

COMMISSION ON TEACHER CREDENTIALING

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94-9407

Date: April 11, 1994

To: Individuals and Agencies Interested in the Requirements for the Administrative Services Credential

From:  Philip A. Fitch, Ed. D.
Executive Director

Subject: CHANGES IN THE STRUCTURE OF THE REQUIREMENTS FOR THE ADMINISTRATIVE SERVICES CREDENTIAL

The Commission on Teacher Credentialing has adopted policy recommendations and a revised structure for the Administrative Services Credential which are consistent with the recommendations of the School Administration Advisory Panel and the recent study titled *An Examination of the Preparation, Induction, and Professional Growth of School Administrators in California*.

In order to implement the policy recommendations and the revised structure, the Commission sponsored SB 322 (Morgan) which was passed by the Legislature and signed by the Governor, effective January 1, 1994. The major provisions of SB 322 are as follows:

- A listing and clarification of the acceptable pre-requisite credentials for the Preliminary Administrative Services Credential.
- The requirement of employment in an administrative position for issuance of the Preliminary Administrative Services Credential. (The Commission on Teacher Credentialing will issue a Certificate of Eligibility for the Preliminary Administrative Credential to individuals completing a college or university administrative credential preparation program who are not yet employed in an administrative position.)
- A revision of the requirements for the Professional Administrative Services Credential. The candidate will not be able to begin the professional level program unless he or she is employed in an administrative position. The program will begin with the development of an individualized plan for professional development based upon individual needs, developed in consultation with the candidate, the employer and the university. The program will include university coursework, but also, up to 120 hours of the program may be met through non-university activities. Once issued, this credential will have professional renewal requirements.

SUMMARY OF THE REVISED STRUCTURE

Preliminary Administrative Services Credential Level

The structure of the Preliminary Administrative Services Credential requirements will remain largely the same, with a program length of at least 24 semester units. The major thrust of the preliminary level program will be to prepare individuals for initial employment in administrative positions. Program content will include both knowledge and practice components designed to meet the needs of today's (and tomorrow's) schools. The results of the study of administrator preparation are being used to help define the standards of program quality and effectiveness for preparation programs. Programs will require significant field experiences focused on the development of leadership and management skills.

Upon completing the program, receiving the institutional recommendation and submitting an application, the candidate will receive a Certificate of Eligibility for the Preliminary Administrative Services Credential. **The Certificate of Eligibility will authorize one to seek initial employment as an administrator, but will not authorize actual administrative service.**

Professional Administrative Services Credential Level

When an administrative position is obtained, an application will be filed and the Preliminary Administrative Services Credential authorizing service as an administrator will be issued, valid for five years. This will start the "time clock" for the completion of the Professional Administrative Services Credential requirements. The candidate will be required to complete the second level program and fulfill the required two years of administrative experience during this five-year period.

The major thrust of the professional level program will be to provide a mechanism for the induction and professional growth of the new administrator. The emphasis of the preparation will be to move the administrator beyond the functional aspects of performing administrative service to reflective thinking about his or her role in providing an environment for effective and creative teaching and student success in learning. The new administrator is expected to play the primary role in determining the content of his or her individualized program of professional development, in consultation with the employer and the university.

The structural revisions to the administrative services credential requirements call for the most significant changes to be made at the professional level. The School Administration Advisory Panel has developed a model for the professional level as outlined below. The model includes the development and assessment of an individualized induction plan, a mentoring component, academic requirements, and "other" requirements which could include non-university activities.

The essential features of the model are as follows:

- 1. Development and Administration of the Induction Plan - 2 semester units.** Within the first year of administrative employment, the candidate will enroll in an approved college or university (IHE) program and develop an individualized Induction Plan which includes the plan for meeting the Professional Administrative Services Credential requirements. The Induction Plan will be developed by the candidate, in consultation with the employer and the approved IHE, and will meet the Commission's standards and criteria. A key

part of the plan will be the listing of individualized induction components, including the identification of a local mentor and a description of support services available to the new administrator from the employer. Also included will be the plan for completing academic coursework and other professional growth activities.

