

## ADMINISTRATIVE SERVICES CREDENTIAL FOR ADMINISTRATORS PREPARED OUT-OF-STATE

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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 of certificated personnel employed at the school site level, with the exception of the site administrator
- Student and certificated personnel employee discipline services 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 using the [Online Direct Application process](#), or a paper application including of **all** of the following items:

1. Completed application ([Form 41-4 \[pdf\]](#)) and, if not previously submitted to the Commission, a completed LiveScan receipt ([Form 41-LS \[pdf\]](#)). Out-of-state residents must submit 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 email to the Commission at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).
2. Application [processing fee \[pdf\]](#)

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** 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 teaching 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 such cases, 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. (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 on The California Preliminary Administrative Credential Examination (CPACE), administered by Evaluation Systems, Pearson, or the School Leaders Licensure Assessment (SLLA), exam #1010, administered by Educational Testing Service (ETS).
    - Passing examination scores must be used for credentialing purposes within five years of the passing exam date
    - Individuals who pass one of the above examinations may apply directly to the Commission for the credential
    - Please include an original score report showing passage of the examination with the application
    - **California is NOT ACCEPTING the SLLA #1011 towards certification.**

**NOTE:** The CPACE has replaced the SLLA #1010 for use toward administrative certification. The last administration of the SLLA #1010 was February 26, 2011. For more information on administration of the CPACE (beginning June 16, 2011), see the exam test web site <http://www.cpace.nesinc.com/>.

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, selecting the appropriate option when applying through the [Online Direct Application](#) process, or indicating their choice on the front of the paper 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 securing an offer of employment in an administrative position, the holder of a Certificate of Eligibility may apply for the preliminary credential by submitting an application ([Form 41-4](#)), a *Verification of Employment Form* ([CL-777](#)), and current [processing fee](#) to the Commission office.

### Individuals Prepared Outside of the United States

Individuals prepared 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 valid period of 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 submitting an application ([Form 41-4](#)) and [processing fee](#). 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 Out-of-State 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 Out-of-State 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. (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).)

**NOTE:** Individuals who wish to use the Administrator Training Program (ATP) to earn the Clear Administrative Services Credential must complete the program by **June 30, 2013**. The online survey required by CDE must be completed **no later than September 1, 2013**. This includes the printing of all Certificates of Completion (which require a superintendent signature when submitting to the Commission).

Applications for the Administrative Services Credential using the ATP must be received at the Commission **no later than April 1, 2014**. The latest filing date that will be allowed under this process is **April 1, 2014**.

- 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. (See Terms and Definitions)

### Appeal for Extension

The holder of a Preliminary Administrative Services Credential who needs additional time to complete the ATP 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 ATP provider verifying enrollment. Individuals who wish to use the ATP to earn the Clear Administrative Services Credential must complete the program by **June 30, 2013**, and the online survey required by CDE **no later than September 1, 2013**.

Individuals who do not complete the two-year ATP within this time period determined by the CDE or other requirements for the clear credential will need to contact an approved program for one of the other options to earn the clear credential. Appeals for two years to complete all requirements for the ATP and two years of administrative experience will no longer be issued after **April 1, 2012**. One year extensions may be issued after this date but will expire no later than **April 1, 2014, regardless of the date of issuance**.

Individuals not enrolled in the ATP who need additional time to complete program requirements for any of the remaining options (a, c, d, or e) outlined above may request a one-year extension by appeal. See [credential leaflet AL-3](#) *Extension by Appeal for Credentials and Permits* for submission details.

## TERMS AND DEFINITIONS

### *Administrative Experience*

Verification of three years of successful, full-time administrative experience in a state other than California 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 Pupil Personnel Services Credential, Teacher Librarian Services Credential, Speech-Language Pathology Services Credential, Clinical or Rehabilitative Services Credential, or clear School Nurse Services Credential
- a valid Designated Subjects Teaching Credential, provided the holder also possesses a bachelor's or higher degree from a regionally-accredited college or university, in which case the individual will be required to obtain and possess a valid equivalent California credential issued by the Commission.

### *Rigorous Performance Evaluations*

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 from each of the two last years while 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: California Education Code 44270, 44270.5; 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)**