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Action

Credentialing and Certificated Assignments Committee

Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to the Requirements for the Administrative Services Credential

Executive Summary: This agenda item presents proposed amendments to Title 5 of the California Code of Regulations pertaining to the requirements for the Administrative Services Credential.

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

Presenter: Terri H. Fesperman, Consultant, Certification, Assignment and Waivers Division

Strategic Plan Goal: 1

Promote educational excellence through the preparation and certification of professional educators

- ◆ Grant credentials, certificates and permits as set out in regulation and statute

August 2012

Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to the Requirements for the Administrative Services Credential

Introduction

This agenda item presents amendments to Title 5 section 80054 of the California Code of Regulations pertaining to the requirements for the Administrative Services Credential based on the work of the Administrative Services Credential Advisory Panel and discussion with the Commission.

Proposed changes include changing the experience and prerequisite credential for the Preliminary Administrative Services Credential, adding a definition for employing agency and full-time experience, and updating the regulations to align with changes in statute concerning the basic skills requirement and options to earn a Clear Administrative Services Credential.

Background

The Administrative Services Credential Advisory Panel (see list in Appendix A) was appointed by the Executive Director to study of the preparation of leaders for California schools. The major purpose of the panel's work was to review the content, structure and requirements for administrator preparation to ensure that these remain appropriate to the needs of administrators serving in California schools today. The Advisory Panel met six times for a total of eleven days from August 2010 through July 2011.

The panel's final recommendations were presented at the October 2011 Commission meeting for information (<http://www.ctc.ca.gov/commission/agendas/2011-10/2011-10-3A.pdf>) and at the November 2011 meeting for action (<http://www.ctc.ca.gov/commission/agendas/2011-11/2011-11-5B.pdf>). Following discussion at several Commission meetings, staff was directed to propose regulatory changes to reflect the recommendations approved by the Commission at the December 2011 meeting (<http://www.ctc.ca.gov/commission/agendas/2011-12/2011-12-5A.pdf>). The main changes focus on the experience requirement for the Preliminary credential and ensuring that California has effective leaders serving in administrative positions.

Proposed Amendments

Title 5 section 80054 contains the requirements for an Administrative Services Credential and was last amended in May 2000. Since May 2000, several pieces of legislation affecting the issuance of Administrative Services Credentials to California and out-of-state prepared administrators have been enacted. This includes

- 1) Addition of an examination option for both the preliminary and clear credential (currently an examination has only been approved by the Commission for the preliminary credential);
- 2) Two additional options to meet the clear credential requirements (Mastery of Commission Accredited Fieldwork Performance Standards and Administrator Training Program); and

- 3) Separate specific requirements for administrators prepared out-of-state.

The specific and distinct requirements set forth in the Education Code for administrators prepared outside of California require that their requirements be deleted from Title 5 section 80054. Staff will return to the Commission at a later date with proposed regulations for out-of-state prepared administrators. The Commission may continue to issue Administrative Services Credentials for out-of-state prepared Administrators based on the current Education Code.

In addition, portions of the regulations need to be updated due to changes in regulations and statutes:

- 1) Delete the term ‘professional’ from the ‘professional clear’ due to changes in Education Code section 44277 from 2008;
- 2) Update the California Basic Skills Educational Skill Test (CBEST) to the Basic Skills Requirement in Education Code section 44252;
- 3) Update the list of prerequisite credentials to include the new title of Teacher Librarian Services Credential and the new Speech-Language Pathology Services Credential;
- 4) Update the wording for the valid period of credential; and
- 5) Aligning the ‘employing agency’ definition with other sections of regulations.

Finally, the changes need to be made to the regulations to address the recommendations from the Administrative Services Credential Advisory Panel that were approved by the Commission:

- 1) Requiring an individual to hold a clear or life prerequisite credential; and
- 2) Increasing the number of years of experience to earn the preliminary credential.

The primary change in the proposed regulations concerns the number of years of experience required to earn the Preliminary credential. The Commission determined that previous experience in schools is a significant component in the readiness of a potential educational leader.

Support for increasing the number of years of experience required for the credential is based on the rationale that three years of experience is insufficient for a beginning administrator. Specifically, an individual could have completed two years of teaching while completing the teaching induction program plus have one additional year of classroom experience and then qualify to be an administrator. Since the role of the administrator is increasingly focused on instructional leadership and improvement of student academic outcomes, a new administrator with only three years of experience does not have enough background to serve effectively in this role.

