



To: Applicant
From: Principal Leadership Institute (PLI) Application Committee
Re: PLI Supplemental Application

Thank you for your application to the Principal Leadership Institute at the University of California, Berkeley Graduate School of Education.

It is important to note that to apply to the Principal Leadership Institute (PLI), you must complete two applications: (1) the **Online Graduate Division Application for Admission and Fellowships** and (2) the **Principal Leadership Institute Supplemental Program Application**. In addition, please note that the PLI has additional instructions for the *Statement of Purpose*, *Recommender Information*, and *Resume/CV* sections of the Graduate Application. Please download the **Additional Instructions for Graduate Division Application (PDF)** from <http://principals.berkeley.edu/how-apply>.

The **PLI Supplemental Program Application** contained herein is a fillable PDF that can be scanned (after obtaining required signatures) and emailed* to gse_info@berkeley.edu. Please refer to the PLI Application Check List for mailing address.

*The Supplemental Application Form contains sensitive personal information such as your social security number and date of birth, and is not secure against interception across the Internet, so should you choose to submit it electronically, you do so at your own risk. To protect your privacy you should send this form by U.S. mail or hand-deliver to the Admissions office - all others should be submitted electronically.

Applicants are responsible for making certain that these application materials are postmarked or received by the Graduate School of Education Admissions Office by 3:59 p.m. on the Principal Leadership Institute Application Deadline listed at <http://gse.berkeley.edu/admissions-application-instructions>.

The PLI Admissions Committee will review all applications, invite selected candidates for a daylong group interview process, and then recommend candidates for acceptance to the Graduate School of Education (GSE). The GSE then recommends them to Graduate Division. The Graduate Division makes the final decision on the admission status of all candidates and sends the formal acceptance. The PLI will send you a preliminary email to indicate whether or not you have been recommended.

For questions about the PLI program, the supplemental application, or the additional instructions, please contact the **PLI Office** via email pli+apply@berkeley.edu or phone (510) 643-7458.

For questions regarding the Graduate Application please contact the **GSE Admissions Office** via email gse_info@berkeley.edu or phone (510) 642-0841.

PRINCIPAL LEADERSHIP INSTITUTE
ADMINISTRATIVE SERVICES CREDENTIAL (TIER I) AND MASTER'S PROGRAM

SUPPLEMENTAL PROGRAM APPLICATION

The Principal Leadership Institute Admissions Committee utilizes this additional information to further evaluate applicants' qualifications for admission. Please provide current school information required even if change is anticipated. If additional space is required in filling out this form, you may continue responses on a separate document.

Name: _____ Mr. Ms.
Last *First* *Middle* *(Check one)*

Social Security No.: _____ *(Required for Credential Verification)*

Home Address: _____

Phone Number: _____

Email Address: _____

Job Title: _____

School/Agency: _____

District: _____

Work Address: _____

Work Phone: _____

Current Principal/Supervisor:

Name: _____ Dr. Mr. Ms.
(Check one)

Title: _____

Phone Number: _____

Email Address: _____

PRINCIPAL LEADERSHIP INSTITUTE
ADMINISTRATIVE SERVICES CREDENTIAL (TIER I) AND MASTER'S PROGRAM

1. **On a separate document, respond to the following questions:**

Role models serve critical functions in human development. Who is one of your social justice educator role models? Why? How has he/she impacted your point of view? (Limit: one page response)

2. **On a separate document, respond to the following question:**

From your professional work experience, describe and analyze two situations that involved a dilemma related to equity. (Limit: one page response)

3. **Teaching Video:** Submit a *recent* 10-20 minute video (on DVD or uploaded to a video sharing website) of yourself teaching a lesson in a K-12 classroom, accompanied by a lesson plan that details the subject, grade, standards, learning objectives, assessment, and learning activities. The lesson must include student-teacher interaction. **DO NOT** edit the content of the video; it should be one segment of recent (last 12 months) teaching. If you received NBPTS certification within the last 3 years, you may submit one of those videos.
4. **California Teaching or Services Credential:** Provide a copy of your current valid California Teaching or Services Credential (printed or PDF), with no outstanding requirements. Your credential should be clear or have only one or two outstanding requirements for clearing it. If it is not cleared, please provide your timeline for doing so.
5. **Verification of Experience Letter:** Provide original documentation verifying your full-time employment experience in classroom teaching or pupil personnel services, one letter for each qualifying position according to the attached guidelines.
6. **Completion of Attached Forms:** Complete the Administrative Field Work Placement and Statement of Commitment forms.

