

State Of California
Commission On Teacher Credentialing

1900 Capitol Avenue
Sacramento, CA 95811-4213
(888) 921-2682
Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

ADMINISTRATIVE SERVICES CREDENTIAL FOR ADMINISTRATORS PREPARED IN CALIFORNIA

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

Individuals Prepared Outside of California

Individuals prepared out-of-state or in a country outside the United States or U.S. territories should refer to Commission leaflet [CL-574](#), entitled *Administrative Services Credentials for Individuals Prepared Out-of-State*.

Requirements for the Five-Year Preliminary Credential

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

1. Possess a valid prerequisite credential (see Terms and Definitions)
2. Complete **one** of the following:

- a. A Commission-approved program of specialized and professional preparation in administrative services resulting in the formal recommendation of the program sponsor or,
- b. A one-year Commission-approved administrative services internship program consisting of supervised in-service training resulting in the formal recommendation by the California college or university where the program was completed or,
- c. 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/>.

3. Satisfy the [basic skills requirement](#). See Commission leaflet [CL-667](#), entitled *Basic Skills Requirement*, for additional information.
4. Complete three years of full-time experience (see Terms and Definitions)
5. Verify employment in an administrative position on [form CL-777](#) (Individuals who complete the requirements for the credential by the passage of an administrative examination, as outlined in item 2c above, are exempt from this requirement.)

An individual who has completed requirements 1–4 above but does not have an offer of employment in an administrative position may apply for a Certificate of Eligibility, which 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, 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.

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

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 on the Administrator Training Program, including approved programs and providers, may be accessed through the California Department of Education (CDE) website at www.cde.ca.gov).

NOTE: Individuals who wish to use the 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 Clear Administrative Services Credential based on 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 online 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 (see Terms and Definitions). The clear credential is renewable online.

Appeal for Extension

The holder of a Preliminary Administrative Services Credential who needs additional time to complete the ATP (option b above) requirements may be issued a two-year extension upon submission of an application ([form 41-4](#)) marked clearly as an appeal, the 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

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. 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, 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 California teaching credential requiring a bachelor's degree and a program of professional preparation, including student teaching; *or*
- A valid California Designated Subjects Teaching Credential, provided the holder also possesses a bachelor's or higher degree from a regionally-accredited college or university *or*
- A valid California Pupil Personnel Services Credential, Teacher Librarian Services Credential, Speech-Language Pathology Services Credential, Clinical or Rehabilitative Services Credential, or a School Nurse Services Credential (Clear or Professional Clear level only), requiring a bachelor's degree and a program of professional preparation, including field practice or the equivalent.
- 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.

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**