

# Admissions Guide

M.Ed. Educational Leadership +  
Preliminary Administrative  
Services Credential (PASC)

Fall 2026



Graduate School of  
EDUCATION

# Admission Timeline



**Sunday, May 31**

Application Deadline

**Friday, June 12**

Admission Decision Notification

**Friday, June 19**

Admission Responses Due

**Wednesday, June 24**

Program Launch (Virtual)

**Friday, July 31 – Sunday, August 2**

Program Launch in San Diego (In-Person)

**Tuesday, August 4 & Thursday, August 6**

Program Launch in San Diego (Virtual)

**Wednesday, August 12**

Begin regular course meeting schedules

# Admission Requirements



## All M.Ed. Candidates:

- For TK-12 educators and leaders, **at least three years prior teaching experience** is strongly preferred
- For educators and leaders working in the education ecosystem (non-profits, start-ups, etc.), at least three years prior work experience designing and facilitating learning is strongly preferred
- Earned BA/BS from a regionally accredited university with a minimum cumulative GPA of 2.0. Applicants with a GPA below 3.0 are encouraged to include an explanation of their academic qualifications within the initial application form.
- The GRE is not required for admission to the HTH GSE
- Candidates must be employed at least part-time in an educational setting, allowing for application of coursework in your work context.
- Self reflective, growth oriented, open to feedback, and brings an unwavering equity lens to practice
- Collaborative, and passionate about reimagining schools

## All PASC Candidates:

- Verification of **minimum of four years of full-time experience in public school, nonpublic school, or private school** of equivalent status located in California or another state. This experience may be teaching, pupil personnel work, librarianship, health services, clinical or rehabilitative services, or a combination of teaching and school services equal to four years.
- **A valid Clear or Life California credential**
  - A valid California clear or life teaching credential
  - A valid California clear or life Designated Subjects Teaching Credential,
  - A valid clear or life California Pupil Personnel Services Credential, Teacher Librarian Services Credential, Speech-Language Pathology Services Credential, Clinical or Rehabilitative Services Credential, or a School Nurse Services Credential
- **Active connection to a TK-12 school with regular and ongoing access**
  - Engaged in an educational setting where coursework can be applied directly to your professional context
  - Brings expertise and experience in areas such as instructional design, pedagogy, social-emotional learning, community and family engagement, and organizational leadership

**Note: Applicants for the combined M.Ed. + PASC program must satisfy all requirements above.**

# Admission Requirements



## Additional Requirements for International Candidates:

- If you've earned your degree outside of the United States, the transcript must be evaluated for equivalence by World Education Services, Inc. (WES) or Educational Perspectives with a **Course-by-Course Report**.
- The program requires a strong command of written and spoken English prior to entry.
  - Applicants whose primary language is not English are required to achieve the following scores on either the Test of English as a Foreign Language (TOEFL) or The International English Language Testing System (IELTS):
    - TOEFL minimum scores: 550 on the paper-based version, or 216 on the computer-based version, or 80 on the internet-based version (iBT). TOEFL scores must be no more than five years old at the time of application. You can request that your scores be sent directly to the institution through ETS by entering the school code B433 when requesting your test scores.
    - IELTS minimum score of 7.5 on the Academic Module with individual section scores (e.g., reading, writing, listening and speaking) of at least 7.5.
- *If you attended a four-year undergraduate institution in the U.S. and successfully earned your Bachelor's degree, the language testing requirements will be waived.*

# Application Instructions

## STEP 1: Application Form

Complete and submit the [HTH GSE Application Profile Form](#). This form takes 10-15 minutes to complete, and it initiates the application process and collects demographic information.

## STEP 2: Supporting Materials

Upon submission of the profile form, you will be sent an email to access the portal by logging in with your email to add supporting materials and view the status of your application. In the portal, you will be able to make changes and additions to your application until the deadline, and see which documents below have been received by our admissions team.

Please submit the following supporting materials [via the portal](#):

### 1.) **Professional resume**

### 2.) **Statement of purpose** (2 single-spaced pages or 1,000 words max)

- *What are your leadership goals as an educator? What knowledge and skills are you hoping to develop? How do you intend to leverage this program to advance those goals?*
- *What does “deeper learning” mean to you? Describe a learning experience that you designed and facilitated (for young people or adults) that resulted in transformational learning.*
- *The EdL Program believes that all children deserve learning experiences that affirm their identities and leverage their backgrounds as assets. As a current or future leader, how will you co-create culturally responsive conditions within your context?*

### 3.) **Self-recorded video interview**

- You will record your video with a third party website (Sparkhire) and you will have access to view the prompts within the portal

# Application Instructions

## STEP 3: Letter of Recommendation

**One confidential recommendation** is required from an administrator, supervisor, or educator who can evaluate your capacity as a leader and commitment to justice and deeper learning.

You will receive an email to forward the request to your recommender of choice, and they will upload it directly into the portal.

## STEP 4: Official Transcript

Request official academic transcripts be sent electronically to [admissions@hthgse.edu](mailto:admissions@hthgse.edu)

- Please have official transcripts sent directly from the registrar's office of your undergraduate/graduate institution. If you are currently in the process of completing your undergraduate degree, please provide the most recent unofficial transcript.
- If the degree was earned outside of the U.S., the transcript must be evaluated for equivalence by [World Education Services, Inc.](#) (WES) or [Educational Perspectives](#) with a Course-by-Course Report.
- If necessary to send hard copies of your transcript or evaluation, our mailing address is **HTH Graduate School of Education, ATTN: Admissions, 2150 Cushing Road, San Diego, CA 92106.**

## STEP 5: Additional Materials for PASC Candidates

- **Valid Credential Verification**
  - You can obtain this information by searching your name on the [CIC website](#). Please upload a screenshot of your credential in the application portal.
- **Employment Verification**
  - Candidates must obtain a letter on official letterhead from the school or school district, and it must state that the **minimum of four years experience** was full-time or show that full time hours were completed. Additionally, it must show the beginning and ending dates of hire and be signed by the Superintendent, Assistant Superintendent, or HR personnel. The signature must either be 'wet ink' or an acceptable electronic signature. HR forms with original signatures may also be accepted in lieu of a letter as long as they meet all the requirements mentioned above.

We look forward to supporting you on your journey at HTH GSE!

## Contact Us

### Text

(619) 766-5274

### Website

[bit.ly/EdLProgramPage](https://bit.ly/EdLProgramPage)

### Email

[admissions@hthgse.edu](mailto:admissions@hthgse.edu)

### Address

2150 Cushing Road,  
San Diego, CA 92106



## Brittney Quinones

*Admissions & Outreach Manager*

Schedule a time to [meet with me](#) via Zoom

Our admissions process is designed to identify candidates whose experiences, qualifications, and aspirations align with the mission of the High Tech High Graduate School of Education. Applications are reviewed holistically, with attention to academic and professional backgrounds, demonstrated commitments, and potential contributions to a collaborative learning community. While applicants may voluntarily provide demographic information for institutional reporting purposes, the admissions committee does not review or evaluate racial or ethnic demographic data as part of the admissions decision-making process. We are excited to learn more about each applicant and look forward to reviewing your application.