



# PROGRAM SPONSOR ALERT

Date: April 5, 2013

Number: 13-05

Subject: Proposed Regulation Changes for the Preliminary Administrative Services Credential Requirements and Implementation Timeline

## Summary

The Commission on Teacher Credentialing took action to modify the requirements for the Preliminary Administrative Services Credential (PASC) at the December 2011 Commission meeting and began the regulatory process in August 2012 culminating with a public hearing at the December 2012 meeting. The purpose of this Program Sponsor Alert is to communicate the implementation timeline that would result from the anticipated approval of the Title 5 regulations. Title 5 Regulations are currently under review by the Office of Administrative Law and it is **expected** that the Title 5 Regulations will become effective on July 1, 2013.

## Background

The Commission recognized the challenges faced by an individual who holds both a Preliminary Teaching or Services Credential and a Preliminary Administrative Services Credential and needs to earn clear credentials in both areas. At its December 2011 meeting, the Commission adopted the following requirement: **All administrative services candidates will be required to hold an appropriate clear or life teaching or services prerequisite credential prior to being recommended for a Preliminary Administrative Services Credential.**

At the same time, the Commission acted to increase the number of years of experience required to earn the Preliminary Administrative Services Credential. The Commission believed that having prior experience in schools is a significant component in the readiness of a potential educational leader, and that to effectively meet the leadership needs of today's schools, three years of prior experience is insufficient for a beginning administrator. **Effective the date the regulations are approved, all administrative services candidates will be required to have five years of teaching or services experience in schools before earning a Preliminary Administrative Services Credential.**

To implement the Commission's action, staff began the regulatory process for the above requirement changes in August 2012. Coded Correspondence 12-11 (see the References section of this PSA) announced the changes in credential requirements and it was posted on the Commission's webpage in October 2012. It is expected that these changes will take effect on July 1, 2013.

While increasing the required number of years of experience for preliminary administrative services credential candidates, the Commission also recognized that in certain specific instances, it could be difficult to find a suitable administrative candidate with the required five years of experience. As a result, in August 2012 the Commission moved to **allow employers the option to request a waiver of up to two years of the required experience in schools, provided the employer addressed certain criteria and the candidate has met all other credential requirements.**

The six criteria that must be met for excusing up to two years of experience as adopted by the Commission are all of the following:

- 1. The prospective employer is required to verify that no suitable fully credentialed individual is available to be hired.*
- 2. The employer must submit verification from an approved program sponsor that the individual has completed a Preliminary Administrative Services Credential preparation program and has met the standards outlined in the California Professional Standards for Education Leaders (CPSEL).*
- 3. The individual must hold a clear teaching or services prerequisite credential prior to being recommended for a Preliminary Administrative Services Credential.*
- 4. The Preliminary Administrative Services Credential is restricted to the employing agency requesting the appeal until the individual has five years of experience in the schools or has earned the Clear Administrative Services Credential, whichever comes first.*
- 5. The prospective administrator must provide evidence of successful experience as demonstrated by evaluations.*
- 6. The program must indicate the type of mentoring and support the individual would receive.*

The Commission is developing guidance regarding the process for employers who elect to request that up to two of the required five years of experience be waived. This guidance will be available in early June 2013.

### **Candidates Completing the Examination Route**

Candidates who use the administrative services examination, currently the California Preliminary Administrative Credential Examination (CPACE), have specific options. For a candidate who has taken one or both parts of the CPACE by June 30, 2013 and has passed one part, he or she has until December 31, 2013 to submit an application for the PASC or the CE under the current requirements (3 or more years of experience in the schools and holding an eligible preliminary teaching or services credential). This allows an individual to participate in the June and/or October 2013 administrations of the CPACE examination and still be eligible to apply for the PASC or the CE under the current requirements. The last date for submission of the CPACE video component, under the current credential requirements, is October 13, 2013.

## **Implementation Timeline**

If the Title 5 Regulations take effect on July 1, 2013:

- All recommendations for a PASC or a Certificate of Eligibility (CE) where the individual does not hold a valid Clear or Life teaching or services credential must have an issue date of June 30, 2013 or earlier.
- All recommendations for a PASC or a Certificate of Eligibility (CE) where the individual does not have five or more years of appropriate experience in the schools must have an issue date of June 30, 2013 or earlier.
- An application from an individual with between three and five years of appropriate experience in the schools for a PASC or a Certificate of Eligibility (CE) based on passage of the CPACE examination must be received by June 30, 2013. *Individuals who have passed one subtest of the CPACE—see the information in the Lock List section below.*
- Information on the process for an employer to request to waive up to two of the required five years of appropriate experience in the schools will be posted on the Commission's web page, shared with PASC program sponsors and employers in early June 2013.

**Any individual holding a Certificate of Eligibility issued prior to July 1, 2013 is eligible for the Preliminary Administrative Services Credential based on the requirements at the time the Certificate of Eligibility was issued.**

## **Lock List**

### ***Preliminary Program Candidates***

Individuals who have been continuously enrolled in a Preliminary Administrative Services Preparation Program since October 31, 2012 may be recommended for the PASC under the current requirements (3 years and a Preliminary Credential) through December 31, 2013. Each Preliminary Administrative Services Preparation Program with candidates who meet these provisions will need to submit a lock list to the Commission. The preliminary program will need to verify that the individual has been continuously enrolled since October 31, 2012 and will complete the requirements and be recommended for a PASC or the CE with an issue date no later than December 31, 2013. Additional information on the Lock List procedures will be posted in early June 2013.

### ***CPACE Examination Candidates***

If an individual has taken and passed one of the two sections of the CPACE at the June 2013 administration or a prior administration of the examination, the individual will be placed on a lock list and has until December 31, 2013 to pass the second subtest and apply for the PASC or CE based on the current requirements.

## **Important Dates**

**July 1, 2013 – expected date that Administrative Services Credential regulations will become effective following approval by the Office of Administrative Law.**

**NOTE:** If the regulations do not take effect on July 1, 2013, it is expected that they will become effective on October 1, 2013. An update will be provided as soon as the date the regulations will take effect is known.

**References**

Notice of the Administrative Services Credential Regulations Public Hearing:  
Coded Correspondence: <http://www.ctc.ca.gov/notices/coded/2012/1211.pdf>

**Contact Information**

The Professional Services Division provides a list of topic-specific email addresses at:  
<http://www.ctc.ca.gov/educator-prep/PSD-contact.html>.