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Action

Credentialing and Certificated Assignments Committee

Proposed Addition and Amendments to Title 5 of the California Code of Regulations Pertaining to Administrative Services Credentials

Executive Summary: This agenda item proposes amendments to Title 5 of the California Code of Regulations section 80054 pertaining to California prepared administrators and the addition of section 80054.1 to clarify, interpret, and make specific the Education Code sections pertaining to the requirements for administrators prepared outside California.

Recommended Action: Staff recommends that the Commission approve the proposed amendments and additions to the regulations pertaining to Administrative Services Credentials for the purpose of beginning the rulemaking file for submission to the Office of Administrative Law and a scheduling a public hearing.

Presenter: Tammy A. Duggan, Consultant, Certification Division

Strategic Plan Goal

I. Educator Quality

- ◆ Develop, maintain, and promote high quality authentic, consistent educator assessments and examinations that support development and certification of educators who have demonstrated the capacity to be effective practitioners.

December 2014

Proposed Addition and Amendments to Title 5 of the California Code of Regulations Pertaining to Administrative Services Credentials

Introduction

This agenda item proposes the following changes to Title 5 of the California Code of Regulations (CCR):

- Amend 5 CCR section 80054 to allow California prepared administrators to use teaching and/or services experience earned outside California toward qualifying for the preliminary Administrative Services Credential (ASC); clarify the application procedures for individuals who pass a Commission-approved examination in lieu of completing a preliminary program; and other amendments to clarify the application, application fee, and formal recommendation requirements; and
- Addition of 5 CCR section 80054.1 to clarify and interpret the provisions of the Education Code pertaining to the requirements for the preliminary and clear ASC for administrators prepared outside California.

Background

Current law specifies the requirements for the preliminary and clear ASC for both California prepared and out-of-state prepared administrators. The Commission previously adopted regulations in 5 CCR section 80054 to implement and clarify the requirements for California prepared individuals. The proposed addition of 5 CCR section 80054.1 will clarify and interpret the requirements for out-of-state prepared administrators.

California-Prepared Administrators

5 CCR section 80054 currently includes a definition for “employing agency” that lists only agencies located in California. The definition for “employing agency” is referenced for the teaching/services experience required for issuance of a preliminary ASC and for the administrative services experience required for issuance of a clear ASC.

Completion of a Commission-approved clear administrative services program requires employment in an administrative position. Since Commission-approved programs are offered only in California, it is appropriate to restrict the administrative services experience requirement to California employing agencies for the clear ASC. However, referencing the same “employing agency” definition for the teaching/services experience requirement for the preliminary ASC prohibits individuals from using experience earned outside California to qualify for the credential. Under the current regulatory language, an individual with five or more years of teaching experience earned in another state who relocates to California and completes a Commission-approved administrative services program would not qualify for the preliminary

credential until he/she taught in California for at least five years. The proposed amendments to 5 CCR section 80054 will allow individuals to use teaching and/or services experience earned in California or another state toward the five-year experience requirement for issuance of a preliminary ASC.

The current regulatory language also requires all applicants to obtain verification of program completion and formal recommendation for the preliminary ASC [or certificate of eligibility (CE)] and clear ASC from a Commission-approved program sponsor. However, individuals who pass an examination (currently the California Preliminary Administrative Examination or CPACE) may apply directly to the Commission for a preliminary ASC or CE, depending on their employment status and individuals who pass a national performance assessment (an assessment to satisfy this requirement has not yet been adopted by the Commission) may apply directly to the Commission for a clear ASC. The proposed amendments to 5 CCR section 80054 clarify that only individuals who complete a Commission-approved administrative services program must obtain verification of program completion and formal recommendation for the preliminary/CE or clear ASC credential.

The proposed amendments also include the addition of language related to the required application and application fee, an update of the program standards revision date, and other minor grammatical and punctuation edits.

Out-of-State Prepared Administrators

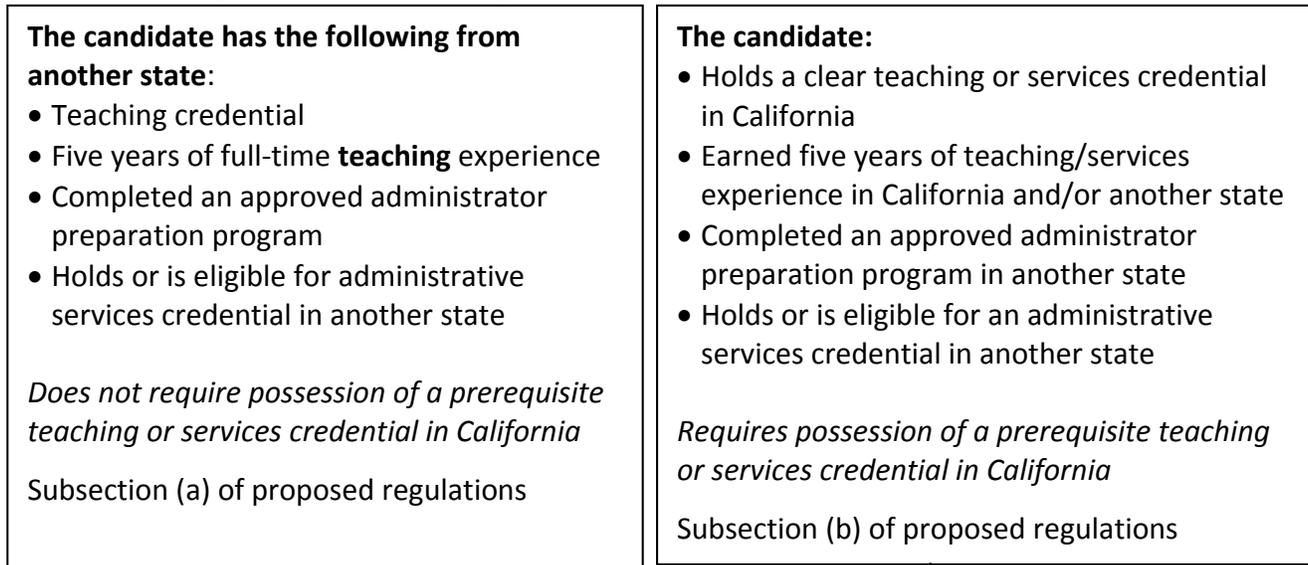
Assembly Bill (AB) 877 (Scott, Chap. 703, Stats. 2000) streamlined credential requirements for out-of-state prepared teachers and administrators. The measure added EC sections 44270.3 and 44270.4 to establish the requirements for out-of-state prepared administrators who taught and/or served as administrators outside California.

5 CCR section 80054 previously included language that specified the requirements for administrators prepared outside California, but the regulation section was not amended upon the passage of AB 877 to include the routes for out-of-state experienced teachers and administrators. From October 2000 to July 2013, Commission staff relied on the language provided in EC sections 44270.3 and 44270.4 when evaluating applications from out-of-state prepared administrators who also held out-of-state teaching credentials and on 5 CCR section 80054 when evaluating applications from out-of-state prepared administrators who did not hold out-of-state teaching credentials and/or did not meet the out-of-state teaching experience requirement.

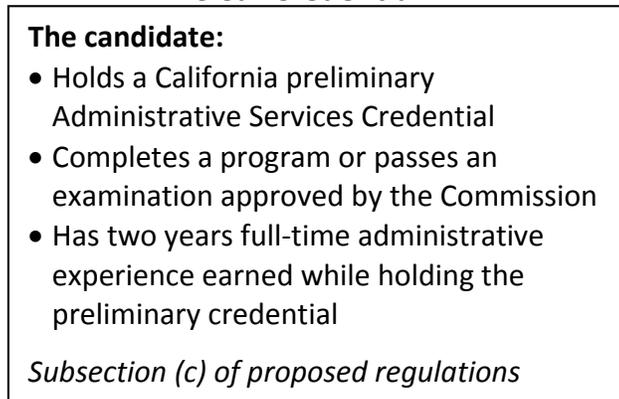
Regulation amendments to 5 CCR section 80054 effective July 1, 2013 removed the outdated language pertaining to out-of-state prepared administrators with the understanding that regulations for these individuals would be proposed at a later date. The proposed addition of 5 CCR section 80054.1 is required to clarify the requirements for preliminary and clear ASCs for administrators prepared in another state.

The following diagram illustrates the proposed minimum credential and experience requirements associated with the routes available to administrators prepared in another state to qualify for an ASC in California.

