



CODED CORRESPONDENCE

DATE: August 27, 2013	NUMBER: 13-08
TO: All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing	FROM: Mary Vixie Sandy Executive Director Commission on Teacher Credentialing
SUBJECT: Approval of Amendments to Title 5 of the California Code of Regulations Pertaining to Administrative Services Credentials for California Prepared Individuals	

Summary:

The amendments to Title 5 of the California Code of Regulations (CCR) pertaining to Administrative Services Credentials for California prepared individuals were approved by the Office of Administrative Law and became effective on July 1, 2013.

Key Provisions:

The approved amendments to 5 CCR §80054 clarify and interpret the Education Code (EC) sections pertaining to the requirements for California prepared candidates seeking Administrative Services Credentials.

Changes to the Requirements for the Preliminary Administrative Services Credential

This correspondence explains the major changes to the requirements that California prepared candidates must meet to qualify for an initial Preliminary Administrative Services Credential (PASC) or Certificate of Eligibility (CE) effective July 1, 2013. Refer to the Commission's [Administrative Services Credential – California Prepared](#) leaflet for a complete list of requirements for the Preliminary and Clear Administrative Services Credential.

Prerequisite Credential

Effective for applications with a requested issue date of July 1, 2013 or later, candidates must hold a life or clear teaching or services credential as a prerequisite to earning an initial PASC or CE. A preliminary teaching or services credential no longer qualifies as an appropriate prerequisite for the PASC or CE. Requiring possession of a life or clear prerequisite credential will increase the likelihood of candidate success in earning a Clear Administrative Services Credential, as it would be very difficult to complete the requirements for a clear teaching or services credential while simultaneously completing the requirements for the Clear Administrative Services Credential.

The following are the types of life and clear teaching and services credentials that may serve as the prerequisite credential for a PASC or CE under the approved regulations:

- Teaching credentials that required a baccalaureate degree and a program of professional preparation, including student teaching or the equivalent;
- Designated Subjects teaching credentials in adult education, career technical education, vocational education, and special subjects as long as the candidates earned a baccalaureate degree; and
- Pupil Personnel Services, School Nurse Services, Teacher Librarian Services, and Speech-Language Pathology or Clinical or Rehabilitative Services Credentials.

Health Services Credentials do not qualify as appropriate prerequisite credentials for the PASC or CE.

Experience Requirement for Preliminary Credentials

Effective for applications with an issuance date of July 1, 2013 or later, candidates must provide verification of five years of full-time teaching and/or services experience to qualify for an initial PASC or CE. The Commission strongly believes that previous experience in a school setting is a critical component in the readiness of an individual to serve in an administrative position. The five years of experience will allow candidates to more fully develop their knowledge of the education profession and gain the requisite leadership skills before assuming an administrative position.

Full-time experience for the PASC or CE is defined as teaching a minimum of four hours per day on a daily basis for at least 75% of a school year. Experience may be accrued in increments of a minimum of one semester. Day-to-day or other short-term substitute experiences are not acceptable. However, the experience does not have to be earned while holding a teaching or other qualifying credential. Experience earned in a private school of equivalent status prior to issuance of a teaching/services credential or experience earned in a public school on the basis of an emergency permit, intern credential, Short-Term Staff Permit, or Provisional Internship Permit is acceptable toward the required five years of experience.

The five years of experience may be teaching experience; services experience in the areas of Pupil Personnel, School Nurse, Teacher Librarian, and Speech-Language Pathology or Clinical or Rehabilitative Service; or a combination of teaching and services experience.

Two-Year Experience Waiver for Preliminary Credentials

The Commission recognizes that it may be difficult to recruit a suitable candidate for an administrative position who has the required five years of experience. Therefore, California public school employers may elect to request a waiver of up to two years of the required experience for the issuance of a PASC for candidates who complete Commission-approved Preliminary Administrative Services programs, hold appropriate clear or life prerequisite credentials, and have been offered employment in administrative positions. The two-year experience waiver is not available to candidates who choose the examination route or for those applying for a CE. The six required criteria adopted by the Commission for applying to waive up to two years of experience are as follows:

- 1) *The prospective employer is required to verify that no suitable fully credentialed individual is available to be hired.*

This requirement must be verified by the prospective employer on the [41-REC ADMIN](#) form provided in Appendix A and available on the Commission's website.

