership.
9. One set official transcripts, except CSUF transcripts to the department.
10. Commitment Form

Evaluation of Candidate Portfolio
The Department faculty will review the portfolios. Each reviewer will rank the portfolio on this scale:

• Outstanding – all of the required elements are presented in a well organized manner demonstrating sophisticated skill in presenting written information. The candidate has presented evidence that s/he have a high potential to be a successful educational leader.
• Good – all of the required elements are presented in an organized fashion with average skill in presenting written information. The candidate has presented evidence that s/he have potential to be a successful educational leader.
• Fair – all of the required elements are presented. There is some evidence that the candidate may have potential to be an educational leader.
• Unacceptable – required elements may not be presented or may be of poor quality. There is little or no evidence of potential to be an educational leader.

The Department will accept candidates into the credential programs based on the rating of their candidate portfolios. First consideration will be given to those with the highest portfolio ratings. In no case will a candidate whose portfolio has been rated as unacceptable be admitted to the programs.

Revised 10/11/2005 LA