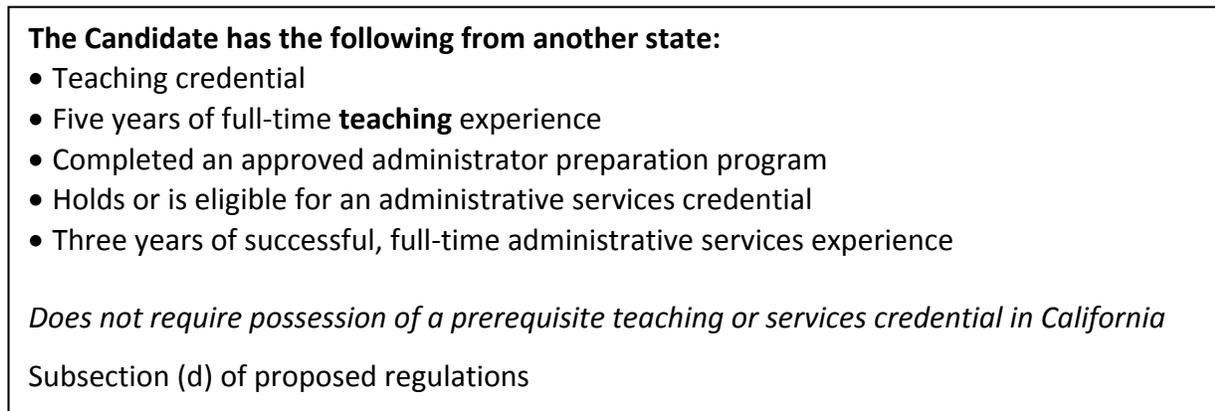
Pathways to the Preliminary Credential for Out of State Prepared Candidates



**Pathways to the
Clear Credential**



Clear Credential



The subsections of the proposed regulations for administrators prepared outside California are organized to reflect the various routes available in statute as follows (the text of the EC sections related to the issuance of preliminary and clear ASCs referenced in this item are provided in Appendix A):

Subsection (a): EC section 44270.3 specifies the minimum requirements for the preliminary ASC for an administrator prepared outside California who also holds a teaching credential and has taught full-time in another state for a minimum of three years. Subsection (a) clarifies the requirements enumerated in EC section 44270.3. Individuals who qualify via EC section 44270.3 are not required to hold a prerequisite California teaching or services credential to qualify for the preliminary or clear ASC.

Subsection (b): Establishes the minimum requirements for the preliminary Administrative Services Credential for administrators prepared outside California who do not also hold a teaching credential and/or have not taught full-time in another state for the number of years specified by the Commission. EC sections 44270.3 and 44270.4, as added by AB 877, pertain only to out-of-state prepared administrators who also hold teaching credentials and satisfy the experience requirement in another state. There are no provisions in either EC section that pertain to out-of-state prepared administrators who may have completed a teacher preparation program in California, may hold a prerequisite services credential, and/or may not meet the out-of-state teaching experience requirement. However, AB 877 did not exclude this population of out-of-state prepared administrators from qualifying for a preliminary or clear ASC in California.

Prior to the passage of AB 877, all candidates for a preliminary ASC were evaluated under the provisions of EC section 44270, whether the administrator program was completed in California or another state. Subsection (b) of the proposed regulations will clarify the requirements for a preliminary ASC for out-of-state prepared administrators who do not meet the out-of-state teaching credential and/or teaching experience requirements specified in subsections (a) or (d).

Subsection (c): Establishes the minimum requirements for the clear ASC for administrators who qualify for the preliminary credential via subsection (a) or (b). Although EC section 44270.3 establishes the minimum requirements for a preliminary ASC for out-of-state prepared administrators who are also credentialed and experienced teachers in another state, the statute does not specify the requirements that must be completed to qualify for the clear credential. EC §44270 for California prepared administrators and out-of-state prepared administrators who do not meet the out-of-state teaching/services credential requirements also does not specify the requirements for the clear credential. The requirements to qualify for a clear Administrative Services Credential for this group of administrators are provided in EC sections 44270.1 and 44270.5(b).

Subsection (d): EC section 44270.4 specifies the minimum requirements for a clear ASC for an out-of-state prepared, experienced administrator who also holds an out-of-state teaching credential and taught full-time time in another state for at least three years. Subsection (d) clarifies the requirements enumerated in EC section 44270.4. Individuals who qualify under the provisions of EC §44270.4 are not required to hold a prerequisite California teaching or services credential to qualify for the clear ASC.

Subsection (e): Clarifies the authorization of preliminary and clear ASCs issued pursuant to subsections (a) through (d).

Subsection (f): Provides definitions for the terms used in the proposed regulations.

An Administrative Services Credential Advisory Panel was appointed by the Executive Director to study the preparation of leaders for California schools in 2010. The major purpose of the panel's work was to review the content, structure and requirements for administrator preparation to ensure that these remain appropriate to the needs of administrators serving in California schools. The panel's recommendations that were approved by the Commission in 2011 resulted in amendments to 5 CCR section 80054 pertaining to California prepared administrators. Two main changes resulting from the panel's recommendations affected the experience and prerequisite credential requirements for the preliminary ASC credential for California prepared administrators. The proposed regulations align the experience and prerequisite credential requirements for out-of-state prepared administrators to those that must be satisfied by California prepared administrators.

Experience Requirement

Subsection (c) of EC sections 44270.3 and 44270.4 for administrators prepared outside California require "at least three years" of teaching experience earned on the basis of an out-of-state credential. In addition, EC section 44270(a)(2) requires a minimum of three years of service on the basis of a valid prerequisite teaching or services credential. At the December 2011 meeting (<http://www.ctc.ca.gov/commission/agendas/2011-12/2011-12-5A.pdf>), the teaching and/or services experience requirement that California prepared administrators must satisfy to qualify for the preliminary credential was increased from three years to five years, as the Commission believes that previous experience in schools is a significant component in the readiness of a potential educational leader.

Administrators provide leadership in education settings. They function at the site level as principals and vice principals and at the district and county level as coordinators, department heads and superintendents. Administrators perform a wide array of tasks, depending in part on their particular job title, but also on the size and structure of the district. Examples of those tasks include providing technical support, conducting certificated and classified staff evaluations, leading the personnel division, developing and supporting instruction and curriculum, providing and interpreting data analyses, disciplining students, certificated staff and classified staff, organizing and conducting professional development, supporting special education assessment

and programs, making certain schools are clean and well-maintained, coordinating alternative and bilingual education programs, managing categorical funds, coordinating school safety programs, and representing the school or district to the public.

Support for increasing the number of years of experience required for California prepared administrators was based on the rationale that three years of experience is insufficient for a beginning administrator in today's schools. Additional experience allows the individual to gain critical knowledge of the education profession and requisite leadership skills. With the increasing complexity of the administrator role in public schools, administrators are intently focused on instructional leadership and improvement of student academic outcomes.

The rationale for increasing the teaching/services experience requirement for California prepared administrators also applies to administrators prepared outside California. Therefore, the proposed regulations require verification of five years of teaching/services experience to qualify for the preliminary credential in subsections (a) and (b) and the clear credential in subsection (d) for parity with the teaching/services experience requirement that must be satisfied by California prepared administrators [reference 5 CCR section 80054(a)(4)].

The proposed regulations define "full-time" as related to the teaching, services, and administrative services experience requirements as:

- 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 employment, meaning less than four hours per day, will be accepted.

The proposed definition is consistent with other 5 CCR sections that define "full-time" experience [reference 5 CCR sections 80048.3.1(c)(1), 80048.4(a)(6)(A), and 80413.3(c)(2)]. The proposed regulations include additional language in the definitions of "full-time" for clarity purposes, depending on whether the experience is earned in California or another state.

Prerequisite Credential

An administrator prepared outside California who also holds a teaching credential and satisfies the teaching experience requirement in another state is not required to hold a prerequisite California teaching or services credential to qualify for a preliminary ASC (reference EC sections 44270.3 and 44270.4). However, an administrator prepared outside California who does not also hold a teaching credential and/or does not satisfy the teaching experience requirement will be required by these proposed regulations to hold a prerequisite California teaching or services credential to qualify for the preliminary and clear ASC [reference EC section 44270(a)(1)].

In conjunction with the increased number of years of experience, the Commission approved the recommendation from the Administrative Services Advisory Panel to require possession of a clear or life teaching or services credential as a prerequisite for issuance of the preliminary ASC. The

rationale in support of this decision was that an individual holding both preliminary teaching/services and administrative credentials will encounter challenges earning both clear credentials as the requirements are different and require service in each credential area. It is rare that an individual would be employed in simultaneous teaching or services and administrative positions. A no-win situation is created for the holder of a preliminary teaching or services credential and a preliminary ASC who cannot complete the requirements for both clear credentials, especially since the individual must hold a teaching or services credential to qualify for a clear ASC.

