APPLICATION INSTRUCTIONS

MASTER OF ARTS IN EDUCATIONAL LEADERSHIP
AND
PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL

The application process is two-part. First, apply to the university via the CSU Mentor website (www.csumentor.edu). Immediately after applying to the university, send your official transcripts (other than Cal Poly transcripts) directly to the Cal Poly Admissions Office. The second part of your application process and the later deadline requires that you submit all of your supplemental documents directly to the Coordinator of the Educational Leadership and Administration Program (ELAP).

The CSU Mentor deadline is April 15th. Candidates can continue to submit materials through Interfolio until May 15th.

Applications will be considered starting April 15th and will close as soon as the cohort is full or on May 15th when all application materials, including transcripts, must be on file with Interfolio. This is a competitive application process and applicants are strongly encouraged to submit their complete applications as soon as possible. The ELAP program operates on a Cohort Model. When the cohort reaches capacity we will put subsequent applicants on a waiting list in case individuals drop out prior to the start of classes.

**Application California Polytechnic State University – Deadline April 15:**

1. Apply online at CSU Mentor www.csumentor.edu

2. **Submit all official transcripts directly to the Cal Poly Office of Admissions immediately after applying through the only CSU Mentor website:**

   Official sealed transcripts from all colleges and universities attended must be submitted to Cal Poly’s Admission Office. These transcripts should provide evidence of a minimum 3.0 grade point average (GPA) on a 4.0 scale in your last 90-quarter (60 semester) units (photocopies, faxes, or unsealed copies are NOT acceptable). Do not wait to submit these documents with your supplemental materials below.

   **Note:** All transcripts and credits earned prior to previous attendance or degrees earned at Cal Poly, including Cal Poly, do not need to be resubmitted to the university. Only credit hours or attendance at universities or institutions earned since any degree or attendance at Cal Poly, will need to be submitted. Please review your TO-DO List on your Cal Poly portal once you have submitted your CSU Mentor Application. This will list any transcripts that are needed to complete your application. Official transcripts will need to be submitted no later than May 15.

3. **If you wish to be considered for financial aid** (scholarships), be sure to complete the online Free Application for Federal Student Aid (FAFSA) Apply online at http://www.fafsa.ed.gov/

**Interfolio Materials – Deadline May 15:**

In addition to submitting your CSU Mentor application and supplemental materials (see next section), you are required to submit your unofficial transcripts through Interfolio.

The application deadline to complete this process is May 15, and your application will not be considered if this step is not completed.
To create your Interfolio account for the Educational Leadership and Administration program click here: https://apply.interfolio.com/38192

Once you have logged in and created an account you will need to complete the following pages:

- Step 1 - Application Documents: Upload unofficial transcripts from all colleges and universities that you have attended, even if you attended Cal Poly for your undergraduate degree. Click Next.
- Step 2 - Education Information: You can leave blank. Click Next.
- Step 3 - GRE or GMAT Scores: Please enter N/A in each box. Click Next.
- Step 4 - Statement of Purpose: Please enter "Submitted directly to department." Click Next.
- Step 5 - Term you are applying for: Please select Fall. Click Next.
- Review and Confirmation: Once you reviewed everything you must click Submit Application.

Once you have submitted your application we will see your unofficial transcripts that you have uploaded and your application with Interfolio will be complete.

ELAP Program Materials – Deadline MAY 15:

Submit the following supplemental documents directly to the ELAP Coordinator:

- A 3-5 minute video in which you introduce yourself and explain why you are applying to the ELAP. Upload your video by CLICKING HERE
- Three (3) letters of recommendation from leaders who are familiar with your administrative potential and moral and ethical standards (use form available online on the School of Education website)
- Completed ELAP Questionnaire (use form available online on the School of Education website)
- Current one-page resume including your educational background, work experience, professional affiliations, authored works, and other relevant information

Administrative Services Credential Applicants Only—Deadline MAY 15:

Submit the following supplemental documents directly to the ELAP Coordinator:

- Statement from your district/agency verifying proof of a minimum of five years of full-time teaching experience in the use of your clear teaching/service credential
- Photocopy of your valid clear Teaching Credential or appropriate clear service credential as specified by California law and regulation
- Photocopy of a passing score on the CBEST. If you are from another state, or if your credential was earned before CBEST was required, document completion of the CBEST within two academic quarters of acceptance into the program

Administrative Internship Applicants Only—Deadline MAY 15:

Applicants must submit a letter of support from the superintendent of schools of their employing district or county office of education as part of the application process. The superintendent’s letter on behalf of the intern must address each of the following points:

1. Explain the emergency situation and the reason(s) the applicant is being considered for the administrative position;
2. State that there is no better qualified applicant for this administrative position than the proposed administrative intern;

3. State that the intern applicant’s administrative position does not displace a certificated employee;

4. Explain how the district/or county office will support the administrative intern’s need to complete the Preliminary Administrative Services Credential within two years of employment in the intern position;

5. Describe how the district/or county office will support the intern in an administrative position that requires 50% or more of the applicant’s contract;

6. State that the designation and responsibilities of the intern’s supervisor will be a collaborative decision between the superintendent and the university’s Educational Leadership and Administration Program (ELAP) coordinator;

7. State that the district’s intern supervisor will collaborate with the intern’s university supervisor to support the intern’s participation in fieldwork beyond the terms of employment for a full range of administrative responsibilities.

If you have any questions regarding this process, please contact the School of Education Office at 805-756-2126 or SOE@calpoly.edu.
CONTACT AND MAILING INFORMATION

Official Transcripts:

California Polytechnic State University
Office of Admissions
1 Grand Avenue
Administration Building 01, Room 206B
San Luis Obispo, CA 93407
E-mail: admissions@calpoly.edu
Phone Number: (805) 756-2311

Supplemental Material (Mailing):

California Polytechnic State University
Educational Leadership and Administration Program
ELAP Coordinator,
School of Education
Cotchett Education
Building 02, Room 110
San Luis Obispo, CA
93407-0713

School of Education Office (Physical Delivery):

California Polytechnic State University
Student Information Center
School of Education
Cotchett Education
Building 02, Room 120
San Luis Obispo, CA
93407-0713
Phone Number: (805) 756-2126
Fax Number: (805) 756-5682

Student Accounts (What, When, Where, and How Much to Pay):

California Polytechnic State University
Student Accounts Office
1 Grand Avenue
Administration
Building 01, Room
211 San Luis Obispo,
CA 93407
E-mail: studentaccounts@calpoly.edu
Web: http://afd.calpoly.edu/student_accounts/howandwhentopay.asp
Phone Number: (805) 756-1428
Fax Number: (805) 756-2774