- 2) *The employer must submit verification from an approved program sponsor that the individual has completed a Preliminary Administrative Services Credential preparation program and has met the standards outlined in the California Professional Standards for Education Leaders (CPSEL).*

These requirements must be verified by the program sponsor on the [41-REC ADMIN](#) form provided in Appendix A and available on the Commission's website. The six CPSELs are provided in Appendix B.

- 3) *The individual must hold a clear (or life) teaching or services prerequisite credential prior to being recommended for a Preliminary Administrative Services Credential.*

This requirement will be verified by Commission staff prior to issuance of the PASC.

- 4) *The Preliminary Administrative Services Credential is restricted to the employing agency requesting the waiver until the individual has five years of experience in the schools or has earned the Clear Administrative Services Credential, whichever comes first.*

An employer restriction will be listed on the PASC, similar to the employer restrictions listed on intern credentials and emergency permits. A restricted PASC will only be valid for employment purposes with the public school employer listed on the document. If the holder of a restricted PASC changes employers, the new employer must submit an application form (41-4) and one-half of the current application processing fee (\$35.00) to change the employer restriction listed on the document.

The holder of a restricted PASC may (but is not required to) submit an application form (41-4), the \$70.00 application processing fee, and a letter verifying a total of five years of full-time teaching, services, and/or administrative experience to have the employer restriction removed. Removal of the employer restriction is not mandatory and will not result in additional time on the five-year PASC.

- 5) *The prospective administrator must provide evidence of successful experience as demonstrated by evaluations.*

Two performance evaluations from separate years of verified experience must be submitted with the waiver application. The evaluations must not be more than five years old and the candidate must have received ratings of "satisfactory" or better.

For candidates with a prerequisite teaching credential, the evaluations must include, but are not limited to, the following areas:

- The use of teaching strategies that motivates all students to engage in the learning process.
- The ability to establish and maintain high standards for student behavior.
- A demonstration of deep knowledge of the subject being taught and the use of appropriate instruction strategies that promote student understanding.
- An ability to plan and implement a sequence of appropriate instructional activities.

For candidates with a prerequisite services credential, the evaluations must include, but are not limited to, the following areas:

- Demonstration of leadership skills at the program, school, district, and/or county level.
- Verification of leadership in or responsibility for program implementation related to the specific prerequisite services credential held.
- Implementation of effective procedures for smooth operations of the program or other appropriate activity for which the candidate has responsibility.
- Evidence of self-motivation and continuous professional development and the updating of professional skills, particularly but not exclusively relating to administration.

For a candidate who did not receive a recent evaluation or who cannot obtain photocopies of their evaluations, the Commission will accept a supplemental evaluation letter that is signed by a principal or superintendent, covers two separate years of the verified experience, and states that the candidate's performance in the areas appropriate to the prerequisite credential type was "satisfactory" or better.

6) *The employer must indicate that mentoring and support will be provided to the individual (if granted the waiver).*

This condition must be verified by the employer on the [41-REC ADMIN](#) form provided in Appendix A and available on the Commission's website.

Applications for a PASC requesting a waiver of up to two of the required five years of experience must be submitted in accordance with the Commission's current waiver policies. Employing agencies must present waiver requests to their governing boards for approval. The agenda item must be an action item (not a consent item) and list the name of the candidate, the specific assignment, and the fact that the candidate will be employed based on a waiver of up to two years of experience.

Waiver requests that are received within the ninety-day submission timeframe that meet the waiver criteria will be evaluated. Waiver requests received more than ninety-days beyond the requested issuance date for the PASC experience waiver will not be evaluated and will be denied based on late submission. Incomplete waiver requests will be returned to the employer with a letter explaining what is missing from the application. The employer will have thirty days to provide the requested documentation for re-evaluation. Waiver applications resubmitted after thirty days will not be evaluated and a final denial letter will be sent. The employer will be required to remove the individual from the assignment after receiving the final denial letter. There are no re-evaluations after a final denial letter.

Applications for a PASC requesting a waiver of up to two of the required five years of full-time experience must include the following:

- An *Application for Credential Authorizing Public School Service* for ([41-4](#));
- Processing fee of \$70.00;
- A [41-REC ADMIN](#) form completed by the employer and a Commission-approved Preliminary Administrative Services Program sponsor;
- Public notice of intent to employ the applicant in an administrative position on the basis of an experience waiver as follows:

- Public School District
 - A photocopy of the action item on the governing board agenda and acted upon favorably.
- County Office of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools
 - A photocopy of the dated public notice that was posted at least 72 hours before the position was filled. The public notice must include the applicant's name, assignment, school site, a statement that the candidate will be employed in an administrative position on the basis of an experience waiver, and a signed statement from the superintendent or designee confirming that there were no objections to the experience waiver.
- An original letter, on letterhead and signed by a personnel officer, verifying that the candidate has at least three years of full-time teaching or services experience; and
- Photocopies of two performance evaluations and/or a supplemental evaluation letter from separate years of the verified experience. The evaluations must cover the areas associated with the prerequisite credential type and the candidate must have received ratings of "satisfactory" or better.