Requiring possession of a clear or life teaching or services credential for an administrator who must hold a prerequisite credential allows the individual to focus first on earning the clear teaching or services credential. The individual could then turn their focus to the requirements for the clear ASC while also learning how to be an effective administrator.

The rationale for requiring a clear or life teaching/services credential for California prepared administrators also applies to administrators prepared outside California. Therefore, the proposed regulations require possession of a clear or life teaching/services credential to qualify for the preliminary credential in subsection (b) and for the clear credential in subsection (c) for parity with the prerequisite teaching/services credential requirement that must be satisfied by California prepared administrators [reference 5 CCR section 80054(a)(1) and (d)(2)].

Proposed Additions and Amendments to Regulations

§80054

(a): Proposes changing ‘(6)’ to ‘(7)’ due to the addition of a new subsection requiring submission of an application and application fee.

(a)(2)(A) through (a)(2)(C): Proposes a change to the *Administrative Services Credentials Program Standards* revision date due to updates to the program standards approved by the Commission.

(a)(4)(A) and (a)(4)(B): Proposes replacing “...with an employing agency as defined in subsection (g)(1)” with language that will allow candidates to use teaching or services experience earned outside California toward the five years required for issuance of the preliminary credential. Inclusion of the term “and/or” is used in the proposed language to allow an individual to provide verification of five years of experience in another state, in California, or a combination of the two. The definition for “employing agency” provided in subsection (g)(1) is restricted to employers located in California. Although the definition for “employing agency” is appropriate for the administrative services position and experience, it was never the Commission’s intent to prohibit candidates from using teaching or services experience earned outside California toward satisfying the five year experience requirement for issuance of the preliminary ASC.

(a)(4)(C): Proposes the addition of a semicolon at the end of this subsection for consistency.

(a)(5): Proposes the addition of language at the beginning of this subsection to clarify that only individuals who complete a Commission-approved administrative services program are required to obtain verification of program completion and formal recommendation for the preliminary ASC as specified in EC section 44227(b).

Also proposes the addition of language at the end of this subsection to clarify that individuals who pass an examination adopted by the Commission to qualify for the preliminary ASC may apply directly to the Commission. Verification of program completion and formal recommendation as specified in EC section 44227(b) are not required via the examination route. Commission staff will verify passage of the examination when the application is processed.

(a)(6): An application form (reference 5 CCR section 80433) and application fee (reference EC §44235) are required for each credential issued by the Commission. This is a proposed new subsection that specifies the aforementioned requirements for issuance of a preliminary ASC and references the relevant Title 5 sections that define each requirement. Fingerprint information is not included in this proposed subsection because California prepared candidates must hold a valid prerequisite credential and the fingerprint information will already be on file.

(a)(7): Proposes renumbering of this subsection from (a)(6) due to the addition of the application and application fee language.

(a)(8): Proposes renumbering of this subsection from (a)(7) and changing '(1) through (5)' to '(1) through (6)' due to the addition of the application and application fee language in (a)(6). Also proposes the addition of '...as specified in (7)...' to identify the subsection of the regulations related to the administrative position employment offer requirement.

(d): Proposes changing '(4)' to '(6)' due to the addition of new subsections requiring possession of a prerequisite credential and submission of an application and application fee.

(d)(2): Proposes the addition of a new subsection to clarify that possession of a teaching or services credential is one of the minimum requirements for a clear ASC credential for California-prepared administrators. Possession of a prerequisite teaching or services credential is required for issuance of a preliminary ASC and possession of a valid preliminary ASC is required for issuance of a clear ASC. Therefore, it follows that possession of a prerequisite teaching or services credential is also required for issuance of a clear ASC.

(d)(3): Proposes renumbering of this subsection from '(d)(2)' due to the addition of the language requiring possession of a teaching or services credential.

(d)(4): Proposes renumbering of this subsection from '(d)(3)' due to the addition of the language requiring possession of a teaching or services credential.

(d)(4)(A): [Previously (d)(3)(A)] Proposes a change to the *Administrative Services Credentials Program Standards* revision date due to updates to the program standards approved by the Commission.

(d)(4)(C): [Previously (d)(3)(C)] Proposes deletion of the word “and” at the end of this subsection due to the proposed addition of a new subsection requiring submission of an application and application fee.

(d)(5): Proposes renumbering of this subsection from ‘(d)(4)’ due to the addition of the language requiring possession of a teaching or services credential. Also proposes the addition of language at the beginning of this subsection to clarify that only individuals who complete a Commission-approved administrative services program or demonstrate mastery are required to obtain verification of program completion and formal recommendation for the clear ASC as specified in EC section 44227(b).

In addition, proposes the addition of language at the end of this subsection to clarify that individuals who pass an assessment adopted by the Commission to qualify for the clear ASC may apply directly to the Commission. Verification of program completion and formal recommendation as specified in EC section 44227(b) are not required via the assessment route. Commission staff will verify passage of the assessment when the application is processed.

Lastly, proposes the addition of the word “and” due to the proposed addition of a new subsection requiring submission of an application and application fee.

(d)(6): An application form (reference 5 CCR section 80433) and application fee (reference EC §44235) are required for each credential issued by the Commission. This is a proposed new subsection to specify the aforementioned requirements for issuance of a clear ASC and references the relevant Title 5 sections that define each requirement. Fingerprint information is not included in this proposed subsection because California prepared candidates must hold valid a valid prerequisite credential and a valid preliminary administrative services credential; therefore, the fingerprint information will already be on file.

(g)(2): Proposes the addition of a semicolon at the end of this subsection for consistency.

(g)(2)(A): The current Title 5 definition for “full-time teaching experience” only addresses teaching experience. However, experience on the basis of services credentials as specified in subsection (a)(4)(B) is also acceptable toward the issuance of a preliminary ASC. The proposed amendments to this subsection add language to clarify that the definition of “full-time experience” also applies to services experience.

Further, subsection (a)(4)(C) allows an individual to combine teaching and services experience toward satisfying the five year experience requirement, but the current Title 5 definition prohibits the combination of teaching with other school employment. Proposed amendments

clarify that teaching experience may be combined with experience in the services field specified in (a)(4)(B).

The proposed amendments to this subsection also add language to specify the type of documentation that must be provided to verify experience earned outside California and to clarify that experience earned outside the United States is not acceptable under this section.

(g)(3): Article IV, section 3, clause 2 of the U.S. Constitution reads, “The Congress shall have power to dispose of and make needful rules and regulations respecting the territory or other property belonging to the United States; and nothing in this Constitution shall be so construed as to prejudice any claims of the United States, or of any particular state.” The term “state” as used in this section is interpreted by the Commission to include territories and other possessions of the United States because those locations fall under the purview of the federal government.

This proposed new subsection clarifies that the term “state” includes U.S. territories, possessions of the United States, the District of Columbia, and Puerto Rico. Similar definitions for the term “state” are provided in Article II of EC sections 12500 and 12510.

§80054.1:

Title: Proposed new regulation section to clarify, interpret, and make specific the requirements for ASCs issued on the basis of administrator programs completed in another state.

(a): Prefaces the subsections that list the minimum requirements for initial issuance of a preliminary ASC for administrators prepared in another state who also hold out-of-state teaching credentials and meet the out-of-state teaching experience requirement established by the Commission (reference EC section 44270.3).

(a)(1): EC section 44270.3(a) requires possession of “...a baccalaureate degree from a regionally-accredited institution of higher education.” Adhering to past practice of the Commission, the language proposed in this subsection specifies possession of a baccalaureate degree or a higher degree (i.e. a master’s or doctorate degree) to qualify for the preliminary ASC. The proposed language will allow individuals who may have earned undergraduate degrees from unaccredited or foreign institutions to satisfy the requirement if they also earned a higher degree from a regionally-accredited institution. The proposed language also uses the more familiar phrase of “college or university” in lieu of “institution of higher education” for clarity purposes.

(a)(2): Subsection (c) of EC section 44270.3 requires completion of a general or special education teacher preparation program at a regionally-accredited institution of higher education. However, EC section 44274.2(a)(2) pertaining to the issuance of California preliminary teaching credentials to out-of-state prepared teachers authorizes the Commission to accept programs offered by local educational agencies that are approved by another state.

Such programs are similar to California’s university and district intern programs. The language proposed in this subsection is similar to the language that clarifies the general education teacher preparation program requirement in 5 CCR section 80413.3(a)(1)(E) and the special education teacher preparation program requirement in 5 CCR section 80048.3.1(a)(1)(D) for individuals prepared in another state. In addition, the more familiar phrase of “college or university” is used in lieu of “institution of higher education” for clarity purposes.

(a)(3): EC section 44270.3(c) requires possession of a teaching credential in another state issued on the basis of the program referenced in subsection (a)(2). The language proposed in this subsection clarifies that the credential must be a “professional-level teaching credential” and provides cross-references to the existing Title 5 sections that define that term for general and special education teaching credentials issued by another state.

