

COMMISSION FOR TEACHER PREPARATION AND LICENSING

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OFFICE OF THE EXECUTIVE SECRETARY



30 September 1982

CC #82-8305.1

TO: Deans and Directors of Teacher Education

FROM: *John F. Brown*
John F. Brown, Executive Secretary

SUBJECT: Revised Documentation for Approved Professional Preparation Programs:
Administrative Services and Pupil Personnel Services. (Reference
also Coded Correspondence #80-8120, February 2, 1981)

Coded Correspondence 80-8120, dated February 2, 1981, established a schedule by which institutions were to submit revised program documents based upon the Commission's updated documentation requirements. While this schedule should still be adhered to generally, recent events require that exceptions be made for some programs dealing with Administrative Services and Pupil Personnel Services.

At the August meeting of the Commission, Title 5 Regulations were adopted dealing with (1) criteria for Commission approval of preparation programs for the Preliminary Administrative Services Credential with a Specialization in Administrative Services, and (2) specification of the approval periods for existing programs and for new programs to be approved by the Commission pursuant to the proposed regulations. The latter specification provides for the following:

Effective July 1, 1982, all programs of specialized and professional preparation for the Services Credential with a specialization in Administrative Services approved by the Commission on or before June 30, 1982 shall be approved as meeting the requirements for the Preliminary Administrative Services Credential, and this approval shall be effective until June 30, 1984.

Effective July 1, 1984, all approved programs of specialized and professional preparation for the Preliminary Services Credential with a specialization in Administrative Services shall meet the provisions of the new Title 5 Regulations.

In addition to the changes in the Administrative Services Credential requirements, a public hearing will be scheduled as soon as possible to consider major changes in the requirements for Pupil Personnel Services Credentials. These new requirements will require major modifications in all programs leading to these credentials, and the regulations specify termination dates for existing programs and effective dates for new programs (as has been done for Administrative Services).

In order not to impose additional workloads on institutions, please be notified that any program of Administrative Services or Pupil Personnel Services, not scheduled for an on-site evaluation visit prior to July 1, 1984, should not be submitted as a revised program document for Commission approval. This should help to reduce re-write requirements for institutions, while focusing such requirements upon new rather than upon past program requirements. If you have not already received an indication from us that approved programs at your institution will be evaluated prior to July 1, 1984, then you may assume that no such evaluations are expected to occur before that date.

However, programs of Administrative Services and/or Pupil Personnel Services scheduled for an evaluation visit prior to June 30, 1984, should adhere to the submission schedule set forth in Correspondence #80-8120.