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## Information/Action

### *Professional Services Committee*

#### **Implementing the Change to the Administrative Services Credential Requirement for Five Years of Experience in the Schools Prior to Being Eligible for a Preliminary Administrative Services Credential**

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**Executive Summary:** This agenda item presents a set of proposed criteria that might be used to implement an appeal for up to two of the five years of experience required in the schools prior to recommendation for a Preliminary Administrative Services Credential.

**Recommended Action:** Staff recommends the Commission discuss the proposed criteria and based on that discussion, take action to approve the specific criteria for excusing up to two years of experience required for the Preliminary Administrative Services Credential.

**Presenter:** Gay Roby and Lawrence Birch, Consultants, Professional Services Division

#### **Strategic Plan Goal: 1**

#### **Promote educational excellence through the preparation and certification of professional educators**

- ◆ Sustain high quality standards for the preparation and performance of professional educators and for the accreditation of credential programs

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# **Implementing the Change to the Administrative Services Credential Requirement for Five Years of Experience in the Schools Prior to Being Eligible for a Preliminary Administrative Services Credential**

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## **Introduction**

At its December 2011 meeting the Commission took action to increase the three years of experience requirement for candidates for a Preliminary Administrative Services Credential to five years. However, at that time, representatives of employers requested consideration of a process to excuse up to two years of experience because of exceptional employment needs in the districts. Following its action on the recommendation (<http://www.ctc.ca.gov/commission/agendas/2011-12/2011-12-5A.pdf>), the Commission directed staff to return with a draft policy for excusing up to two of the five years of experience. At the April 2012 meeting the Commission discussed possible criteria that could be used in its implementation and requested staff to prepare an action item so that criteria could be adopted (<http://www.ctc.ca.gov/commission/agendas/2012-04/2012-04-6A.pdf>).

## **Background**

To put the additional two years of experience into the credential requirements for the Preliminary Administrative Services credential, California Code of Regulations, Title 5 regulations must be amended. Three years of experience has been required as a prerequisite for the Administrative Services Credential since the 1970s. Current Title 5 §80054 requires:

- (A) three years of successful, full-time 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
- (B) three years of successful, full-time experience in the fields of pupil personnel, health, library media teacher, or clinical or rehabilitative services in the public schools, including, but not limited to, service in state- or county-operated schools, or in private schools of equivalent status

To increase the years of experience required prior to recommendation for a Preliminary Administrative Services Credential, the Title 5 regulations could be amended to change the number of years of experience from three to five.

To allow a prospective employer to request an appeal of up to two of the five years of experience requirement the Commission could adopt criteria for which it would consider appeals submitted by prospective employers on the behalf of a specific individual. The appeal could be considered by the Commission under EC §44225(m). The proposed criteria are presented here for the Commission's consideration and possible adoption.

### **Criteria to excuse up to two years of experience in the schools**

Employers have stated that it is essential for them to be able to request that up to two of the five years of experience in the schools be excused when the employer has a compelling need to hire an individual with fewer than the required five years of experience. Since the employer would be the one requesting the individual's services and would be responsible for that person's work, the Commission discussed that the employer should be the entity to request the appeal.

The prospective employer would submit a paper application to support its request to allow an individual to obtain a preliminary administrative services credential with fewer than the required five years of experience in schools. Following are the criteria that could be required to support the request:

1. *The prospective employer is required to verify that no suitable fully credentialed individual is available to be hired.* The employing agency must verify that they attempted to recruit a fully credentialed administrator for the assignment through job announcement distributions, Institution of Higher Education (IHE) placement center contacts and internet recruitment through Ed Join etc. Written documentation that no credentialed candidate applied for the position or that credentialed candidates did not meet specific employment criteria such as special skills for the assignment must be submitted with the request.
2. *The employer must verify that the individual has completed a Preliminary Administrative Services Credential preparation program.* The appeal is limited only to the years of experience in schools requirement. All other requirements for the preliminary administrative must be met prior to the appeal being submitted to the Commission and verification of completion of an approved program would need to accompany the appeal.
3. *The individual must hold the clear teaching or services prerequisite credential prior to being recommended for a Preliminary Administrative Services Credential.* By requiring all administrators to hold the clear teaching or services prerequisite credential prior to earning the Preliminary Administrative Services Credential, the need for the individual to focus on earning the second tier teaching or services credential while also learning how to be an effective administrator is removed. The new administrator would be able to focus on the first years as an administrator and on completing the administrator induction program to earn the Clear Administrative Services Credential.
4. *The prospective administrator must provide evidence of exemplary evaluations.* With the appeal of up to two years of experience in schools, the employer would need to submit evaluations of the individual's performance in at least two of the three years of experience required. Evaluation ratings must be satisfactory or better. At least one of the evaluations submitted must be within the last two years of the experience.
5. *The prospective employer must evaluate the individual's knowledge and skills against the California Professional Standards for Educational Leaders (CPSELs) and verify that the individual has successfully demonstrated the knowledge and skills to be an effective beginning school administrator, as defined by the CPSELs.* The appealing employer must verify that an assessment of the individual's ability to successfully demonstrate the knowledge and skills of a school administrator has been conducted. (The verification

process is not prescribed by the Commission but may be completed through observation of the individual over time, or a portfolio addressing the CPSELs. The specific requirements for the demonstration would be left to each employer, but must be acceptable to the Commission.)

6. *The Preliminary Administrative Services Credential is restricted to the employer requesting the appeal, until the individual has five years of experience in the schools or has earned the Clear Administrative Services Credential, whichever comes first.* It is assumed that the prospective employer is requesting the appeal based upon a prior relationship with the individual or knowledge of the individual and feels that the knowledge and skills required for an administrator are embodied in this candidate. Since the employer is asking for special consideration for the individual, it is logical to expect that employment be restricted to this employer until the individual has completed five years of experience or earned the clear credential. Once the five years of experience is met, the individual could apply to have the employer restriction removed or, if all requirements have been met, apply for the Clear Administrative Services credential.

### **Recommendation**

Staff recommends the Commission discuss the proposed criteria and based on that discussion, take action to approve the specific criteria for excusing up to two years of experience required for the Preliminary Administrative Services Credential.

### **Next Steps**

Based upon the Commission's discussion and possible action at this meeting, staff will prepare an agenda item to begin the Title 5 regulatory process to implement the Commission's policy related to the five years of experience required for the Preliminary Administrative Services Credential. In addition, future agenda items are planned on the criteria for the Examination Plus option for the Commission's consideration and possible action, as well as an agenda item outlining a plan to review and update the Administrative Services Preliminary Credential standards and develop the Induction standards for the Administrative Services Clear Credential.