(a)(4): The proposed language in this subsection requires verification of five years of full-time teaching experience to qualify for the preliminary ASC for parity with the experience requirement that must be met by California prepared administrators [reference 5 CCR section 80054(a)(4)(A)] and to comply with the minimum teaching experience requirement established in EC section 44270.3(c).

(a)(5): An out-of-state prepared administrator must verify completion of an administrator program at a regionally-accredited institution of higher education. In addition, an individual must have either been issued or verify eligibility for an administrator credential in another state [reference EC section 44270.3(d)] to qualify for a preliminary ASC under the provisions of this subsection. The proposed language clarifies the program (using the more familiar phrase of “college or university” in lieu of “institution of higher education”) and out-of-state credential/eligibility requirements. Alternative administrator programs or examinations from outside California will not be considered because EC section 44270.3(d) specifically requires completion of an administrator program at a regionally-accredited institution of higher education.

(a)(6): An application form (reference 5 CCR section 80433), application fee (reference EC §44235), and fingerprint information (reference EC section 44340) are required for each credential issued by the Commission. The language proposed in this subsection specifies the aforementioned requirements for issuance of a preliminary ASC and references the relevant Title 5 sections that define each requirement.

(a)(7): Clarifies the basic skills requirement specified in EC section 44270.3(b) for the preliminary ASC. EC section 44270.3(b) specifically references EC section 44252.5, but that section provides only general information pertaining to the basic skills requirement. EC section 44252.5(a) states the basic skills proficiency test shall be administered pursuant to EC sections 44227, 44252, and 44830. Subsection (b) of EC section 44252 provides specific language pertaining to the basic skills requirement, which is why that EC subsection is referenced in the proposed language of this subsection.

(a)(8): Subsection (b)(4) of EC section 44252 authorizes the Commission to issue a nonrenewable credential, valid for not more than one year, to an individual prepared outside California who meets all requirements for certification except demonstration of basic skills proficiency. The one-year nonrenewable credential is available to individuals who pass a basic skills proficiency examination developed and administered by, and who have an offer of employment with, a California school district or county office of education.

The language proposed in this subsection identifies the requirements that must be satisfied for issuance of the one-year nonrenewable credential, clarifies that an application for the one-year nonrenewable credential must be submitted to the Commission by a California public school employer, and cites the relevant EC section. The more broad term of “public school employer” is used in the proposed language in lieu of “school district” as stated in EC section 44252(b)(4) to allow for submission of applications for one-year nonrenewable credentials by other types of public school employers, such as charter schools, schools that operate under the direction of a California state agency, and state-approved non-public schools and agencies.

(a)(9): The “term” or validity period for credentials issued by the Commission is provided in 5 CCR section 80493. Subsection (a) of 5 CCR section 80493 establishes the validity period for credentials that do not require possession of a prerequisite credential and subsection (b) establishes the validity period for credentials that do require possession of a prerequisite credential. Possession of a prerequisite credential is not a requirement for a preliminary ASC issued pursuant to subsection (a) of these proposed regulations. Therefore, the proposed language states the preliminary credential shall be valid for five years and cites the relevant Title 5 sections associated with credential issuance dates and terms.

(b): EC sections 44270.3 and 44270.4 as added by AB 877 pertain only to out-of-state prepared administrators who also hold teaching credentials and satisfy the experience requirement in another state. There are no provisions in either EC section that pertain to out-of-state prepared administrators who may have completed a teacher preparation program in California, may hold a prerequisite services credential, and/or may not meet the out-of-state teaching experience requirement. However, AB 877 does not exclude this population of out-of-state prepared administrators from qualifying for a preliminary or clear ASC in California.

Prior to the passage of AB 877, all candidates for a preliminary ASC were evaluated under the provisions of EC section 44270, whether the administrator program was completed in California or another state. This practice continued after the passage of AB 877 for out-of-state prepared administrators who do not meet the out-of-state teaching credential and/or teaching experience requirement. The proposed language prefaces the subsections that list the minimum requirements for initial issuance of a preliminary ASC for administrators prepared in another state who do not also hold a teaching credential and/or have not taught full-time for a minimum of five years in another state.

(b)(1): EC section 44270(a)(1) requires possession of a valid teaching or services credential as a prerequisite for issuance of a preliminary ASC. This proposed subsection prefaces the subsections that specify the types of appropriate prerequisite credentials for issuance of a preliminary ASC under the provisions of section (b).

(b)(1)(A): Clarifies the type and conditions under which a teaching credential may serve as an appropriate prerequisite credential. Subsection (a)(1)(A) of EC section 44270 requires possession of “baccalaureate degree.” Adhering to past practice of the Commission, the language proposed in this subsection specifies possession of a baccalaureate degree or a higher degree (i.e. a master’s or doctorate degree). The proposed language will allow individuals who may have earned undergraduate degrees from unaccredited or foreign institutions to satisfy the requirement if they also earned a higher degree. Language specifying that the degree must be from a regionally-accredited college or university is also proposed for consistency with other sections of Title 5 that require a baccalaureate degree for issuance of a teaching credential.

(b)(1)(B): Clarifies the type and conditions under which a designated subjects teaching credential may serve as an appropriate prerequisite credential. Subsection (a)(1)(B) of EC section 44270 requires possession of “baccalaureate degree.” Adhering to past practice of the Commission, the language proposed in this subsection specifies possession of a baccalaureate degree or a higher degree (i.e. a master’s or doctorate degree). The proposed language will allow individuals who may have earned undergraduate degrees from unaccredited or foreign institutions to satisfy the requirement if they also earned a higher degree. Language specifying that the degree must be from a regionally-accredited college or university is also proposed for consistency with other sections of Title 5 that require a baccalaureate degree for issuance of a teaching credential.

(b)(1)(C): Clarifies the type and conditions under which a services credential may serve as an appropriate prerequisite credential. Subsection (a)(1)(C) of EC section 44270 does not include language requiring a degree or program for the listed services credentials. The degree requirement is included in the proposed language of this subsection for consistency with subsections (b)(1)(A) and (b)(1)(B) and the language requiring completion of a program is included for consistency with 80054(a)(1)(C).

(b)(2): EC section 44270(a)(2) requires a minimum of three years of teaching or services experience on a prerequisite credential for issuance of a preliminary ASC. This proposed subsection prefaces subsections that clarify the prerequisite credential experience requirement for the preliminary ASC.

(b)(2)(A): The proposed language in this subsection requires verification of five years of full-time teaching experience to qualify for the preliminary ASC for parity with the experience requirement that must be met by California prepared administrators [reference 5 CCR section 80054(A)(4)(A)] and to comply with the minimum experience requirement established in EC section 44270(a)(2).

Since the program to qualify for the prerequisite credential specified in subsection (b)(1) and/or the experience may have been earned in California or another state, the term “and/or” is used in the proposed language to allow an individual to provide verification of five years of experience in another state, in California, or a combination of the two.

(b)(2)(B): The proposed language in this subsection requires verification of five years of full-time services experience in one of the specified fields to qualify for the preliminary ASC for parity with the experience requirement that must be met by California prepared administrators [reference 5 CCR section 80054(A)(4)(B)] and to comply with the minimum experience requirement established in EC section 44270(a)(2).

Since the program to qualify for the prerequisite credential specified in subsection (b)(1) and/or the experience may have been earned in California or another state, the term “and/or” is used in the proposed language to allow an individual to provide verification of five years of experience in another state, in California, or a combination of the two.

(b)(2)(C): Proposed language allows for the combination of the teaching experience in subsection (b)(2)(A) with the services experience in subsection (b)(2)(B) for parity with the experience requirement that must be met by California prepared administrators [reference 5 CCR section 80054(A)(4)(C)] and to comply with the minimum experience requirement established in EC section 44270(a)(2). Due to changes in the economy, layoffs and furloughs, individuals may hold more than one credential including both teaching and services credentials. Since either type of experience may be used to meet the requirement, allowing the combination of experience is appropriate.

(b)(3): EC section 44270(a)(3) requires completion of an entry-level administrator program approved by the Commission. Commission staff will review the transcripts submitted by administrators prepared in another state to verify completion of an approved program. For consistency with subsections (a) and (d), the proposed language requires completion of an administrator program at a regionally-accredited college or university and possession of or eligibility for an administrative credential in another state. Also for consistency with subsections (a) and (d), alternative administrator programs or examinations from outside California will not be considered.

