

## ADMINISTRATIVE SERVICES CREDENTIAL REQUIREMENTS FOR INDIVIDUALS PREPARED OUT-OF-STATE

California has a two-tier credential structure. A five-year preliminary credential is the first credential issued after an individual meets basic credential requirements. A clear credential is issued when all credential requirements have been completed.

The Administrative Services Credential authorizes the holder to provide the following services in grades 12 and below, including preschool, and in classes organized primarily for adults:

- Develop, coordinate, and assess instructional programs
- Evaluate certificated and classified personnel
- Provide students' discipline, including but not limited to, suspension and expulsion
- Provide certificated and classified employees discipline, including but not limited to, suspension, dismissal, and reinstatement
- Supervise certificated and classified personnel
- Manage school site, district, or county level fiscal services
- Recruit, employ, and assign certificated and classified personnel
- Develop, coordinate, and supervise student support services including but not limited to extracurricular activities, pupil personnel services, health services, library services, and technology support services

An individual **must** hold an Administrative Services Credential to provide the following services in grades preschool, K-12 and adults:

- Evaluate the quality and effectiveness of instructional services at the school site level
- Evaluation of certificated personnel employed at the school site level, with the exception of the site administrator
- Student and certificated personnel employee discipline at the school site level

### Your Application Packet

Individuals who have completed their professional preparation program outside of California may apply directly to the Commission for their initial credential by submitting an application packet consisting of **all** of the following:

1. Completed application ([form 41-4](#)), and, if not previously submitted to the Commission, a completed LiveScan receipt ([form 41-LS](#)). Out-of-state residents have the option of submitting two fingerprint cards in lieu of a LiveScan receipt. If submitting fingerprint cards, current fingerprint processing fees must accompany the application packet in addition to the application processing fee. Fingerprint cards may be ordered by sending an e-mail to the Commission at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).

2. Application [processing fee](#)
3. Official transcripts, letters of experience, verification of completion of the [basic skills requirement](#) (if available), photocopies of out-of-state credentials, and performance evaluations

### Requirements for the Five-Year Preliminary Credential

Individuals must satisfy **all** of the following requirements:

1. Complete a baccalaureate or higher degree from a regionally-accredited institution of higher education
2. Satisfy the [basic skills requirement](#). See Commission leaflet [CL-667](#), entitled *Basic Skills Requirement*, for additional information. Individuals who completed their professional preparation program outside of California may wish to contact their California employer about the possibility of obtaining a One-Year Nonrenewable (OYNR) credential pending the basic skills requirement.
3. Complete a professional preparation program at a regionally-accredited institution of higher education, which resulted in the issuance of **one** of the following:
  - a. An elementary, secondary or special education credential (The individual will not be required to obtain a California teaching credential.)
  - b. A Pupil Personnel Services Credential, Teacher Librarian Services Credential, Speech-Language Pathology Services Credential, Clinical or Rehabilitative Services Credential, School Nurse Services Credential (Clear or Professional Clear level only), or a Designated Subjects Teaching Credential and a baccalaureate degree, in which case the individual will be required to obtain and possess a valid equivalent California credential issued by the Commission. Holders of the Preliminary School Nurse Services Credential or any of the other Health Services Credentials, such as the school physician, dentist, dental hygienist, optometrist, clinical psychologist, and psychiatric social worker, **do not** meet this requirement.
4. Complete three years of full-time experience on the appropriate document listed in #3 above (see Terms and Definitions)
5. Complete **one** of the following:
  - a. An administrator preparation program at a regionally-accredited institution of higher education and provide verification of issuance of, or meet qualifications for, an Administrative Services Credential based upon that program
  - b. Achieve a passing score of 173 on the School Leaders Licensure Assessment (SLLA) examination administered by Educational Testing Service (ETS). Passing examination scores must be used for certification purposes within five years of the passing exam date. Individuals who pass the SLLA may apply directly to the Commission for the credential. Please include an original score report showing passage of the examination. For more information about test content and test dates, please see the ETS web site at [www.ets.org](http://www.ets.org).

A preliminary credential is issued to individuals who have completed requirements 1-5 listed above. Once the preliminary credential is issued, the holder has five years to complete the requirements for the clear credential. Individuals who do not have an offer of employment in an administrative position have the option of applying for the preliminary credential or the Certificate of Eligibility, as indicated on the front of the application ([form 41-4](#)). A person who has an offer of employment should not be applying for the Certificate of Eligibility. The Certificate of Eligibility verifies completion of all requirements for the preliminary credential and authorizes the holder to seek employment as an administrator. Once the holder of a Certificate of Eligibility secures an offer of employment in an administrative position, he or she may apply for the preliminary credential by submitting an

application ([form 41-4](#)), a *Verification of Employment Form* ([CL-777](#)), and current [processing fees](#) to the Commission office.

### Individuals Trained Outside of the United States

Individuals trained outside of the United States or U.S. Territories must complete requirements 1-5 listed above and obtain the formal recommendation of a California college or university with a Commission-approved Administrative Services Program for the Preliminary Administrative Services Credential.

### Term of the Preliminary Credential

The valid period of the Administrative Services Credential is limited by the expiration date of the prerequisite credential. The administrative credential will expire with and may be renewed with the prerequisite credential by submitting an application ([form 41-4](#)) and [processing fee](#). However, if the prerequisite credential is valid for the full five year period from the issuance date of the preliminary administrative credential, the administrative credential will be valid for the full five year period upon issuance. For this reason, it may take one complete renewal cycle to align the dates of the prerequisite and administrative credentials. By the end of the five-year preliminary period, the holder must meet the requirements for the clear credential.

