

Dear Colleague:

We are very pleased that you are interested in becoming an educational leader!

California continues to have a great need for bold, socially responsible educational leaders. In fact, a study by the highly respected West Ed research group found that in the next decade, 27% to 46% of the school administrative workforce will be retiring and that the state will need thousands of new school leaders to replace those who will be leaving. This is the time to invest in your future and your career.

We are proud to offer the premier California State University online M.S. degree in Educational Leadership. This program is fully accredited and has the same course of instruction as our campus-based program. With this program you can complete your graduate work at the time and location that is convenient to you and which fits your professional and family schedule. Finally, this is a high quality, well-respected program, which has the flexibility you need to earn your Master of Science degree in only eighteen months. Your diploma will read: *Master of Science in Educational Leadership*.

If you can email and use a website, then you have the technical skills necessary to complete the program. If you have a commitment to improve our educational system, to regularly participate in your online classes, and to put what you learn into action, then you are the kind of candidate we are seeking.

To complete the application process, you need to take these actions. *Please send each of these items to our office as soon as each part is complete. Please do not wait until you have collected every item to send what you have completed. You may send them as hard copies or attach them to an email.*

1. Review the program requirements: [ce.csueastbay.edu/ce/programs/educational-leadership](http://ce.csueastbay.edu/ce/programs/educational-leadership)

Order official transcripts from *every* college you have attended (including colleges where you took even a single course). These need to be official transcripts in your college's sealed envelopes. You may wish to order extra copies, as it is a good idea to keep extra official copies on hand.

For your **program** application, you should send one official transcript from the university where you earned your baccalaureate degree.

For your Cal State East Bay (i.e. **Cal State Apply**) application, you will need one official copy from every institute of higher education you ever attended. We highly recommend that you **do not** mail any transcripts for University admission until you have completed the Cal State Apply application.

2. Print three copies of the attached Recommendation form and give them to **three** professional and/or supervisory colleagues and have them complete the form. Collect the form and send it to us as explained at the bottom of the form. *Keep a copy for your records.* Please do not rely on the person making the recommendation to mail the form.
3. Complete the attached program application in its entirety. The form should be completed as soon as possible. This allows us to open your program admission file. Once complete, please email it to [matthew.evans@csueastbay.edu](mailto:matthew.evans@csueastbay.edu).

4. We strongly urge you to consider applying for Financial Aid at [fafsa.ed.gov](https://fafsa.ed.gov), even if you believe that you may not qualify. Many working graduate students do qualify for aid. You will be applying for the Winter, Spring, and Summer quarters for 2018.

We have been offering online educational leadership courses for nearly twenty years, and the 100% online MS in Educational Leadership since 2010. Our graduates frequently comment on how much they learned and how close they felt to their professors and fellow students. These relationships continue even after students have graduated and have been selected to serve as successful school leaders.

Best Regards,

*Nancy Jordan*

Program Coordinator, Online M.S. in Educational Leadership Program  
California State University, East Bay



### Program Application

Please email the completed form to Mr. Matthew Evans at [matthew.evans@csueastbay.edu](mailto:matthew.evans@csueastbay.edu).

If you prefer to send it by regular mail, the address is: Cal State East Bay, ATTN: Mr. Matthew Evans, CEAS, AE 111, 25800 Carlos Bee Boulevard, Hayward, CA 94542.

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First Name	Last Name	Social Security Number	
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Street Address	City	Zip	State
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Home Phone (with area code)	Email Address
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*Please also include a home fax number and summer contact information if different from above.*

Have you previously enrolled in a credential program (e.g., teaching, counseling) at Cal State East Bay?  
 Yes    No   If yes, please give the date you completed your program and the name of the program:

Do you also wish to earn a preliminary Administrative Services Credential to serve as a leader in K-12 grade schools?  
 Yes    No   If yes, please visit [ce.csueastbay.edu/ce/programs/educational-leadership](http://ce.csueastbay.edu/ce/programs/educational-leadership) for program requirements and additional fees for the required fieldwork component.

My Baccalaureate Grade Point Average: \_\_\_\_\_

How did you hear about our program? (check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Received a letter from the program Recruiter | <input type="checkbox"/> Website                |
| <input type="checkbox"/> Received an email from the program Recruiter | <input type="checkbox"/> CSUEB advertisement    |
| <input type="checkbox"/> Received a call from the Recruiter           | <input type="checkbox"/> Recruiter Presentation |
| <input type="checkbox"/> A graduate of our program                    | <input type="checkbox"/> Other                  |

Why have you selected this program? (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Reputation of program                     | <input type="checkbox"/> Schedule   |
| <input type="checkbox"/> Location/Preference for an online program | <input type="checkbox"/> Desire to become a bold, socially responsible leader |
| <input type="checkbox"/> Cost                                      | <input type="checkbox"/> Other  |

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Current Job Title	Current Supervisor's Name and Job Title
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Employer/Work Address	City	Zip	State
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Work Phone (with area code)	Work Fax Number (with area code)	Email Address
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If you work in an educational institution: (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Pre K           | <input type="checkbox"/> Community College                |
| <input type="checkbox"/> K-6             | <input type="checkbox"/> College or University            |
| <input type="checkbox"/> Middle School   | <input type="checkbox"/> Other (please describe, briefly) |
| <input type="checkbox"/> High School     | _____   |
| <input type="checkbox"/> District Office | _____   |

⇒ Please **attach a current Resume** (one page is fine) which shows evidence of leadership activities.