(b)(4): An application form (reference 5 CCR section 80433) and application fee (reference EC section 44235) are required for each credential issued by the Commission. The language proposed in this subsection specifies the aforementioned requirements for issuance of a preliminary ASC and references the relevant Title 5 sections that define each requirement. Fingerprint information is not included in this proposed subsection because individuals who qualify via subsection (b) must hold valid a valid prerequisite credential; therefore, the fingerprint information will already be on file.

(b)(5): One of the minimum requirements for a preliminary ASC specified in subsection (a)(4) of EC section 44270 is current employment in an administrative position in a public school or private school of equivalent status. Subsection (b) of EC section 44270 further specifies that the issue date of the preliminary credential shall be the same as the date of initial employment in an administrative position. The proposed language clarifies that an individual must have an offer of employment in an administrative services position to qualify for the preliminary credential and provides a cross-reference to the subsection that defines the acceptable “employing agencies” in California.

(b)(6): Clarifies the basic skills requirement for the preliminary ASC for administrators prepared in another state who do not also hold out-of-state teaching credentials or who do not meet the out-of-state teaching experience requirement. Satisfaction of the basic skills requirement is not specifically listed in EC section 44270; however, EC section 44252(b) prohibits the Commission from initially issuing a credential without satisfaction of the basic skills requirement.

(b)(7): Subsection (b)(4) of EC section 44252 authorizes the Commission to issue a nonrenewable credential, valid for not more than one year, to an individual prepared outside California who meets all requirements for certification except demonstration of basic skills proficiency. The one-year nonrenewable credential is available to individuals who pass a basic skills proficiency examination developed and administered by, and who have an offer of employment with, a California school district or county office of education.

The language proposed in this subsection identifies the requirements that must be satisfied for issuance of the one-year nonrenewable credential, clarifies that an application for the one-year nonrenewable credential must be submitted to the Commission by a California public school employer, and cites the relevant EC section. The more broad term of “public school employer” is used in the proposed language in lieu of “school district” as stated in EC section 44252(b)(4) to allow for submission of applications for one-year nonrenewable credentials by other types of public school employers, such as charter schools, schools that operate under the direction of a California state agency, and state-approved non-public schools and agencies.

(b)(8): One of the minimum requirements for a preliminary ASC specified in subsection (a)(4) of EC section 44270 is current employment in an administrative position in a public school or private school of equivalent status. Subsection (b) of EC section 44270 further specifies that the issue date of the preliminary credential shall be the same as the date of initial employment in an administrative position. The language proposed in this subsection states that an individual who satisfies all requirements for the preliminary credential specified in subsection (b)(1) through (b)(6) except the offer of employment in subsection (b)(5) shall be issued a Certificate of Eligibility. A Certificate of Eligibility verifies to prospective California employing agencies that the holder has completed all requirements for the preliminary credential and only needs an offer of employment for issuance of the preliminary credential.

(b)(9): The “term” or validity period for credentials issued by the Commission is provided in 5 CCR section 80493. Subsection (a) of 5 CCR section 80493 establishes the validity period for credentials that do not require possession of a prerequisite credential and subsection (b) establishes the validity period for credentials that do require possession of a prerequisite credential. The proposed language prefaces the subsections that establish the validity period for a preliminary ASC issued pursuant to subsection (b).

(b)(9)(A): Possession of a prerequisite credential is a requirement for a preliminary ASC issued pursuant to subsection (b) of these proposed regulations. The language proposed in this subsection clarifies the validity period for the preliminary credential if the prerequisite credential is valid for five years or less and cites the relevant Title 5 sections associated with credential issuance dates and terms.

(b)(9)(B): Possession of a prerequisite credential is a requirement for a preliminary ASC issued pursuant to subsection (b) of these proposed regulations. The language proposed in this subsection clarifies the validity period for the preliminary credential if the prerequisite credential is valid for more than five years and cites the relevant Title 5 sections associated with credential issuance dates and terms.

(c): Although EC section 44270.3 establishes the minimum requirements for a preliminary ASC for out-of-state prepared administrators who are also credentialed and experienced teachers in another state, the statute does not specify the requirements that must be completed to qualify for the clear credential. EC section 44270 for California prepared administrators and out-of-state prepared administrators who do not meet the out-of-state teaching credential and/or teaching experience requirement also does not specify the requirements for the clear credential. The requirements to qualify for a clear ASC for this group of administrators are provided in EC sections 44270.1 and 44270.5(b). The language proposed in this subsection prefaces the subsections that clarify the options to earn the clear credential for administrators who qualify for the preliminary credential via subsection (a) or (b).

(c)(1): Specifies that possession of a preliminary ASC is one of the minimum requirements for the clear credential as provided in EC sections 44270.1(a)(1) and 44270.5(b).

(c)(2): Proposes the addition of a new subsection to clarify that possession of a teaching or services credential is one of the minimum requirements for a clear ASC credential for out-of-state administrators who qualify via subsection (b). Possession of a prerequisite teaching or services credential is required for issuance of a preliminary ASC under the requirements specified in subsection (b) and possession of a valid preliminary ASC is required for issuance of a clear ASC. Therefore, it follows that possession of a prerequisite teaching or services credential is also required for issuance of a clear ASC.

(c)(3): Specifies that two years of successful, full-time administrative experience is one of the minimum requirements for the clear ASC as specified in EC section 44270.1(a)(2). Also provides

a cross-reference to the subsection defining the acceptable “employing agencies” for experience earned in California.

EC section 44270.5 that was added by Senate Bill (SB) 1655 (Chap. 697, Stats. 2001) to establish alternative routes to the preliminary and clear ASC for individuals who demonstrate competence consistent with state administrator preparation standards. Although EC section 44270.5(b) pertaining to the clear credential does not include similar language requiring administrative experience, the SB 1655 only provides alternative routes to completion of a Commission-approved program and does not excuse individuals from satisfying the administrative experience requirement.

(c)(4): The program and examination options to earn a clear ASC for individuals who qualify for the preliminary credential under the provisions of subsection (a) and (b) of these proposed regulations are the same options available to California prepared administrators [reference EC sections 44270.1(a)(3) and 44270.5(b)]. Rather than duplicate the options in this subsection, the proposed regulations provide cross-references to existing language in subsections (d)(3)(A), (d)(3)(B), and (d)(3)(C) of 5 CCR section 80054.

(c)(5): An application form (reference 5 CCR section 80433) and application fee (reference EC section 44235) are required for each credential issued by the Commission. The language proposed in this subsection specifies the aforementioned requirements for issuance of a clear ASC for individuals who hold a preliminary credential and references the relevant Title 5 sections that define each requirement. Fingerprint clearance is not included in this subsection because clearance would have been established for issuance of the preliminary ASC referenced in subsection (c)(1).

(c)(6): Pursuant to EC section 44227(b), individuals who complete Commission-approved programs in California must be recommended for certification by the program sponsor. Individuals who pass an assessment in lieu of program completion may apply directly to the Commission for certification. The proposed language in this subsection clarifies that individuals who complete approved programs as specified in 5 CCR section 80054(d)(3)(A) or (d)(3)(B) must be recommended for the clear credential by a Commission-approved program sponsor. The proposed language further clarifies that individuals who pass the assessment specified in 5 CCR section 80054(d)(3)(C) may submit applications for the clear credential directly to the Commission. Commission staff will verify passage of the assessment when the application is processed.

(c)(7): The “term” or validity period for credentials issued by the Commission is provided in 5 CCR section 80493. Subsection (a) of 5 CCR section 80493 establishes the validity period for credentials that do not require possession of a prerequisite credential and subsection (b) establishes the validity period for credentials that do require possession of a prerequisite credential. The proposed language prefaces the subsections that establish the validity period for clear ASCs issued pursuant to the requirements specified in subsections (c)(1) through (c)(5).

(c)(7)(A): This subsection specifies the validity period for clear ASCs for individuals who were issued preliminary credentials under the provisions of subsection (a). Since possession of a prerequisite credential is not a requirement for a preliminary ASC issued pursuant to subsection (a), the proposed language states the preliminary credential shall be valid for five years and cites the relevant Title 5 sections associated with credential issuance dates and terms.

(c)(7)(B): This subsection prefaces the subsections that specify the validity period for clear ASCs for individuals who were issued preliminary credentials under the provisions of subsection (b).

(c)(7)(B)1: Possession of a prerequisite credential is a requirement for a preliminary ASC issued pursuant to subsection (b) of these proposed regulations. The language proposed in this subsection clarifies the validity period for the clear credential if the prerequisite credential is valid for five years or less and cites the relevant Title 5 sections associated with credential issuance dates and terms.

(c)(7)(B)2: Possession of a prerequisite credential is a requirement for a preliminary ASC issued pursuant to subsection (b) of these proposed regulations. The language proposed in this subsection clarifies the validity period for the clear credential if the prerequisite credential is valid for more than five years and cites the relevant Title 5 sections associated with credential issuance dates and terms.

