



Educational Leadership and Administration Program

Program Description

While designed primarily for K-12 leaders, the Educational Leadership and Administration Preparation Program (ELAP) is beneficial for leaders from many fields, including sports administration, teacher leadership, higher education and nonprofit leadership. The program emphasizes applied theories of educational leadership, mastery of practical skills required for effective leadership and administration, and competence in research methods necessary for understanding and assessing learning organizations.

Successful candidates who currently hold a valid California teaching or service credential with five years of full-time teaching or service experience may also earn the California Preliminary Administrative Services Credential with the master's degree.

Cal Poly's ELAP Program prepares candidates to:

- Be visionary leaders, developing a student-centered vision of teaching and learning and encouraging shared community commitment
- Be instructional leaders, promoting effective curriculum, instruction, and assessment and supporting teachers to improve their practice
- Be managerial leaders, cultivating safe and productive learning and working environments through effective leadership of operations, resources, personnel and budget
- Be community leaders, collaborating with families and other stakeholders to address diverse student and community interests
- Be ethical leaders, making decisions and modeling leadership that demonstrates professionalism, ethics, integrity, justice and equity

1. Create a login on Cal State Apply at <https://www2.calstate.edu/apply>
2. Select the Program to which you wish to apply. The ELAP program is listed as a master's degree in the Cal Poly School of Education You can only apply to one program at Cal Poly at a time, but you can change the program at any time before submitting your application.
3. Complete the Four Quadrants of the application:

1. Personal Information

INCLUDES

- Legal and preferred name
- Legal sex and gender orientation
- Current contact information and permanent address
- Citizenship/residency information
- Race/ethnicity selections
- Language proficiency
- Current military and academic status
- History of academic infractions
- Parent education level

2. Academic History

INCLUDES

- History of all colleges attended (include community college, summer and distance courses)
- List of any related or required courses currently in progress or planned (courses not included on your transcript)
- GPAs
- Standardized test scores for ACT or SAT

3. Supporting Information

INCLUDES

- Information about employment, internship and volunteer experiences
- Upload of Basic Skills Requirement documentation (or qualifying ACT/SAT)
- Upload of CSET examination scores
- Upload of Certificate of Clearance
- Upload of Early Field Experience evidence
- Upload of clear tuberculosis test
- **NOTE: Candidates pursuing a Master's Degree ONLY may indicate that they are not uploading any of the teaching related documents**

4. Program Materials

INCLUDES

- Curriculum Vitae/resume
- Upload of all unofficial transcripts
- Contact information for three evaluators who will provide letters of recommendation
- Answers and assurances to supplemental questions

- ✓ Prerequisite courses and requirements
- ✓ Professional Aptitude Interview, if requested



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