For holders of prerequisite services credentials, while not required to complete an induction program, three years of experience as a counselor, speech therapist, or school nurse is not sufficient to meet the needs to serve as a beginning administrator. The holder of a Teacher Librarian Services Credential is required to hold a prerequisite teaching credential.

Specific changes are outlined in detail on the side-by-side columns below with the proposed text of the regulations and the rationale.

Recommendations

Staff recommends approval of the proposed amendments to Title 5 section 80054 of the California Code of Regulations in order to schedule a public hearing following the required 45-day response period.

Proposed Regulation Changes	Rationale
<p>Title 5 §80054. Services Credential with a Specialization in Administrative Services; Requirements for California-Prepared Candidates.</p> <p>(a) The minimum requirements for the preliminary Administrative Services Credential include (1) through (6).</p> <p>(1) One of the following:</p> <p>(A) a valid <u>clear or life</u> California teaching credential that requires a baccalaureate degree and a program of professional preparation, including student teaching or the equivalent; or</p> <p>(B) a valid <u>clear or life</u> California designated subjects teaching credential <u>in adult education, career technical education, vocational education or special subjects</u>, provided the applicant also possesses a baccalaureate degree; or</p> <p>(C) a valid <u>clear or life</u> California services credential in pupil personnel services, <u>health services for school nurse, library-media teacher librarian</u> services, or <u>speech-language pathology</u> or clinical or rehabilitative services requiring a baccalaureate degree and a program of professional preparation,</p>	<p><i>Title Added</i> ‘for California-Prepared Candidates’ as requirements for out-of-state prepared administrators is proposed to be deleted in subsection (a)(5)(B) due to change in statute.</p> <p>(a)(1)(A), (B) and (C) Proposing to add the clear or life credential as the appropriate prerequisite credential. The preliminary credential would not be appropriate. An individual with both preliminary teaching/services and administrative credential has trouble earning both clear credentials as the requirements are different and require serving in each position. If all administrators were required to hold the clear or life teaching or services prerequisite credential prior to earning the preliminary administrative credential, it would allow the individual to focus on earning the second tier administrative credential while also learning how to be an effective administrator. The new administrator would be able to focus on the first years as an administrator and on completing the requirements for the clear administrative credential.</p> <p>(a)(1)(B) Clarifies the specific designated subjects credential types that are appropriate prerequisites including the career technical education that was added by statute (section 44260.1) in Senate Bill 52 (Chap. 520, Stats.2007).</p> <p>(a)(1)(C) Updates the titles of appropriate prerequisite services credentials for teacher librarian found in Education Code section 44269 and the speech-language pathology in Education</p>