(d): Prefaces the subsections that list the minimum requirements for issuance of a clear ASC for administrators prepared in another state who also verify three years of out-of-state administrative experience, hold out-of-state teaching credentials, and meet the out-of-state teaching experience requirement established by the Commission (reference EC section 44270.4).

(d)(1): EC section 44270.4(a) requires possession of "...a baccalaureate degree from a regionally-accredited institution of higher education." Adhering to past practice of the Commission, the language proposed in this subsection specifies possession of a baccalaureate degree or a higher degree (i.e. a master's or doctorate degree) to qualify for the preliminary ASC. The proposed language will allow individuals who may have earned undergraduate degrees from unaccredited or foreign institutions to satisfy the requirement if they also earned a higher degree from a regionally-accredited institution. The proposed language also uses the more familiar phrase of "college or university" in lieu of "institution of higher education" for clarity purposes.

(d)(2): Subsection (c) of EC section 44270.4 requires completion of a general or special education teacher preparation program at a regionally-accredited institution of higher education. However, EC section 44274.2(a)(2) pertaining to the issuance of California teaching credentials to out-of-state prepared teachers authorizes the Commission to accept programs offered by local educational agencies that are approved by another state. Such programs are similar to California's university and district intern programs. The language proposed in this

subsection is similar to the language that clarifies the general education teacher preparation program requirement in 5 CCR section 80413.3(a)(1)(E) and the special education teacher preparation program requirement in 5 CCR section 80048.3.1(a)(1)(D) for individuals prepared in another state. In addition, the more familiar phrase of “college or university” is used in lieu of “institution of higher education” for clarity purposes.

(d)(3): EC section 44270.4(c) requires possession of a teaching credential in another state issued on the basis of the program referenced in subsection (d)(2). The language proposed in this subsection clarifies that the credential must be a “professional-level teaching credential” and provides cross-references to the existing Title 5 sections that define that term for general and special education teaching credentials issued by another state.

(d)(4): The proposed language in this subsection requires verification of five years of full-time teaching experience to qualify for the clear ASC for parity with the experience requirement that must be met by California prepared administrators [reference 5 CCR section 80054(a)(4)(A)] and to comply with the minimum teaching experience requirement established in EC section 44270.4(c).

(d)(5): An out-of-state prepared administrator must verify completion of an administrator program at a regionally-accredited institution of higher education. In addition, an individual must have either been issued or verify eligibility for an administrator credential in another state [reference EC section 44270.4(d)] to qualify for a preliminary ASC under the provisions of this subsection. The proposed language clarifies the program (using the more familiar phrase of “college or university” in lieu of “institution of higher education”) and out-of-state credential/eligibility requirements. Alternative administrator programs or examinations from outside California will not be considered because EC section 44270.3(d) specifically requires completion of an administrator program at a regionally-accredited institution of higher education.

(d)(6): Clarifies that verification of three years of successful, full-time administrative experience earned in another state is one of the requirements for the clear credential under the provisions of this subsection. EC section 44270.4(f) requires successful service as a “public school administrator” for at least three years. In addition to public school administrative experience, the proposed language allows for acceptance of administrative experience earned in a “regionally-accredited private school” for consistency with past Commission practice [reference 5 CCR sections 80413.3(c)(2) and 80048.3.1(c)(1)].

Subsection (f) of EC section 44270.4 includes language allowing for completion of an individual program of professional development in lieu of the three years of out-of-state administrative experience. However, the guidelines for this option have not yet been developed by the Commission. This subsection will be amended to add the individual program of professional development option upon development of the Commission guidelines.

(d)(7): The proposed language clarifies that an individual must submit two performance evaluations, one from each of the last two years of the verified out-of-state administrative experience, as specified in EC section 44270.4(e).

(d)(8): An application form (reference 5 CCR section 80433), application fee (reference EC section 44235), and fingerprint information (reference EC section 44340) are required for each credential issued by the Commission. The language proposed in this subsection specifies the aforementioned requirements for issuance of a clear ASC and references the relevant Title 5 sections that define each requirement.

(d)(9): Clarifies the basic skills requirement specified in EC section 44270.4(b) for the clear ASC. EC §44270.4(b) specifically references EC section 44252.5, but that section provides only general information pertaining to the basic skills requirement. EC section 44252.5(a) states the basic skills proficiency test shall be administered pursuant to EC sections 44227, 44252, and 44830. Subsection (b) of EC section 44252 provides specific language pertaining to the basic skills requirement, which is why that EC subsection is referenced in the language of this subsection.

(d)(10): Subsection (b)(4) of EC section 44252 authorizes the Commission to issue a nonrenewable credential, valid for not more than one year, to an individual prepared outside California who meets all requirements for certification except demonstration of basic skills proficiency. The one-year nonrenewable credential is available to individuals who pass a basic skills proficiency examination developed and administered by, and who have an offer of employment with, a California school district or county office of education.

The language proposed in this subsection identifies the requirements that must be satisfied for issuance of the one-year nonrenewable credential, clarifies that an application for the one-year nonrenewable credential must be submitted to the Commission by a California public school employer, and cites the relevant EC section. The more broad term of “public school employer” is used in the proposed language in lieu of “school district” as stated in EC section 44252(b)(4) to allow submission of one-year nonrenewable credentials at the request of other types of public school employers such as charter schools, schools that operate under the direction of a California state agency, and state-approved non-public schools and agencies.

(d)(11): The “term” or validity period for credentials issued by the Commission is provided in 5 CCR section 80493. Subsection (a) of 5 CCR section 80493 establishes the validity period for credentials that do not require possession of a prerequisite credential and subsection (b) establishes the validity period for credentials that do require possession of a prerequisite credential. Possession of a prerequisite credential is not a requirement for a clear ASC issued pursuant to subsection (d) of these proposed regulations. Therefore, the proposed language states the clear credential shall be valid for five years and cites the relevant Title 5 sections associated with credential issuance dates and terms.

(e): All ASCs, regardless of the route by which the documents are issued, authorize the same service in California’s public schools. The proposed language in this subsection provides a cross-reference to the existing Title 5 section that defines the authorization for ASCs in California.

(f): Prefaces the subsections that provide definitions for terms used in in the proposed regulations.

(f)(1): The proposed language provides the definition for “full-time teaching or services experience” that is consistent with other Title 5 sections [reference 5 CCR sections 80048.3.1(c)(1), 80048.4(a)(6)(A), and 80054(g)(2)]. Slight variations to the language in the referenced Title 5 sections exists in the proposed language to clarify when teaching and services experience may be combined and that experience earned outside the United States is not acceptable for certification purposes in California.

(f)(2): The proposed language provides the definition for “full-time administrative experience” as used in (d) that is similar to the definition provide in 5 CCR sections 80054(g)(2)(B). Slight variations to the definition provided in the referenced Title 5 section are included in the proposed language to specify the type of documentation that must be provided to verify experience earned outside California. The proposed language also clarifies that experience earned outside the United States is not acceptable for certification purposes in California.

(f)(3): Article IV, section 3, clause 2 of the U.S. Constitution reads, “The Congress shall have power to dispose of and make needful rules and regulations respecting the territory or other property belonging to the United States; and nothing in this Constitution shall be so construed as to prejudice any claims of the United States, or of any particular state.” The term “state” as used in this section is interpreted by the Commission to include territories and other possessions of the United States because those locations fall under the purview of the federal government.

This proposed new subsection clarifies that the term “state” includes U.S. territories, possessions of the United States, the District of Columbia, and Puerto Rico. Similar definitions for the term “state” are provided in Article II of EC sections 12500 and 12510.

(f)(4): Prefaces the subsections that define the performance evaluations required in subsection (d)(7) and EC section 44270.4(e).

(f)(4)(A): Clarifies that the performance evaluations must cover specific areas and allows for submission of a supplemental letter if one or more areas are not covered on the evaluation template used by an individual’s out-of-state employer.

(f)(4)(A)1 through (f)(4)(A)4: Specifies the areas, as established by the Commission, that must be covered on the out-of-state performance evaluations. Verification of success in the specified performance evaluation areas is necessary to ensure the individual was an effective school

administrator during the last two years of his/her verified out-of-state administrative experience.

(f)(4)(B): Clarifies that the ratings on the performance evaluations must be “satisfactory or better” as specified in EC section 44270.4(e).

Note: Cites the relevant Education Code authority and reference sections.

Next Steps

Staff recommends approval of the proposed amendments to section 80054 and the addition of section 80054.1 in the Title 5 of the California Code of Regulations pertaining to Administrative Services Credentials for the purpose of beginning the rulemaking file for submission to the Office of Administrative Law and scheduling of a public hearing.