Converting an Administrative Services CE to a PASC

Individuals issued an Administrative Services CE prior to July 1, 2013 are exempt from the new requirements of possession of a life or clear prerequisite credential and five years of experience.

A CE may be converted to a PASC, regardless of the initial issuance date of the CE, with submission of an application form (41-4), ½ the current processing fee (\$35.00), and a completed [Verification of Employment as an Administrator](#) form verifying that the applicant has been offered an administrative position in California's public schools.

Implementation of Regulations for Specific Situations

Candidates in the following situations will have until December 31, 2013 to apply and qualify for a PASC or CE under the previous regulations:

- have been continuously enrolled in a Commission-approved PASC program and are included on the lock list provided by the program sponsor; or
- passed one part of the California Preliminary Administrative Credential Examination (CPACE) by June 30, 2013 (candidates must pass the other part of the CPACE during the October 2013 test dates; a link to the CPACE website is provided in the Resources section)

Additional information related to the lock list for specific situations is available in [Program Sponsor Alert \(PSA\) 13-05](#) and [PSA 13-07](#).

Clear Administrative Services Credential Routes

The routes provided in EC §§44270.1 and 44270.5(b) to earn a Clear Administrative Services Credential were added to the recently approved regulations. The Administrator's Training Program (ATP) was not included in the regulations, as this route to the clear credential sunsets on April 1, 2014. Refer to [Coded Correspondence 12-09](#) for information related to the ATP.

Out-of-State Prepared Administrators

EC §§44270.3 and 44270.4 were added in September 2000 and include specific and distinct requirements for out-of-state prepared administrators. The approved regulation amendments deleted the outdated language pertaining to out-of-state prepared administrators from 5 CCR §80054. The Commission will continue to issue Administrative Services Credentials for out-of-state prepared administrators based on the current EC sections.

Important Dates:

July 1, 2013 – Approved regulation amendments and additions implemented for applications with an issue date on or after July 1, 2013

December 31, 2013 – Final initial issuance date for a PASC or CE under the previous regulations for candidates on the Administrative Services Credential lock list or who passed one section of the CPACE before June 30, 2013

Background:

The Administrative Services Credential Advisory Panel was appointed by the Executive Director to study the preparation of leaders for California schools. The major purpose of the panel's work was to review the content, structure and requirements for administrator preparation as related to the needs of administrators serving in California schools today.

The panel's recommendations were presented to and approved by the Commission in December 2011 and staff was directed to propose regulatory changes to reflect the approved recommendations. The main changes focused on the experience and prerequisite credential requirements for the Preliminary credential while ensuring that California has effective leaders serving in administrative positions.

Source:

Education Code §§44270, 44270.1, and 44270.5
5 California Code of Regulation §80054

References:

Administrative Services Credential – California Prepared (CL-574C):

<http://www.ctc.ca.gov/credentials/leaflets/cl574c.pdf>

Application for Credential Authorizing Public School Service (41-4):

<http://www.ctc.ca.gov/credentials/leaflets/414.pdf>

California Preliminary Administrative Credential Examination (CPACE) website:

<http://www.cpace.nesinc.com/>

Coded Correspondence 12-09 – *Using the Administrator Training Program (ATP) for a Clear Administrative Services Credential:* <http://www.ctc.ca.gov/notices/coded/2012/1209.pdf>

Program Sponsor Alert 13-05 – *Proposed Regulations for the Preliminary Administrative Services and Implementation Timeline:*

<http://www.ctc.ca.gov/educator-prep/PS-alerts/2013/PSA-13-05.pdf>

Program Sponsor Alert 13-07 – *Regulation Changes for the Preliminary Administrative Services Credential Requirements and Implementation Timeline:*

<http://www.ctc.ca.gov/educator-prep/PS-alerts/2013/PSA-13-07.pdf>

Verification of Employment as an Administrator (CL-777):

<http://www.ctc.ca.gov/credentials/leaflets/cl777.pdf>

Recommendation Form (41-REC ADMIN):

<http://www.ctc.ca.gov/credentials/cig2/CIG-leaflets/41-REC-ADMIN.pdf>

Contact Information:

Commission's Information Services Unit by email at: credentials@ctc.ca.gov.