<p>including field work or the equivalent;</p> <p>(2) Completion of one of the following:</p> <p>(A) a specialized and professional preparation program in administrative services <u>based on the <i>Administrative Services Credentials Program Standards</i> (rev. 9/2011) available on the Commission’s website and hereby incorporated by reference</u> taken in California and accredited by the Committee on Accreditation; or</p> <p>(B) a professional preparation program in administrative services, including successful completion of a supervised field work or the equivalent, taken outside California that is comparable to a program accredited by the Committee on Accreditation. The program must be from a regionally accredited institution of higher education and approved by the appropriate state agency where the course work was completed; or</p> <p>(C) one year internship program in administrative services <u>based on the <i>Administrative Services Credentials Program Standards</i> (rev. 9/2011) available on the Commission’s website and hereby incorporated by reference</u> and accredited by the Committee on Accreditation; <u>or</u></p> <p>(C) <u>Successfully pass an examination adopted by the commission that is aligned to</u></p>	<p>Code section 44265.3 and clarifies the health services credential in school nurse is appropriate as it requires bachelor’s degree and professional preparation program.</p> <p>(a)(2)(A) Incorporates by reference the <i>Administrative Services Credentials Program Standards</i> to clarify the basis of the professional preparation program that must be completed.</p> <p>(a)(2)(B) Specific requirements for out-of-state prepared administrators separate from the requirements for California-prepared administrators were established in Education Code sections 44270.3 and 44270.4 in 2001. Subsection deleted as this requirement no longer is appropriate to this section.</p> <p>(a)(2)(C) Subsection (C) now becomes subsection (B).</p> <p>Removes the words ‘one year’ as the program may be completed over more than a one-year time period.</p> <p>Revises the term ‘internship’ to ‘intern’ to better reflect the name of the program.</p> <p>Incorporates by reference the <i>Administrative Services Credentials Program Standards</i> to clarify the basis of the professional preparation program that must be completed.</p> <p>Added ‘or’ for consistency within subsection.</p> <p>(a)(2)(C) Education Code section 44270.5(a)(2)</p>
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<p><u>the administrator preparation standards listed in subsections (A) and (B).</u></p> <p>(3) Passage of the California Basic Education Skills Test (CBEST) <u>Meet the basic skills requirement as described in Education Code Section section 44252(b), unless exempt by statute;</u></p> <p>(4) Verification of one of the following <u>as defined in (g)(2)(A):</u></p> <p>(A) three <u>five</u> years of successful, full-time teaching experience <u>with an employing agency as defined in subsection (g)(1) in the public schools, including, but not limited to, service in state or county-operated schools, or in private schools of equivalent status; or</u></p> <p>(B) three <u>five</u> years of successful, full-time experience in the fields of pupil personnel, health school nurse, library media teacher librarian, or <u>speech-language pathology</u> or clinical or rehabilitative services <u>with an employing agency as defined in subsection (g)(1) in the public schools, including, but not limited to, service in state or county-operated schools, or in private schools of equivalent status; or</u></p> <p>(C) <u>a combination of (A) and (B)</u></p> <p>(5) One of the following:</p> <p>(A) a recommendation from a California regionally accredited institution of higher education verification of completion from that has a</p>	<p>and (3) were added in 2003 to establish an examination route for the preliminary credential.</p> <p>(a)(3) Clarifies the basic skills requirement as specified in Education Code section 44252(b).</p> <p>(a)(4) Reference is added to definition in subsection (g)(2)(A).</p> <p>(a)(4)(A) Propose changing the number of years of experience from three to five years. Holders of teaching and services credentials must first hold preliminary credentials that require specific renewal requirements. For most teachers, completion of an induction program, which is usually a two-year program, is required before they earn the clear credential. With requiring only three years of experience, these individuals have only one year beyond induction and do not have the background and expertise to become the instructional leader of a school. They need to be effective in their teaching or services position before taking on a new role as an administrator. There is an increase in the number of first and second year administrators leaving their positions because they are overwhelmed with the new job and the additional duties and responsibilities. Requiring the additional years of experience before they may earn the preliminary administrative services credential will lead to a higher number of administrators who stay in their positions beyond the first two years, decreasing the turnover rate.</p> <p>Proposing to move the information on ‘employing agency’ to subsection (g)(1).</p> <p>(a)(4)(B) Proposing to change the number of years of experience from three to five years as noted in subsection (A).</p> <p>Updates the titles of the appropriate services credentials found in (a)(1)(C) in which experience may be completed.</p> <p>Proposing to remove the information of ‘employing agency’ to subsection (g).</p>
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<p>preliminary administrative services 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); or</p> <p>(B) an individual who completed his or her professional preparation program outside of California as described in (a)(2)(B), may apply directly to the Commission for the preliminary Administrative Services Credential; and</p> <p>(6) Verification of an offer of employment in a full- or part-time administrative position in a public school or private school of equivalent status an employing agency as described in subsection (g).</p> <p>(7) An individual who has completed requirements (1) through (5) but does not have an offer of employment may <u>shall</u> apply for a Certificate of Eligibility which verifies completion of all requirements for the preliminary Administrative Services Credential and authorizes <u>allows</u> the holder to seek employment.</p> <p>(b) A Preliminary Administrative Services Credential issued on the basis of the completion of all the requirements in subsection (a) shall be issued initially only until the date of expiration of the valid prerequisite credential as defined in (a)(1) of this section but for not more than five years. dated as follows: A Preliminary Administrative Services Credential that expired in less than five</p>	<p>(a)(4)(C) Proposing to add the combination of experience in subsection (A) and (B). Due to changes in the economy, layoffs and furloughs, individuals 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.