**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)~~7).

(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.

~~9/20116/2014~~) 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. ~~9/20116/2014~~) 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. ~~9/20116/2014~~) 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)~~ at a public school or private school of equivalent status located in California and/or another state;
 - (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)~~ at a public school or private school of equivalent status located in California and/or another state; or
 - (C) a combination of (A) and (B) equal to five years;
- (5) For an individual who completes a program as specified in subsection (a)(2)(A) or (a)(2)(B), 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). An individual who passes an examination as specified in subsection (a)(2)(C) may submit an application directly to the Commission;
- (6) Submission of an application form as defined in section 80001(b)(2) and the application fee as specified in section 80487(a)(1); and
- (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~~8) An individual who has completed requirements (1) through (~~5~~6) but does not have an offer of employment as specified in (7) 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~~6):
- (1) Possession of a valid preliminary administrative services credential;
 - (2) Possession of a valid teaching or services credential as specified in (a)(1);
 - (~~2~~3) 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~~4) 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~~6/2014) 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~~

(45) For an individual who completes the program specified in (d)(4)(A) or demonstrates mastery as specified in (d)(4)(B), 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). An individual who passes an assessment as specified in subsection (d)(4)(C) may submit an application directly to the Commission; and

(6) Submission of an application form as defined in section 80001(b)(2) and the application fee as specified in section 80487(a)(1).

(e) A clear Administrative Services Credential issued on the basis of the completion of all requirements in subsection (d) 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 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 or Services Experience: This is defined as teaching or employment in one or more of the services fields specified in subsection (a)(4)(B) for 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. Only teaching experience and experience in one or more of the services fields specified in subsection (a)(4)(B) may be combined. Experience earned outside California must be verified on the official letterhead of the out-of-state employer or employers by the superintendent, assistant superintendent, director of personnel, or director of human resources by which the individual was employed. Experience from outside the United States will not be considered.
 - (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.
- (3) The term 'state' as used in this section means a state, territory, or possession of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

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.

§80054.1 Services Credential with a Specialization in Administrative Services; Requirements for Candidates Prepared Outside California.

- (a) The minimum requirements for the preliminary Administrative Services Credential for individuals with five years of full-time teaching experience earned in another state are (1) through (7):
- (1) A baccalaureate degree or a higher degree from a regionally-accredited college or university;
 - (2) Completion of a teacher preparation program taken at a regionally-accredited college or university located in another state or approved by another state and completed through a local educational agency;
 - (3) Possession of a professional-level teaching credential issued by another state as defined in section 80413.3(c)(5) for a general education credential or section 80048.3.1(c)(5) for a special education credential;
 - (4) Verification of five years of successful, full-time experience teaching at a public school or private school of equivalent status located in another state;
 - (5) Completion of an administrator preparation program at a regionally-accredited college or university located in another state and possession of or eligibility for an administrative services credential in another state;
 - (6) Submission of an application form as defined in section 80001(b)(2); the application fee as specified in section 80487(a)(1); and fingerprint clearance as specified in section 80442; and
 - (7) Satisfy California's basic skills requirement as specified in Education Code section 44252(b).
 - (8) An individual who satisfies requirements (a)(1) through (a)(6), but has not satisfied the basic skills requirement listed in (a)(7) may apply for a one-year nonrenewable credential through a California public school employer or county office of education, as provided in Education Code section 44252(b)(4).
 - (9) A preliminary Administrative Services Credential issued on the basis of completion of requirements (a)(1) through (a)(7) 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(a).

(b) The minimum requirements for the preliminary Administrative Services Credential for individuals with less than five years of full-time teaching experience earned in another state are (1) through (6):

(1) One of the following:

(A) A valid clear or life California teaching credential that requires a baccalaureate degree or a higher degree from a regionally-accredited college or university and a program or 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 as specified, provided the applicant also possesses a baccalaureate degree or a higher degree from a regionally-accredited college or university; 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 or a higher degree from a regionally-accredited college or university and a program of professional preparation, including field work or the equivalent;

(2) Verification of one of the following:

(A) Five years of successful, full-time experience teaching at a public school or private school of equivalent status located in California and/or another state;

(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 at a public school or private school of equivalent status located in California and/or another state;

(C) A combination of (A) and (B) equal to five years.

(3) Completion of an administrator preparation program at a regionally-accredited college or university located in another state and possession of or eligibility for an administrative services credential in another state;

(4) Submission of an application form as defined in section 80001(b)(2) and the application fee as specified in section 80487(a)(1);

(5) Verification of an offer of employment in a full- or part-time administrative position from an employing agency as defined in section 80054(g)(1); and

- (6) Satisfy California's basic skills requirement as specified in Education Code section 44252(b).
 - (7) An individual who satisfies requirements (b)(1) through (b)(5), but has not satisfied the basic skills requirement listed in (b)(6) may apply for a one-year nonrenewable credential through a California public school employer or county office of education, as provided in Education Code section 44252(b)(4).
 - (8) An individual who satisfies requirements (b)(1) through (b)(4) and (b)(6), but does not have an offer of employment as specified in (b)(5), 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.
 - (9) A preliminary Administrative Services Credential issued on the basis of completion of requirements (b)(1) through (b)(6) shall be dated as follows:
 - (A) If the prerequisite teaching or services credential listed in (b)(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 prerequisite credential as established in section 80493.
 - (B) If the prerequisite teaching or services credential listed in (b)(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 establish in section 80440 and will expire the first day of the following month as established in section 80493.
- (c) The minimum requirements for the clear Administrative Services Credential for individuals who qualify on the basis of subsection (a) or (b) are:
- (1) Possession of a valid preliminary administrative services credential;
 - (2) For individuals who qualify via subsection (b), possession of a valid teaching or services credential as specified in (b)(1);
 - (3) Verification of two years of successful, full-time administrative experience with an employing agency as defined in section 80054(g)(1) earned while holding the preliminary administrative services credential;
 - (4) Completion of one of the options provided in subsection (d)(3)(A), (d)(3)(B), or (d)(3)(C) of section 80054;

- (5) A completed application form as specified in section 80001(b)(2) and the application fee specified in section 80487(a)(1); and
- (6) For an individual who completes a program as specified in subsection (d)(3)(A) or (d)(3)(B) of section 80054, verification of completion from a Commission-approved program as specified in Education Code section 44227(b) and accredited by the Committee on Accreditation as provided in Education Code section 44373(c). An individual who passes the assessment specified in subsection (d)(3)(C) of section 80054 may apply directly to the Commission.
- (7) A clear Administrative Services Credential issued on the basis of completion of requirements (c)(1) through (c)(5) shall be dated as follows:
 - (A) For an individual who qualified for the preliminary Administrative Services Credential on the basis of completion of the requirements specified in subsections (a)(1) through (a)(7), 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(a).
 - (B) For an individual who qualified for the preliminary Administrative Services Credential on the basis of completion of the requirement specified in subsections (b)(1) through (b)(6), the clear credential shall be dated as follows:
 - 1. If the prerequisite teaching or services credential listed in (b)(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 prerequisite credential as established in section 80493(b).
 - 2. If the prerequisite teaching or services credential listed in (b)(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(b).
- (d) The minimum requirements for the clear Administrative Services Credential for individuals with out-of-state teaching and administrative experience are:
 - (1) A baccalaureate degree or a higher degree from a regionally-accredited college or university;

- (2) Completion of a teacher preparation program taken at a regionally-accredited college or university located in another state or approved by another state and completed through a local educational agency;
 - (3) Possession of a professional-level teaching credential issued by another state as defined in section 80413.3(c)(5) for a general education credential or section 80048.3.1(c)(5) for a special education credential;
 - (4) Verification of five years of successful, full-time experience teaching at a public school or private school of equivalent status located in another state;
 - (5) Completion of an administrator preparation program at a regionally-accredited college or university located in another state and possession of or eligibility for an administrative services credential in another state;
 - (6) Verification of three years of successful, full-time experience in an administrative position at a public or regionally-accredited private school located in another state;
 - (7) Performance evaluations from the last two years of the verified out-of-state administrative experience;
 - (8) Submission of an application form as defined in section 80001(b)(2); the application fee as specified in section 80487(a)(1); and fingerprint clearance as specified in section 80442; and
 - (9) Satisfy California's basic skills requirement as specified in Education Code section 44252(b).
 - (10) An individual who satisfies requirements (d)(1) through (d)(8), but has not satisfied the basic skills requirement listed in (d)(9) may apply for a one-year nonrenewable credential through a California public school employer or county office of education, as provided in Education Code section 44252(b)(4).
 - (11) A clear Administrative Services Credential issued on the basis of completion of the requirements (d)(1) through (d)(9) 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(a).
- (e) An Administrative Services Credential issued pursuant to this section authorizes the services specified in section 80054.5.
- (f) The following definitions apply to the terms used in this section:

- (1) 'Full-time teaching or services experience' shall mean 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 employment will be accepted. Teaching experience may not be combined with other school employment to satisfy (a)(4) or (d)(4). Teaching experience and experience in one or more of the services fields specified in subsection (b)(2)(B) may be combined to satisfy (b)(2). Experience earned outside California must be verified on the official letterhead of the out-of-state employer or employers by the superintendent, assistant superintendent, director of personnel, or director of human resources by which the individual was employed. Experience from outside the United States will not be considered.
- (2) 'Full-time administrative experience' as used in (d) shall mean 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. Experience earned outside California must be verified on the official letterhead of the out-of-state employer or employers by the superintendent, assistant superintendent, director of personnel, or director of human resources by which the individual was employed. Experience from outside the United States will not be considered.
- (3) The term 'state' as used in this section means a state, territory or possession of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.
- (4) Performance evaluations:
- (A) The effectiveness areas on the performance evaluations must include, but are not limited to, all of the areas, 1. through 4., below. If these areas are not included in the evaluations, the individual may submit a supplemental letter on the employer's letterhead and signed by the superintendent or his/her designee.
1. Demonstration of leadership skills;
 2. Verification of leadership in program implementation and instructional practices;
 3. Implementation of effective procedures for smooth operations of the school;
and

4. Evidence of self-motivation, continuous professional development, and the updating of skills in administration.

(B) Performance evaluation ratings must be satisfactory or better.

Note: Authority cited: Section 44225, Education Code. Reference: Sections 44227(b), 44252(b), 44270, 44270.1, 44270.3, 44270.4, 44270.5, 44372, 44373, 47605, 56365 and 56366, Education Code.

Appendix A
Education Code Sections Related to the Proposed Regulations
Pertaining to Administrative Services Credentials

EC Section 44270: Preliminary services credential with specialization in administrative services; minimum requirements; duration of credential

- (a) The minimum requirements for the preliminary services credential with a specialization in administrative services are all of the following:
- (1) Possession of one of the following:
 - (A) A valid teaching credential requiring the possession of a baccalaureate degree and a professional preparation program including student teaching.
 - (B) A valid designated subjects career technical education, adult education, or special subjects teaching credential, as specified in Section 44260, 44260.1, 44260.2, 44260.3, or 44260.4, provided the candidate also possesses a baccalaureate degree.
 - (C) A valid services credential with a specialization in pupil personnel, health, or clinical or rehabilitative services, as specified in Section 44266, 44267, 44267.5, or 44268, or a valid services credential authorizing service as a teacher librarian, as specified in Section 44269.
 - (D) A valid credential issued under the laws, rules, and regulations in effect on or before December 31, 1971, which authorizes the same areas as in subparagraphs (B) and (C).
 - (2) Completion of a minimum of three years of successful, full-time classroom teaching experience in the public schools, including, but not limited to, service in state- or county-operated schools, or in private schools of equivalent status or three years of experience in the fields of pupil personnel, health, clinical or rehabilitative, or librarian services.
 - (3) Completion of an entry-level program of specialized and professional preparation in administrative services approved by the commission or a one-year internship in a program of supervised training in administrative services, approved by the commission as satisfying the requirements for the preliminary services credential with a specialization in administrative services.
 - (4) Current employment in an administrative position after completion of professional preparation as defined in paragraph (3), whether full or part time, in a public school or private school of equivalent status. The commission shall encourage school districts to consider the recency of preparation or professional growth in school administration as one of the criteria for employment.
- (b) The preliminary administrative services credential shall be valid for a period of five years from the date of initial employment in an administrative position, whether full or part time, and shall not be renewable.
- (c) A candidate who completed, by September 30, 1984, the requirements for the administrative services credential in effect on June 30, 1982, is eligible for the credential

authorized under those requirements. All other candidates shall satisfy the requirements set forth in this section.

EC Section 44270.1: Professional services credential with specialization in administrative services; minimum requirements; waiver of coursework requirement

- (a) The minimum requirements for the professional services credential with a specialization in administrative services are all of the following:
- (1) Possession of a valid preliminary administrative services credential, as specified in Section 44270.
 - (2) A minimum of two years of successful experience in a full-time administrative position in a public school or private school of equivalent status, while holding the preliminary administrative services credential, as attested by the employing school district or agency, including, but not limited to, the department, in the case of state school administrators, and county offices of education, in the case of county school administrators.
 - (3) Completion of a commission-approved program of advanced preparation. Each candidate, in consultation with employing school district personnel and university personnel, shall develop an individualized program of professional development activities for this advanced preparation program based upon individual needs. Each individualized program will include university coursework and may include, nonuniversity activities or advanced administrative field experiences. The commission shall adopt standards and criteria for the university programs of advanced preparation and nonuniversity activities.
- (b) The commission may, at the request of a credential candidate, grant a waiver, pursuant to subdivision (m) of Section 44225, of the requirement of university coursework upon its finding that the candidate, in consultation with personnel of the employing school district and personnel of the university, is not able to develop an individualized program of professional development for the advanced preparation program that meets the individual needs of the candidates.

EC Section 44270.3: Preliminary services credential with specialization in administrative services; out-of-state trained administrators

Notwithstanding any provision of this chapter, the commission shall issue a preliminary services credential with a specialization in administrative services to an out-of-state trained administrator who meets all of the following requirements:

- (a) Possesses a baccalaureate degree from a regionally accredited institution of higher education.
- (b) Successfully passed the basic skills proficiency test administered pursuant to Section 44252.5.
- (c) Completed a teacher preparation program at a regionally accredited institution of higher education, was issued an elementary, secondary, or special education teaching credential based upon that program, and served on that credential for at least three years.

- (d) Completed an administrator preparation program at a regionally accredited institution of higher education and was issued, or qualified for, an administrative services credential based upon that program.
- (e) Submitted fingerprint cards and met the requirements of California for teacher fitness pursuant to Sections 44339, 44340, and 44341.

EC Section 44270.4: Professional services credential with specialization in administrative services; out-of-state trained administrators

Notwithstanding any provision of this chapter, the commission shall issue a professional services credential with a specialization in administrative services to an out-of-state trained administrator who meets all of the following requirements:

- (a) Possesses a baccalaureate degree from a regionally accredited institution of higher education.
- (b) Successfully passed the basic skills proficiency test administered pursuant to Section 44252.5.
- (c) Completed a teacher preparation program at a regionally accredited institution of higher education, was issued an elementary, secondary, or special education teaching credential based upon that program, and served on that credential for at least three years.
- (d) Completed an administrator preparation program at a regionally accredited institution of higher education and was issued an administrative services credential based upon that program.
- (e) Submitted to the commission a minimum of two rigorous performance evaluations, one in each of the applicant's two most recent years of service as an administrator, upon which the applicant received ratings of satisfactory or better.
- (f) Successfully served as a public school administrator for at least three years or successfully completed an individual program of professional development that included intensive mentoring, assistance, and support as certified by the employing school district.
- (g) Submitted fingerprint cards and met the requirements of California for teacher fitness pursuant to Sections 44339, 44340, and 44341.

EC Section 44270.5: Issuance of preliminary services credential with specialization in administrative services to candidates completing enumerated requirements; issuance of professional clear services credential with specialization in administrative services

- (a) Notwithstanding any provision of this chapter and as an expedited alternative to Section 44270, the commission may issue a preliminary services credential with a specialization in administrative services to a candidate who completes the following requirements:
 - (1) Possess a teaching or services credential as specified in paragraph (1) of subdivision (a) of Section 44270.
 - (2) Completes the experience requirement specified in paragraph (2) of subdivision (a) of Section 44270.
 - (3) Successfully passes a test adopted by the commission, upon a finding by the commission that the test is aligned to state administrator preparation standards.

- (b) Notwithstanding any provision of this chapter and as an alternative to Section 44270.1, the commission may issue a professional clear services credential with a specialization in administrative services to a candidate who holds or is eligible for a preliminary services credential with a specialization in administrative services, and who meets one of the following requirements:
- (1) Successfully completes a program that is accredited by the commission for the professional clear services credential with a specialization in administrative services and receives a recommendation for the credential from the program.
 - (2) Demonstrates mastery of commission accredited fieldwork performance standards for a professional clear services credential with a specialization in administrative services, and receives a recommendation for the professional clear services credential with a specialization in administrative services from a commission accredited program. The fieldwork performance standards required pursuant to this paragraph shall be as rigorous as all other fieldwork performance standards required by the commission to obtain a professional clear services credential with a specialization in administrative services.
 - (3) Passes a national administrator performance assessment adopted by the commission.