**CALIFORNIA CODE OF REGULATIONS
TITLE 5. EDUCATION
DIVISION 8. COMMISSION ON TEACHER CREDENTIALING**

§80054. Services Credential with a Specialization in Administrative Services; Requirements for California-Prepared Candidates.

- (a) The minimum requirements for the preliminary Administrative Services Credential include (1) through (6).
- (1) One of the following:
- (A) a valid clear or life California teaching credential that requires a baccalaureate degree and a program of professional preparation, including student teaching or the equivalent; or
 - (B) a valid clear or life California designated subjects teaching credential in adult education, career technical education, vocational education or special subjects, provided the applicant also possesses a baccalaureate degree; or
 - (C) a valid clear or life California services credential in pupil personnel services, health services for school nurse, teacher librarian services, or speech-language pathology or clinical or rehabilitative services requiring a baccalaureate degree and a program of professional preparation, including field work or the equivalent;
- (2) Completion of one of the following:
- (A) a specialized and professional preparation program in administrative services based on the *Administrative Services Credentials Program Standards* (rev. 9/2011) available on the Commission's website and hereby incorporated by reference taken in California and accredited by the Committee on Accreditation; or
 - (B) intern program in administrative services based on the *Administrative Services Credentials Program Standards* (rev. 9/2011) available on the Commission's website and hereby incorporated by reference and accredited by the Committee on Accreditation; or
 - (C) Successfully pass an examination adopted by the commission that is aligned to the *Administrative Services Credentials Program Standards* (rev. 9/2011) identified in subsections (A) and (B).
- (3) Meet the basic skills requirement as described in Education Code section 44252(b), unless exempt by statute;

- (4) Verification of one of the following as defined in (g)(2)(A):
 - (A) five years of successful, full-time teaching experience with an employing agency as defined in subsection (g)(1);
 - (B) five years of successful, full-time experience in the fields of pupil personnel, school nurse, teacher librarian, or speech-language pathology or clinical or rehabilitative services with an employing agency as defined in subsection (g)(1); or
 - (C) a combination of (A) and (B) equal to five years
- (5) Verification of completion from a Commission-approved program as specified in section 44227(b) and accredited by the Committee on Accreditation as provided in Education Code section 44373(c);
- (6) Verification of an offer of employment in a full- or part-time administrative position in an employing agency as defined in subsection (g)(1).
- (7) An individual who has completed requirements (1) through (5) but does not have an offer of employment shall apply for a Certificate of Eligibility which verifies completion of all requirements for the preliminary Administrative Services Credential and allows the holder to seek employment.
- (b) A Preliminary Administrative Services Credential issued on the basis of the completion of all the requirements in subsection (a) shall be dated as follows:
 - (1) If the prerequisite teaching or services credential listed in (a)(1) is valid for five years or less from the issuance date of the preliminary Administrative Services Credential, the preliminary credential shall be valid from the issuance date established in section 80440 and will expire on the expiration date of the basic teaching credential as established in section 80493.
 - (2) If the prerequisite teaching or services credential listed in (a)(1) is valid for more than five years from the issuance date of the preliminary Administrative Services Credential, the preliminary credential shall be valid for five years from the issuance date established in section 80440 and will expire the first day of the following month as established in section 80493.
- (c) A preliminary Administrative Services Credential authorizes the services specified in section 80054.5.
- (d) The minimum requirements for the clear Administrative Services Credential shall include (1) through (4):
 - (1) Possession of a valid preliminary administrative services credential;
 - (2) Verification of two years of successful experience in a full-time administrative position as defined in subsection (g)(2)(B) with an employing agency as defined in subsection (g)(1) while holding the preliminary administrative services credential;
 - (3) Completion of one of the following:
 - (A) an individualized program of advanced administrative services preparation based on the *Administrative Services Credentials Program Standards* (rev. 9/2011) available on the Commission's website and hereby incorporated by reference accredited by the Committee on Accreditation provided in Education Code section 44373(c) designed in cooperation with the employing agency and the Commission-approved preparation program; or
 - (B) demonstrate mastery of Commission-accredited fieldwork performance standards for the clear administrative services credential pursuant to Education Code section 44270.5(b)(2); or