2. **Academic Requirements - 12 semester units.** Each holder of the Preliminary Administrative Services Credential will, as a part of the Induction Plan, be required to complete a selection of academic coursework which meets Commission standards. The selection of specific courses will be based upon the individual needs of the candidate as defined in the Induction Plan. The content of the coursework will be advanced and will be intended to expand the horizons of the new administrator. The coursework may be used to pursue advanced administrative specializations. It could also be part of an advanced degree program, such as the doctorate.
3. **Other Requirements - 120 clock hours of approved non-university activities or 8 semester units of approved college or university coursework (or a combination of the two).** The Induction Plan will include other professional development activities which will be selected by the credential holder, the employer, and the IHE, and will be determined according to the needs of the credential holder. These activities may be given academic credit by an IHE, but academic credit is not required. Examples of acceptable activities might be: California School Leadership Academy (CSLA) or Association of California School Administrators (ACSA) professional development activities, district or county management training programs, IHE coursework, etc. The Commission will develop criteria for assessing the appropriateness of these activities.
4. **Assessment of the Completion of the Induction Plan - 2 semester units.** During the final year of the Preliminary Administrative Services Credential program, the candidate will register for the assessment component. The IHE will work with the candidate in assessing the completion of the Induction Plan. IHE representatives, in conjunction with the candidate and the employer, will determine that the plan has been completed, that the candidate has completed at least two years of successful experience as an administrator, and that the candidate is an effective administrator. The candidate will then be recommended for the Professional Administrative Services Credential.

IMPLEMENTATION OF THE REVISED STRUCTURE

Changes in Licensing Procedures

Effective in May 1, 1994, the Commission will implement the revised structure and timeline for candidates.

1. Candidates completing a Commission-approved preliminary administrative services credential program at an IHE will receive, upon application, submission of a full application fee and institutional recommendation, a **Certificate of Eligibility** verifying that they are eligible for the preliminary credential. This allows them to seek employment as an administrator, but does **not** authorize administrative service. The Certificate of Eligibility will not have an expiration date.

2. Upon employment in an administrative position, the new administrator will submit an application, the *Verification of Employment as an Administrator* form, the Certificate of Eligibility, and one-half of the current application fee. (If the Certificate of Eligibility is not returned with the application, the fee will be a full application fee.) The applicant will then receive a Preliminary Administrative Services Credential valid for five years and will be required to begin a professional level program, as described previously.
3. During the transition period, individuals holding a valid Preliminary Administrative Services Credential, issued under current regulations, who have not yet obtained initial employment in an administrative position will not be able to obtain an extension of their credential until they become employed in an administrative position. Upon initial employment in an administrative position, they will be eligible to apply for a "new" Preliminary Administrative Services Credential valid for five years. In the meantime, these individuals may choose to apply for a Certificate of Eligibility, however they are not required to do so.
4. Individuals holding a valid Preliminary Administrative Services Credential, issued under current regulations, who are currently employed in an administrative position, or who have been employed in an administrative position, will be required to complete the requirements for the Professional Administrative Services Credential under current regulations. Extensions will only be available upon direct appeal to the Commission, for extenuating circumstances, as is currently the case.

Development and Implementation of New Standards and Criteria

The Commission staff is working closely with the School Administration Advisory Panel and interested stakeholders in bringing the following activities to a conclusion and recommending appropriate standards and criteria for adoption by the Commission in order to fully implement the revised structure:

1. **Development of standards for college or university preliminary and professional level administrative services credential programs.**

Program quality standards are being developed for both the preliminary and the professional level credential programs to replace the old guidelines currently in place. This move is consistent with the Commission's decision to develop broad program standards for all credential areas.

The standards for preliminary and professional level programs will differ, due to the different nature of the programs at each level. The preliminary level will focus on expectations for the beginning administrators and the standards at the professional level will be focused on the practicing administrator. Standards at the professional level will be more flexible, than current guidelines, allowing for a wider range of options and the pursuit of a wider variety of activities and a broader set of possible content areas.

Advisory panel members are assisting in the development of these standards, which will be circulated for field reaction and discussion before adoption by the Commission. It is anticipated that program standards for the Preliminary and Professional Administrative Services Credential will be adopted by the Commission in late summer or early fall, 1994. After adoption, colleges and universities will be given a timeline for the submission of new program

documents to address the standards. Institutions of higher education will have approximately two years to develop new programs and have them approved by the Commission. Under the above schedule, it would be expected that new programs will be in place by September 1, 1996. Once programs are in place, they will be subject to review on the normal Commission program review schedule.

1. Students can be admitted to an "old" program until a "new" program is approved at the institution, but not after August 31, 1996.
2. Once the "new" program is approved at an institution, students may not be admitted to the "old" program.
3. Effective May 1, 1994, colleges and universities should no longer admit candidates to the Professional Administrative Services Credential program until they have received initial employment in an administrative position. Under the revised structure, candidates will no longer have the option of completing one-half of the coursework for the Professional Administrative Services Credential prior to initial employment as an administrator.

2. Development of standards for the individualized induction plan for the professional level credential.

A crucial part of the new structure is the development of an appropriate induction plan for all candidates completing the professional level credential requirements. The standards or criteria to be developed will include all portions of the activities to be completed by the candidate, including coursework, field experiences (when appropriate), the mentoring component, and non-university based experiences. These standards will be a part of the program standards for the Professional Administrative Services Credential.