PRINCIPAL LEADERSHIP INSTITUTE
ADMINISTRATIVE SERVICES CREDENTIAL (TIER I) AND MASTER'S PROGRAM

VERIFICATION OF EXPERIENCE LETTER

The CTC has discontinued the use of Form 41-EXP, the Verification of Experience form.

We must now require that you submit a signed letter verifying a total of five years full-time classroom teaching or pupil personnel services experience (or four and-a-half years experience, plus verification of full-time employment to complete the fifth year prior to start of the PLI term in June).

As stated in the CTC's instructions: "Verification of experience must be on the district or employing agency letterhead and signed by the superintendent, assistant superintendent, director of personnel, or director of human resources." (From the Administrative Services Credential leaflet: CL-574C)

The verification letter needs to include that you were employed full-time as a teacher or in a pupil personal services position, as well as the dates of employment, e.g., "starting date (mm/dd/yyyy) to end date (mm/dd/yyyy or current)". We have to be able to verify that your experience is qualifying experience that meets the requirement.

If you have held multiple positions that add up to five years experience, we require a separate letter for each position.

We will need the original, hard copy of the signed letter(s) with a wet signature. Your letter(s) may be addressed to the CTC or PLI.

PRINCIPAL LEADERSHIP INSTITUTE
 ADMINISTRATIVE SERVICES CREDENTIAL (TIER I) AND MASTER'S PROGRAM

ADMINISTRATIVE FIELDWORK PLACEMENT CONFIRMATION

An essential component of the Administrative Services Credential (ASC) and Masters Program in Education at the University of California, Berkeley involves significant and relevant administrative field experiences. **All applicants to the ASC Program are required to submit the following written commitment for fieldwork in a local school district. If this changes after application or acceptance, you must submit a new form.** The persons who sign this form are committed to supporting the field experience of this candidate.

This form is to be submitted by the applicant with his/her program application to the Admissions Office of the Graduate School of Education at UC Berkeley.

1. Name of Applicant: _____
2. School/Agency: _____
3. District and Address: _____
 _____ Phone: _____

4. Types of administrative leadership experiences in which the candidate must engage during preparation to meet California State Administrator Standards:

- | | |
|-------------------------------------|---|
| * Curriculum development | * Group problem solving & decision-making |
| * Program coordination | * Program evaluation |
| * In-service/staff development | * Budgeting |
| * Supervision/evaluation activities | * Planning (short and long term) |
| * Group leadership activities | * Scheduling |
| * School community relations | * School Operations (daily) |

5. Personnel giving approval and support for field work experiences:

Principal or other Site Supervisor:
 Signature indicates you will support candidate at site.

District Official:
Preferably Assistant Superintendent or similarly titled official in charge of your school site. Note: Signature indicates you support this candidate for admission and you have reason to believe he/she is a strong applicant for a leadership program.

Signature

Signature

Name

Name

Title: _____

Title: _____

Phone: _____

Phone: _____

Date: _____

Date: _____

PRINCIPAL LEADERSHIP INSTITUTE
ADMINISTRATIVE SERVICES CREDENTIAL (TIER I) AND MASTER'S PROGRAM

STATEMENT OF COMMITMENT

The Principal Leadership Institute prepares candidates for urban leadership. The Leadership Support Program, a two-year induction program, provides support for new leaders. The programs build on each other and provide consistent, thorough, and integrated support. Candidates who complete the Principal Leadership Institute are asked to continue their leadership development with the Leadership Support Program when an administrative position is obtained.

1. I commit to full participation in the PLI program. I understand that my continued participation is subject to periodic reviews of my progress by program faculty.
2. I commit to participation in the Leadership Support Program, the two-year induction program, when I obtain an administrative position.

Please indicate your understanding and agreement to the commitment and requirements above by signing below.

Name: _____

Signature: _____

Date: _____