- (C) pass a national administrator performance assessment adopted by the Commission;
and
- (4) Verification of completion from a Commission-approved program as specified in section 44227(b) and accredited by the Committee on Accreditation as provided in Education Code section 44373(c).
- (e) A clear Administrative Services Credential issued on the basis of the completion of all requirements in subsection (d) as follows:
 - (1) If the prerequisite teaching or services credential listed in (a)(1) is valid for five years or less from the issuance date of the clear Administrative Services Credential, the clear credential shall be valid from the issuance date established in section 80440 and will expire on the expiration date of the basic teaching credential as established in section 80493.
 - (2) If the prerequisite teaching or services credential listed in (a)(1) is valid for more than five years from the issuance date of the clear Administrative Services Credential, the clear credential shall be valid for five years from the issuance date established in section 80440 and will expire the first day of the following month as established in section 80493.
- (f) A clear Administrative Services Credential authorizes the services specified in section 80054.5.
- (g) Definitions:
 - (1) The term “employing agency” as used in this section shall mean:
 - (A) public school districts in California.
 - (B) county offices of education or county superintendents of schools in California.
 - (C) schools that operate under the direction of a California state agency.
 - (D) California Nonpublic, Nonsectarian Schools and Agencies as defined in Education Code sections 56365 and 56366.
 - (E) California Charter Schools as established in Education Code section 47600.
 - (F) California Private Schools of equivalent status.
 - (G) California Juvenile Court Schools.
 - (H) California Juvenile or Adult Corrections.
 - (2) The term ‘full-time experience’ as used in this section shall mean
 - (A) Full-Time Teaching Experience: This is defined as teaching a minimum of four hours a day, unless the minimum statutory attendance requirement for the students served is less. Experience must be on a daily basis and for at least 75% of the school year. Experience may be accrued in increments of a minimum of one semester. No part-time or combination of teaching with other school employment will be accepted.
 - (B) Full-Time Administrative Experience: This is defined as serving as an administrator a minimum of four hours a day, unless the minimum statutory attendance requirement for the students served is less. Experience must be on a daily basis and for at least 75% of the school year. Experience may be accrued in increments of a minimum of one semester. No part-time or combination of administrative service with other school employment will be accepted.

Note: Authority cited: Section 44225, Education Code. Reference: Sections 44065, 44227(b), 44252(b), 44265.3, 44260.1, 44269, 44270, 44270.1, 44270.5, 44372, 44373, 56365 and 56366, Education Code.

Appendix A



RECOMMENDATION FORM (41-REC ADMIN)

This form is to be completed by a California public school employer and a Commission-approved Preliminary Administrative Services program for candidates with three to five years of teaching and/or services experience. Submit the form to the Commission with the 41-4 application form, appropriate fees, and supporting documentation as appropriate.

Name of Applicant _____ SSN: _____
First Middle Last

Employing Agency

Name of Employing Agency _____

County/District/CDS Code _____

Beginning Date of Service as an Administrator _____

By submitting this form, the employing agency named above verifies that items 1-3 have been completed:

1. A diligent search has been conducted for a suitable credentialed administrator, but no suitable fully credentialed individual is available for employment.
2. Mentoring and support will be provided to the individual until he/she has a total of five years of full-time teaching, services, and/or administrative experience.
3. Individual possesses an appropriate, valid clear or life teaching or services credential.

Employing Agency Certification

This section must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA or Charter School Administrator, or Designee.

I certify under penalty of perjury that the information provided in the section above is true and correct.

Signature _____

Name and Title (please print) _____

Date _____ Email Address _____

Approved Preliminary Administrative Services Program

As the authorized representative of the recommending authority, I have reviewed the applicant's credential application, preparation, and/or experience and certify that the applicant has completed the requirements checked below for a Preliminary Administrative Services Credential:

- ☐ Baccalaureate or higher degree
- ☐ Basic Skills Requirement
- ☐ Professional Preparation Program
- ☐ Meets the standards outlined in the California Professional Standards for Education Leaders (CPSEL)

Completion Date of Program _____

Authorized Signature _____ Date _____

Name and Title _____

Contact Phone Number _____ Email Address _____

Appendix B

California Professional Standards for Educational Leaders (CPSEL)

A school administrator is an educational leader who promotes the success of all students by:

1. facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
2. advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.
3. ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
4. collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
5. modeling a personal code of ethics and developing professional leadership capacity.
6. understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

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