

**COMMISSION ON TEACHER CREDENTIALING**

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**OFFICE OF THE EXECUTIVE DIRECTOR**

DATE: January 29, 2003 03-0002

TO: All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing

FROM: Sam W. Swofford, Ed.D.  
Executive Director

SUBJECT: **Implementation of Changes in Requirements for Earning Administrative Services Credentials Pursuant to SB 1655 (Scott) Chapter 225 of the Statutes of 2002**

On August 16, 2002, SB 1655 went into effect as urgency legislation. This statute amends Section 44270 of the Education Code to establish alternative routes to the Preliminary and Professional Administrative Services Credentials for individuals who demonstrate competence consistent with state administrator preparation standards. This statutory change, coupled with existing law and provisions of earlier legislation (AB 75, Steinberg, Chapter 697, Statutes of 2001), create an array of options for individuals seeking Administrative Services Credentials. Some of these options are available now. Others are under development. The following information outlines prerequisites for the credential as well as the different options and their current availability.

**Options for Earning a Preliminary Administrative Services Credential**

Individuals pursuing a Preliminary Administrative Services Credential based on California preparation must meet the following requirements in addition to one of the preparation options described below to be eligible for the credential:

- Possession of a valid prerequisite teaching or services credential;
- A minimum of three years of successful, full-time service in the public schools or private schools of equivalent status; and,
- Passage of the California Basic Educational Skills Test (CBEST).

**Available Now:**

- ***Completion of a college or university based program accredited by the Commission on Teacher Credentialing (Commission).*** Fifty colleges and universities in California currently offer preparation programs leading to a Preliminary

Administrative Services Credential. These programs are accredited by the Commission based on standards of quality and effectiveness that are currently being revised. (The standards can be downloaded for review and feedback at [www.ctc.ca.gov](http://www.ctc.ca.gov).) Over the next two years, program sponsors will submit revised program documents in response to the new standards for Commission accreditation purposes. The Commission will consider the new standards for final adoption in spring 2003. Until the Commission indicates a cut-off date, candidates may continue to enroll in the current programs and may qualify for the credential by completing a program and obtaining a recommendation for the credential from the program sponsor.

- ***Completion of a Commission accredited Internship program sponsored by a college or university and a local education agency.*** Twenty-three colleges and universities in California offer internship programs leading to a Preliminary Administrative Services Credential. These programs are also accredited by the Commission based on the standards that are being revised. (The standards can be downloaded for review and feedback at [www.ctc.ca.gov](http://www.ctc.ca.gov).) Over the next two years, internship programs will transition to the new standards. Until the Commission indicates a cut-off date, candidates may continue to enroll in the current programs and may qualify for the credential by completing a program and obtaining a recommendation for the credential from the program sponsor.
- ***Passage of the Commission-approved “School Leaders Licensure Assessment” (SLLA) administered by Educational Testing Service (ETS).*** This six-hour test assesses candidates’ skills in situational analysis, problem solving and decision making in educational leadership scenarios. The SLLA was administered for the first time in California on January 11, 2003 and is scheduled to be offered three times annually. For more information about test content and test dates, please see the ETS web site at [www.ets.org/sls/slsaboutslla.html](http://www.ets.org/sls/slsaboutslla.html). Individuals who pass the SLLA and meet the prerequisites for obtaining a Preliminary Administrative Services Credential may apply directly to the Commission for the credential. An original score report showing passage of the examination and documentation of possession of the prerequisites must be submitted with a credential application (41-4) and \$55 fee.

### **Under Development**

- ***Completion of an alternative preparation program approved by the Commission.*** Alternative preparation programs may be offered by local education agencies or colleges and universities that meet the Commission’s standards. When the new standards for preliminary credential programs are adopted by the Commission in the spring of 2003, prospective program sponsors may submit proposals to the Commission for approval. More information will be forthcoming once the Commission adopts the new standards. Alternative programs could become an option for prospective candidates in 2003-2004.

## **Options for Earning the Professional Clear Administrative Services Credential**

Individuals pursuing a Professional Clear Administrative Services Credential must meet the following requirements in addition to one of the options described below:

- Possession of a valid Preliminary Administrative Services Credential; and,
- Verification of a minimum of two years of successful experience in a full-time administrative position in a public school or private school of equivalent status;

### **Available Now:**

- ***Completion of a college or university based program currently accredited by the Commission on Teacher Credentialing (Commission).*** SB 1655 did not repeal the section in law that authorizes conventional Tier II programs. These programs remain an option for candidates seeking a professional clear administrative services credential. Applications must be submitted through the college or university through which the program was completed.
- ***Completion of a State Board of Education approved AB 75 Principal Training Program.*** This training must be provided through a program approved by the State Board of Education, and the applicant must obtain appropriate verification of program completion. The verification of program completion must be submitted with the individual's direct application to the Commission. An application form (41-4) and \$55.00 application fee must accompany the verification. Information on the Principal Training Program, including approved programs and providers, may be accessed through the California Department of Education's web site at [www.cde.ca.gov/pd/prin/index.html](http://www.cde.ca.gov/pd/prin/index.html).
- ***Mastery of fieldwork performance standards through a Commission accredited program.*** Pursuant to SB 1655, colleges and universities with accredited programs leading to a Professional Clear Administrative Services Credential may offer a streamlined assessment option to candidates. Under this option institutions may allow candidates to forego the coursework 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. Until the Commission adopts new standards, accredited institutions may offer this option under the existing standards for Professional Clear Administrative Services Credentials (Standards 10 and 11.) An application for the credential based on this evaluation must be submitted by the college or university that conducted the evaluation and must include the recommendation form and \$55 fee. Specific information regarding this option has been provided to all colleges and universities offering programs leading to the Professional Clear Credential.

### **Under Development**

- ***Passage of a national administrator performance assessment adopted by the Commission.*** The Commission plans to adopt a national administrator assessment for the second level of licensure in the coming months. Information regarding this

assessment option will be forthcoming in a subsequent coded correspondence and on the Commission's web site.

- ***Completion of a Commission approved program sponsored by a local education agency or university based on new program standards.*** New standards for Professional Clear Administrative Services Credential programs are currently under review. Colleges, universities, and local education agencies may submit new programs for Commission approval if new standards are adopted.

### **Current Administrative Services Credentials may be Extended to Accommodate the Transition to New Credentialing Options**

Administrators who hold a Preliminary Administrative Services Credential and need additional time to complete one of the new options may request a one-year extension to the credential to provide sufficient time to participate in the options outlined in this correspondence. Once the other professional level options in this correspondence are implemented, the Commission will grant an extension of up to two years to allow the credential holder time to complete one of the programs. To apply for the extension the administrator must submit a credential application form (41-4), marked as an appeal, and submit a fee of \$55.

As the AB 75 Principal Training Program is a two-year program, administrators who are currently participating in the AB 75 Principal Training Program and who need additional time may request a two-year extension to their Administrative Services Credential. The Commission will need a letter from the district stating that the credential holder is participating in the AB 75 program. The credential holder must then submit this letter, credential application form (41-4) marked as an appeal, and a fee of \$55.