⇒ Please write and **attach a Statement of Purpose** (one page is fine) that addresses AT LEAST **three** of the following dimensions of leadership by describing your leadership in terms of beliefs, experiences, and goals for developing your capacity as a bold, socially responsible leader.

The leadership dimensions we are interested in learning about include:

- Teaching and learning for equity and high achievement
- Collaboration and learning community
- A culture of inquiry and continuous improvement
- Ethical caring and reflective practice
- Engaging families of students and community involvement

⇒ **Three Recommendation Forms** are required. At least one should be from an educational leader and hopefully a second form from someone who works as an educator (at any level of instruction).

**Recommendation Form**

\_\_\_\_\_  
Candidate's Name

\_\_\_\_\_  
Date

Please assess this candidate's experiences and abilities in the following areas:

Criteria	Exceptionally Strong	Good	More Experience Needed	Insufficient Evidence to Comment
<b>Leadership:</b> Recognized as a leader who has taken on progressively complex leadership roles.				
<b>Sense of Purpose:</b> Demonstrates a sense of purpose related to education and leadership.				
<b>Equity:</b> Committed to producing equitable outcomes for students across race, gender, language, sexual orientation and socio-economic class.				
<b>Instructional Focus:</b> Active participation in district or site curriculum and instructional improvement.				
<b>Collaboration:</b> Propensity toward collaborative, democratic and inclusive decision-making processes. Shows skillful use of conflict resolution strategies.				
<b>Inquiry:</b> Uses inquiry to explore issues, generate conversations and inform decisions.				
<b>Community:</b> Fosters positive interpersonal relationships among staff, students and parents.				
<b>Reflection:</b> Demonstrates a capacity to reflect on own practice as a teacher and leader.				
<b>Communication:</b> Demonstrates strong oral and written communication skills.				

*Please include on an attached sheet: In narrative form, tell us about this candidate's leadership strengths and areas for further growth, based on the criteria listed above. For other general comments, use reverse or additional sheet as necessary.*

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
District

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email Address

Check any Educational Leadership credential/degree program you completed through CSUEB:

Tier I

MS

Tier II

**PLEASE RETURN THIS FORM TO THE CANDIDATE**

**Candidate:** Please email the completed form to Mr. Matthew Evans at [matthew.evans@csueastbay.edu](mailto:matthew.evans@csueastbay.edu).

If you prefer to send it by regular mail, the address is: Cal State East Bay, ATTN: Mr. Matthew Evans, CEAS, AE 111  
25800 Carlos Bee Boulevard, Hayward, CA 94542.

### Verification of Experience

If you also wish to earn a preliminary Administrative Services Credential to serve as a leader in K-12 grade schools and you meet the requirements for admission, then please complete the attached form.

Please visit [ce.csueastbay.edu/ce/programs/educational-leadership](http://ce.csueastbay.edu/ce/programs/educational-leadership) for Admission requirements additional fees for the required fieldwork component.

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### Additional Information (Optional)

Select your ethnic identity below. This information is for statistical purposes only and it will be detached from your application package. This application form provides you with an opportunity to report your primary racial or ethnic identity. Any information you submit is confidential.

- |  |   |
|--|---|
| <input type="checkbox"/> American Indian/Alaska Native                   | <input type="checkbox"/> Asian Indian     |
| <input type="checkbox"/> Black, non-Hispanic, including African American | <input type="checkbox"/> Other Asian      |
| <input type="checkbox"/> Mexican   | <input type="checkbox"/> Pacific Islander |
| <input type="checkbox"/> Other Latino/Spanish origin                     | <input type="checkbox"/> White            |
| <input type="checkbox"/> Chinese   | <input type="checkbox"/> Filipino         |
| <input type="checkbox"/> Japanese  | <input type="checkbox"/> Other            |
| <input type="checkbox"/> Korean  | <input type="checkbox"/> Decline to state |

## VERIFICATION OF EXPERIENCE

If experience is a requirement for your credential, please have the experience verified by your current and/or previous employer using this form. You only need to verify experience that is appropriate for the issuance of this credential. If you have served in more than one type of position for a single employer, have a separate form completed for each position that you held.

❖ *Do not mail this form directly to the Commission separate from the application.*

This is to certify that: \_\_\_\_\_  
(Name of Applicant)

has served from: \_\_\_\_\_ to \_\_\_\_\_  
(Month/Year) (Month/Year)

in the position of: (check one)

- |   |   |
|---|---|
| <input type="checkbox"/> Teacher              | <input type="checkbox"/> Administrator          |
| <input type="checkbox"/> Education Specialist | <input type="checkbox"/> Counselor              |
| <input type="checkbox"/> Resource Specialist  | <input type="checkbox"/> Other (specify): _____ |

in the following grade or level: \_\_\_\_\_

in the area or subject of: \_\_\_\_\_

- Full-time
- Part-time (specify): \_\_\_\_\_ hours/day \_\_\_\_\_ days/week
- Day-to-Day Substitute

School/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Verified by: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_