



PROGRAM SPONSOR ALERT

Date:	June 12, 2013	Number:	13-07
Subject:	Regulation Changes for the Preliminary Administrative Services Credential Requirements and Implementation Timeline		

Summary

This Program Sponsor Alert (PSA) discusses the upcoming changes for the Preliminary Administrative Services Credential (PASC). These changes have been approved by the Office of Administrative Law for inclusion in the Title 5 regulations and will become effective on July 1, 2013. In addition, this PSA explains the manner in which program sponsors may submit a Lock List of candidates to the Commission in preparation for the regulation changes effective July 1, 2013.

Background

In fall 2011, the Commission addressed the recommendations of the Administrative Services Advisory Panel, adopting two policy changes with regard to the prerequisite credential and the number of years of experience required before qualifying for a Preliminary Credential or Certificate of Eligibility (CE). The Commission took action to modify the requirements for the 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. Coded Correspondence 12-11 (see the References section of this PSA), distributed in October 2012, announced the proposed changes in credential requirements. The primary changes included in the regulation amendments, which become effective on July 1, 2013, follow:

- 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 PASC or CE.
- All administrative services candidates will be required to have five years of teaching or services experience in schools before *earning* a PASC or CE.

While increasing the required number of years of experience for PASC and CE candidates, the Commission also recognized that in certain specific instances, it could be difficult to find a suitable candidate with the required five years of experience. Refer to PSA 13-05 for

information regarding the criteria for employer waiver requests for up to two years of the required experience.

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 or CE under the current requirements (three years experience and a prerequisite 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 program sponsor must 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 of no later than December 31, 2013.

Step 1: Send the initial Lock List to credentials@ctc.ca.gov before **June 30, 2013** with “Administrative Services Credential Lock List” in the subject line.

Preliminary program sponsors may submit a list of individuals who have been continuously enrolled since October 31, 2012 but will not complete or qualify for the PASC or CE by June 30, 2013. The list must include first name, last name, last 4 digits of the SSN and expected date of completion (see Sample below).

Step 2: Send a finalized Lock List to credentials@ctc.ca.gov on or before **September 1, 2013** with “Administrative Services Credential Lock List” in the subject line

Program sponsors may update their initial list, adding anyone they missed. If there are no changes, a program sponsor does not need to submit an additional lock list.

Sample:

First Name	Last Name	Last 4 digits of SSN	Birthdate	Expected Issuance Date

Educators Completing the Examination Route

The current examination for a PASC or CE is the California Preliminary Administrative Credential Examination (CPACE). An educator who has taken one or both parts of the CPACE by June 30, 2013 and has passed one part has until December 31, 2013 to submit an application for the PASC or CE under the current requirements (three years experience and a prerequisite preliminary 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 if both parts are passed. The last date for submission of the CPACE video component to the testing agency, under the current credential requirements, is October 13, 2013.

Important Dates

June 30, 2013

--Individuals pursuing a PASC or CE by examination must pass one section of the CPACE by this date

- Initial Lock List due to credentials@ctc.ca.gov
September 1, 2013
- Finalized Lock List due to credentials@ctc.ca.gov. If there are no changes, an additional lock list need not be submitted.
October 13, 2013
- Final submission date for CPACE video component to the testing agency
December 31, 2013
- Final issuance date for an initial PASC or CE on the basis of three years of experience and/or possession of a prerequisite preliminary credential

References

Notice of the Administrative Services Credential Regulations Public Hearing:
Coded Correspondence: <http://www.ctc.ca.gov/notices/coded/2012/1211.pdf>
Program Sponsor Alert 13-05: <http://www.ctc.ca.gov/educator-prep/PS-alerts/2013/PSA-13-05.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>.