### Requirements for the Clear Credential with Three or More Years of Administrative Experience

A five-year Clear Administrative Services Credential may be issued to an individual who has three years or more of out-of-state administrative experience and has completed an elementary, secondary, or special education teacher preparation program.

To qualify for the clear credential, individuals must satisfy **all** of the following:

1. Complete requirements 1–5 above
2. Complete three years of out-of-state public school administrative experience (see Terms and Definitions)
3. Provide two rigorous performance evaluations (see Terms and Definitions)

This option is not available to individuals who have completed a pupil personnel services, school nurse services, teacher librarian services, clinical or rehabilitative services, or a designated subject teaching credential program.

### Requirements for the Clear Credential for Those Who Do Not Meet the Administrative Experience Requirement Route

Individuals must satisfy **all** of the following requirements:

1. Possess a valid Preliminary Administrative Services Credential (see Terms and Definitions)
2. Verify a minimum of two years of successful experience in a full-time administrative position in a California public school, nonpublic school, or private school of equivalent status, while holding the Preliminary Administrative Services Credential
3. Complete **one** of the following:
  - a. Obtain the recommendation of a Commission-approved program verifying completion of an individualized program of advanced preparation designed in cooperation with your employer and the program sponsor
  - b. A State Board of Education-approved Administrator Training Program. Verification of program completion (Modules 1, 2 and 3) must be submitted with the individual's direct application to the Commission. (The individual will be required to obtain and possess a valid equivalent California credential issued by the Commission.) Information regarding the Administrator Training Program,

including programs and providers, may be accessed through the California Department of Education website at [www.cde.ca.gov](http://www.cde.ca.gov).

- c. Meet Mastery of Fieldwork Performance Standards through a Commission-approved program. Colleges and universities with approved programs leading to a Clear Administrative Services Credential may offer a streamlined assessment option to allow candidates to forego the course work component of the program and allow them to demonstrate their knowledge, skills and abilities through the assessment component of the program. The assessment must result in formal recommendation for the credential and the application for the credential based on this evaluation must be submitted by the college or university that conducted the evaluation.
- d. A Commission-approved alternative program based on Commission-adopted guidelines resulting in a formal recommendation from the program sponsor. The application must be submitted by the program sponsor via the on-line application submission process.
- e. A Commission-approved performance assessment, when available

### Term of the Clear Credential

The term of the clear credential may not exceed five calendar years and may be limited to expire with the prerequisite credential. The clear credential is renewable online.

### Appeal for Extension

The holder of a Preliminary Administrative Services Credential who needs additional time to complete Administrator Training Program requirements may be issued a two-year extension upon submission of an application ([form 41-4](#)) marked clearly as an appeal, application [processing fee](#), and a letter on official letterhead from the Administrator Training Program provider verifying enrollment.

Individuals not enrolled in an Administrator Training Program who need additional time to complete program requirements for any of the remaining options outlined above may request a one-year extension upon submission of an application ([form 41-4](#)) marked clearly as an appeal, application [processing fee](#), and a letter on official letterhead from the program provider verifying enrollment.

## TERMS AND DEFINITIONS

### *Administrative Experience*

Two years of successful full-time out-of-state administrative service must be completed in a state other than California while serving in a public school. Verification of experience must be on the district or employing agency letterhead and signed by the superintendent, assistant superintendent, director of personnel, or director of human resources. School or district personnel other than the applicant must verify all experience.

### *Experience*

Three years of successful, full-time experience in a public school, nonpublic school, or private school of equivalent status. (This experience may be teaching, pupil personnel work, librarianship, health services, speech-language pathology services, or clinical or rehabilitative services. Substitute or part-time service does not apply.)

### *Full-Time Service*

Full-time service means service for at least a minimum of four hours per day for three-fourths of the total days in the school year. Substitute or part-time service does not apply.

### *Prerequisite Teaching Credential*

For the purposes of an Administrative Services Credential, a prerequisite credential is defined as a valid elementary, secondary or special education credential, a Pupil Personnel Services Credential, a Teacher Librarian Services Credential, a Speech-Language Pathology Services Credential, a Clinical or Rehabilitative Services Credential, a School Nurse Services Credential (Clear or Professional Clear level only), or a Designated Subjects Teaching Credential and a baccalaureate degree. Holders of the Preliminary School Nurse Services Credential or any of the other Health Services Credentials, such as the school physician, dentist, dental hygienist, optometrist, clinical psychologist, and psychiatric social worker, do not meet this requirement.

### *Rigorous Performance Evaluation*

Rigorous performance evaluations must be submitted with a verification of their authenticity given in writing by a personnel officer in the district in which the evaluations took place. The evaluations must have been in each of the two last years serving as an administrator. Evaluation ratings must be satisfactory or better. The performance evaluations need to include **all** of the following:

1. Demonstration of leadership skills
2. Verification of leadership in program implementation and instructional practices
3. Implementation of effective procedure for smooth operations of the school
4. Evidence of self-motivation and continuous professional development and the updating of skills in administration

### *Valid Preliminary Administrative Services Credential*

For the purposes of the Administrative Services Credential, the term “valid” means that the holder met the requirements to have held the preliminary credential which afforded the individual the opportunity to gain the necessary experience and to complete academic requirements to earn the clear credential. It does not mean that the document must be active date-wise when applying for the clear credential.

*Reference: Title 5, California Code of Regulations 80054*

[Click here for Professional Preparation Programs for Administrative Services Credentials](#) or visit the Commission's website at [www.ctc.ca.gov](http://www.ctc.ca.gov)