

CREDENTIAL PRELIMINARY ADMINISTRATIVE SERVICES



COLLEGE OF
EDUCATION



PROGRAM OBJECTIVES

- ▶ The Preliminary Administrative Services Credential program provides state approved professional preparation for an Administrative career in California public and private schools.

CREDENTIAL REQUIREMENTS

Credential Courses:

- Educational Administration
- Instructional Leadership
- School & Community Relations in a Diverse Society
- Financial Aspects of Education
- Legal Aspects of Education
- Education Policy & Governance
- Direct Administrative Field Experience A
- Direct Administrative Field Experience B
- Directed Administrative Field Experience C

Choose one course:

- Contemporary Issues in Education
- Education Research for Effective Teaching & Learning

TOTAL UNITS: 24



SCAN ME

FOR MORE INFO
SCHEDULE A 1-ON-1 APPOINTMENT
WITH OUR GRADUATE EDUCATION
ACADEMIC COACH



Total Units: 24



Courses: Online



Student / Teacher Ratio: 13:1



HIU is an exceptional school that supports and uplifts each student individually. The curriculum allowed me to look deeper into the world of education. We discussed all the important aspects of becoming an administrator and the reality of what the title entails during current events. This was not a completely theory based, rather it offered real-world experiences and challenges were to address. During my time in the program, I was required to submit three portfolios to the state in the time span of one year. HIU offered resources, classes, counselors, and supervisors to guide us through the process. If I had questions regarding the portfolio or any of the classes, they would offer not only answers, but resources to support their statements.

- Samantha Squieri

Administrative Services Credential Graduate



WASC



APPLICATION GUIDE



If you have any questions while completing your Admissions Portfolio, please contact your Academic Coach.

STEP 1: APPLY ONLINE

☑ Go to hiu.edu/apply

Along with your name and email, select your Student Type (Graduate) to be directed to the application for your program.

You may complete your application in one sitting or save your progress and complete the form at a later date. If saving, be sure to note your username and password.

☑ Pay your \$50 application fee

Pay online at hiu.edu/apply/grad/thankyou/

STEP 2: REQUEST OFFICIAL TRANSCRIPTS

☑ Send Official Transcripts from all previously attended college or universities

Electronic Transcript

Transcripts are only considered official if ordered through a third-party transcript service such as Parchment or Clearinghouse. Please choose HIU on the portal or send to hiuadmissions@hiu.edu.

Paper Transcript

Mailed to:

Attn: GRAD Admissions
Hope International University
2500 East Nutwood Ave.
Fullerton, CA 92831

Transcripts must remain sealed and marked as "official" from the institution.

Bachelor's degree must be from a regionally accredited university.

***Teaching Credential Applicants Only:** Provide evidence of progress to meet the Basic Skills Requirement (BSR) and Subject Matter Requirement (SMR) by:

- **Exam (CBEST or CSET)**
Coursework Evaluation upon acceptance into program
- Combination of above

STEP 3: SUBMIT REFERENCES

☑ Have references completed

Have references completed, preferably one academic, and one spiritual. If you do not have one of the two available, it can be replaced with a professional reference.

<https://admissions.hiu.edu/f/gradreferencecontacts>

STEP 4: STATEMENT OF PURPOSE

☑ Compose a statement of purpose

Your statement should be 250-500 words, double spaced, responding to the questions below. Once completed, submit your SOP through this portal:

<https://admissions.hiu.edu/f/purposestatement>

STEP 5: FINANCIAL OPTIONS GUIDE

☑ Complete the Financial Options Guide

This will be provided and explained by your Academic Coach.

STEP 6: CHECK YOUR PROGRESS

☑ Review the Admission Checklist

You can access the Admission Checklist portal to see if HIU has received all your documents.

<https://admissions.hiu.edu/f/applicationchecklist>



Email Documents to hiuadmissions@hiu.edu



Questions? Contact the Graduate & Online Admissions Office at:

(888) 352-HOPE or hiuadmissions@hiu.edu

FINANCIAL INVESTMENT 26-27



CREDENTIAL PROGRAM INVESTMENT

24 Units @ \$705/Unit	\$16,920 *
Estimated Investment in Books	\$1,500

ADDITIONAL FEES

Student Service Fee	\$500 **
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Total Investment for 1 Year Program\$18,920

* Tuition and Fees are subject to increase between 2-6% on any given year

** Student Service Fee is \$500/year. This amount listed will vary depending on the length of your program

PAYMENT OPTIONS

Single Payment Plan: The Single Payment Plan requires payment for the entire term (trimester or semester) before the start of the term.

Third Party Plan: If your company or church is covering your tuition charges, you may qualify for this plan.

Monthly Payment Plan: A monthly payment option is available for students who would like to have their balance divided into equal monthly payments.

Loans: Department of Education through FAFSA.

GET YOUR MONEY'S WORTH



001252 FAFSA
CODE