</p> <p>(a)(5)(A) Requires verification of completion of the preliminary Administrative Services program from an approved program via the online recommendation system.</p> <p>Adds reference for the Committee on Accreditation.</p> <p>Deletes ‘(A), ‘one of the following:’ and ‘or’ as subsection (B) is deleted.</p> <p>(a)(5)(B) Specific requirements for out-of-state prepared administrators separate from the requirements for California-prepared administrators were established in Education Code sections 44270.3 and 44270.4 in 2001. Subsection deleted as this requirement no longer is appropriate to this section.</p> <p>(a)(6) Proposing to move the information on ‘employing agency’ to subsection (g)</p> <p>(a)(7) Proposing changing the word ‘may’ to ‘shall’. Using the word ‘may’ allows an individual to earn a preliminary credential without an offer of employment. Changing to ‘shall’ will make employment a requirement to align with Education Code section 44270(a)(4).</p> <p>The Certificate of Eligibility does not ‘authorize’ the holder to provide administrative services but rather ‘allows’ the individual to seek employment. The word ‘authorize’ was confusing to some employers. Changing to ‘allow’ will clarify to employers that the Certificate of Eligibility is not a document that authorizes an individual to serve as an administrator.</p>
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<p>years shall be renewed until the date of expiration of the valid prerequisite credential as defined in (a)(1) of this section but for not more than five years.</p> <p>(1) <u>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.</u></p> <p>(2) <u>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.</u></p> <p>(c) A preliminary Administrative Services Credential authorizes the services specified in section 80054.5.</p> <p>(d) The minimum requirements for the professional clear Administrative Services Credential shall include (1) through (4):</p> <p>(1) Possession of a valid preliminary administrative services credential;</p> <p>(2) Verification of two years of successful experience in a full-time administrative position <u>as defined in subsection (g)(2)(B) with an employing agency as defined in</u></p>	<p>(b) Proposes revising the term for the preliminary administrative services credential to split into new subsections.</p> <p>Adding ‘dated as follows’ prefacing new subsections.</p> <p>(b)(1) Proposes revising the term of the preliminary credential when the prerequisite is a valid for five years or less established in sections 80440 and 80493.</p> <p>(b)(2) Proposes revising the term when the prerequisite is valid for more than five years less established in sections 80440 and 80493.</p> <p>(d) Proposing the deletion of ‘professional’ due to amendments to EC section 44277.</p> <p>(d)(2) Added reference to definition of ‘full-time experience in subsection (g)(2)(B).</p> <p>Proposing to remove the information of</p>
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<p>subsection (g)(1) in a California public school or California private school of equivalent status, while holding the preliminary administrative services credential;</p> <p>(3) Completion of one of the following:</p> <p>(A) an a individualized program of advanced administrative services preparation <u>based on the <i>Administrative Services Credentials Program Standards</i> (rev. 9/2011) available on the Commission’s website and hereby incorporated by reference accredited by the Committee on Accreditation provided in Education Code section 44373(c) designed in cooperation with the employing agency and the college or university; and <u>or</u></u></p> <p>(B) <u>demonstrate Mastery of Commission-accredited Fieldwork Performance Standards for the clear administrative services credential; or</u></p> <p>(C) <u>pass a national administrator performance assessment adopted by the Commission; and</u></p> <p>(4) A recommendation from a California regionally accredited institution of higher education that has a professional clear administrative services <u>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).</u></p>	<p>‘employing agency’ to subsection (g)(1).</p> <p>(d)(3)(A) Corrects a typographical error of ‘a’ to ‘an’.</p> <p>Incorporates by reference the <i>Administrative Services Credentials Program Standards</i> to clarify the basis of the professional preparation program that must be completed.</p> <p>Adds reference for the Committee on Accreditation.</p> <p>Deletes the word ‘and’ and adds in the word ‘or’ as additional options were added to earn the clear credential.</p> <p>(d)(3)(B) Education Code section 44270.5(b)(2) was added in 2003 to establish a master of fieldwork performance standard for the clear credential.</p> <p>(d)(3)(C) Education Code section 44270.5(a) (3) was added in 2003 to establish an examination route for the clear credential.</p> <p>(d)(4) Requires verification of completion for the clear Administrative Services program from an approved program via the online recommendation system.</p> <p>Adds reference for the Committee on Accreditation.</p>
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<p>(e) A professional clear Administrative Services Credential issued on the basis of the completion of all requirements in <u>subsection (d)</u> shall be dated per Title 5 Section 80553. <u>as follows:</u></p> <p>(1) <u>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.</u></p> <p>(2) <u>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.</u></p> <p>(f) A professional clear Administrative Services Credential authorizes the services specified in section 80054.5.</p> <p>(g) <u>Definitions:</u></p> <p>(1) <u>The term “employing agency” as used in this section shall mean:</u></p> <p>(A) <u>public school districts in California.</u></p> <p>(B) <u>county offices of education or county superintendents of schools in California.</u></p> <p>(C) <u>schools that operate under the direction of a California state</u></p>	<p>(e) Proposing the deletion of ‘professional’ due to amendments to Education Code section 44277.</p> <p>Clarifies the specific subsection (d) for the requirements that must be completed.</p> <p>Adding ‘as follows’ prefacing new subsections.</p> <p>(e)(1) Proposes revising the term for the clear credential when the prerequisite is a valid for five years or less established in section 80440 and 80493.</p> <p>(e)(2) Proposes revising the term for the clear credential when the prerequisite is valid for more than five years less established in section 80440 and 80493.</p> <p>(f) Proposing the deletion of ‘professional’ due to amendments to Education Code section 44277.</p> <p>(g)(1)(A) through (H) Proposing adding a definition to clarify the different types of employing agencies where the teaching or services experience for the preliminary and the administrative service for the clear may be completed.</p>
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agency.

