

Verification of Administrative Experience

Graduate Center • Azusa Pacific University



For Tier II Credential Program Applicants ONLY

Program code: ET

Please attach a copy of Preliminary Administrative Services Credential and/or the Tier I, Eligibility Certificate.

Instructions

Have this form completed by your employing school district or agency, including, but not limited to, the California Department of Education, in the case of state school administrators; certificated administrator may sign for candidates in private schools of equivalent status. Return the completed document to the Graduate Center, Azusa Pacific University, PO Box 7000, Azusa, CA 91702-7000.

Form may be duplicated for varying experiences or multiplicity of employing agencies.

Verification of Administrative Experience

This is to certify that _____
Name of Candidate

is serving/has served as an administrator in a full-time position in _____
Name of School

_____ as _____ in
Title of Position

District _____ County _____ City _____ State _____

from _____ to _____
Month/Year Month/Year

in the following capacity _____

The candidate must complete a minimum of two years of successful, full-time school administrative experience in a public school/public county school system, in a position requiring the Preliminary Administrative Services Credential (or in a private school of equivalent status), prior to making application for the Tier II Credential. He/she may be working toward the Tier II credential while fulfilling this requirement.

The candidate must be employed in a full-time administrative position to be admitted to the Professional Administrative Services Credential Program. He/she must hold a valid Preliminary Administrative Services Credential.

District Officer's Signature _____

Title District

Date _____