



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

Requirements for the Preliminary Credential

A five-year Preliminary Administrative Services Credential may be issued to individuals who 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, Health, Clinical or Rehabilitative Services Credential, or Designated Subjects Teaching Credential, and a baccalaureate degree (The individual will be required to obtain and possess a valid equivalent California credential issued by the Commission.)
4. Complete three years of full-time experience on the appropriate document listed in #3 above (see Terms and Definitions)

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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). (For more information about test content and test dates, please see the ETS web site at www.ets.org.) 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.

A preliminary credential will be 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 by checking the appropriate box 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 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 preliminary credential is valid five years from the date of issuance. However, the Administrative Services Credential may be limited by the expiration date of the prerequisite credential. It will expire with and may be renewed with the prerequisite credential during the preliminary period. 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 credential the individual will need to 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 pupil personnel, health, clinical, or rehabilitative services programs, or a designated subject teaching credential program.

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

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

1. Possess a valid Preliminary Administrative Services Credential
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

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- b. complete 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.
- 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. complete 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. complete a Commission-approved performance assessment, when available

Term of the Clear Credential

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

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, the full 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, the full application [processing fee](#), and a letter on official letterhead from the program provider verifying enrollment.

Terms and Definitions

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, 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.

Administrative Experience: Three 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.

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

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