(D) California Nonpublic, Nonsectarian Schools and Agencies as defined in Education Code sections 56365 and 56366.

(E) California Charter Schools as established in Education Code section 47600.

(F) California Private Schools of equivalent status.

(G) California Juvenile Court Schools.

(H) California Juvenile or Adult Corrections.

(2) The term ‘full-time experience’ as used in this section shall mean

(A) Full-Time Teaching Experience: This is defined as teaching a minimum of four hours a day, unless the minimum statutory attendance requirement for the students served is less. Experience must be on a daily basis and for at least 75% of the school year. Experience may be accrued in increments of a minimum of one semester. No part-time or combination of teaching with other school employment will be accepted.

(B) Full-Time Administrative Experience: This is defined as serving as an administrator a minimum of four hours a day, unless the minimum statutory attendance requirement for the students served is less. Experience must be on a daily basis and for at least 75% of the

(g)(2) Proposing definition of ‘full-time experience’ to align with other sections of regulations.

school year. Experience may be accrued in increments of a minimum of one semester. No part-time or combination of administrative service with other school employment will be accepted.

Note: Authority cited: Section 44225, Education Code. Reference: Sections 44065, 44252(b), 44265.3, 44260.1, 44269, 44270, 44270.1, 44270.5, 44227(b), 44372, and 44373, 44510 through 44517, 56365, and 56366 Education Code.

Appendix A

Administrative Services Credential Advisory Panel

Advisory Panel Member	Employer	Representing
Danette Brown, Academic Coach	La Habra City School	CTA
Franca Dell'Olio, Director	Loyola Marymount University	AICCU
Patrick Godwin, Superintendent, retired	Folsom Cordova USD	ACSA
Kristen Hardy, School Psychologist	Ventura COE	AFT
Beth Higbee, Assistant Superintendent	San Bernardino County	CCESSA
Gary Kinsey, Associate Dean	Cal Poly Pomona	CSU
Christopher Maricle, Senior Consultant		CSBA
Nancy Parachini, Principal Leadership Institute	UC, Los Angeles	UC
Richard Bray, Superintendent (retired 6/2011)	Tustin Unified School District	
Chiae Byun-Kitayama, Principal	Los Angeles Unified School District	
Charlene Cato, Teacher	Lancaster Unified School District	
Joseph Davis, Deputy Superintendent, retired	Rialto Unified School District	
Stephen Davis, Professor	Cal Poly Pomona	
Peggy Johnson, Assistant Professor	CSU, Northridge	
Karen Kearney, Director/Leadership Initiative	WestEd	
Randall Lindsey, Emeritus Professor	CSU, Los Angeles	
Judy Moe, Administrator/Special Education	Los Angeles Unified School District	
Viki Montera, Assistant Professor	Sonoma State University	
Thelma Moore-Steward, Professor	CSU, San Bernardino	
Cynthia Pilar, Director Assistant Center	Sonoma COE	
Olivia Sosa, Director/Multilingual Education	San Joaquin COE	
Doris Wilson, Associate Professor	CSU, San Bernardino	
L. Steven Winlock, Director/Leadership Institute	Sacramento COE	
Staff to the Advisory Panel		
Ron Taylor, Title II Office	Department of Education	
Larry Birch, Professional Services Division	Commission on Teacher Credentialing	
Gay Roby, Professional Services Division		
Terry Janicki, Professional Services Division		
Cheryl Hickey, Professional Services Division		
Terri Fesperman, Certification, Assignment and Waivers Division		