3. Development of criteria for the implementation of the mentoring component.

Under the revised structure for the professional level, each new administrator will have access to advice and guidance from a more experienced administrator, or an assigned mentor. Options for providing access to mentoring will be specified and developed by the Commission. For example, school districts may assign their own administrator mentors to work with each new administrator, or peer mentoring may be arranged by linking administrative candidates in credential programs. Mentoring might also be provided through involvement in professional development providers or professional associations.

4. Development of criteria for the evaluation of non-university activities to be used for credential requirements.

Candidates may elect to complete a portion of the professional level credential requirements through participation in relevant non-university based activities. The IHE will not be required to award academic or degree credit for these activities, nor will the IHE be required to evaluate a candidate's performance in non-university based activities. Criteria will be developed by the Commission for assessing the appropriateness of these activities, as will plans for applying

these criteria. The criteria will include attention to the scope, content, and duration of the activity, the involvement of the candidate in the activity, the nature of follow up to the activity, and the evaluation of the program or activity presented.

**EDUCATION CODE REQUIREMENTS FOR THE
ADMINISTRATIVE SERVICES CREDENTIAL, EFFECTIVE JANUARY 1, 1994**

44270. Preliminary services credential with specialization in administrative services; minimum requirements; duration of credential; completion of prior requirements

- A. The minimum requirements for the preliminary services credential with a specialization in administrative services are all of the following:
1. Possession of one of the following:
 - a. A valid teaching credential requiring the possession of a baccalaureate degree and a professional preparation program including student teaching.
 - b. A valid designated subjects vocational education, adult, or special subjects teaching credential, as specified in Section 44260, 44260.1, 44260.2, 44260.3, or 44260.4, provided the candidate also possesses a baccalaureate degree.
 - c. A valid services credential with a specialization in pupil personnel, health, or clinical or rehabilitative services, as specified in Section 44266, 44267, 44267.5, or 44268, or a valid services credential authorizing service as a library media teacher, as specified in Section 44269.
 - d. A valid credential issued under the laws, rules, and regulations in effect on or before December 31, 1971, which authorizes the same areas as in subparagraphs (B) and (C).
 2. Completion of a minimum of three years of successful, full-time classroom teaching experience in the public schools, including; but not limited to, service in state- or county-operated schools, or in private schools of equivalent status or three years of experience in the fields of pupil personnel, health, clinical or rehabilitative, or librarian services.
 3. Completion of an entry level program of specialized and professional preparation in administrative services approved by the commission or a one-year internship in a program of supervised training in administrative services, approved by the commission as satisfying the requirements for the preliminary services credential with a specialization in administrative services.
 4. Current employment in an administrative position after completion of professional preparation as defined in paragraph (3), whether full or part time, in a public school or private school of equivalent status. The commission shall encourage school districts to consider the recency of preparation or professional growth in school administration as one of the criteria for employment.

B. The preliminary administrative services credential shall be valid for a period of five years from the date of initial employment in an administrative position, whether full or part time, and shall not be renewable.

C. A candidate who completed, by September 30, 1984, the requirements for the administrative services credential in effect on June 30, 1982, is eligible for the credential authorized under those requirements. All other candidates shall satisfy the requirements set forth in this section.

(Stats. 1976 c. 1010 § 2. Amended by Stats. 1978, c. 118, § 1; Stats. 1979, c. 87, § 1; Stats. 1979, c. 374, § 1; Stats. 1981, c. 100, § 14, Stats. 1982 c. 227, § 1; Stats. 1984, c. 230, § 1; Stats. 1984, c. 428, § 2. Amended by Stats. 1993, c. 378, § 2.)

44270.1. Professional services credential with specialization in administrative services; minimum requirements; duration of credential

A. The minimum requirements for the professional services credential with a specialization in administrative services are all of the following:

1. Possession of a valid preliminary administrative services credential, as specified in Section 44270.

2. A minimum of two years of successful experience in a full time administrative position in a public school or private school of equivalent status, while holding the preliminary administrative services credential, as attested by the employing school district or agency, including, but not limited to, the State Department of Education, in the case of state school administrators, and county offices of education, in the case of county school administrators.

3. Completion of a commission-approved program of advanced preparation. Each candidate, in consultation with employing school district personnel and university personnel, shall develop an individualized program of professional development activities for this advanced preparation program based upon individual needs. Each individualized program will include university coursework and may include nonuniversity activities or advanced administrative field experiences. The commission shall adopt standards and criteria for the university programs of advanced preparation and nonuniversity activities.

B. The professional administrative services credential shall be valid for a period of five years from date of issuance and may be renewed upon completion of professional renewal requirements specified by the commission.

(Added by Stats. 1981, c. 100, p. 675, § 15. Amended by Stats. 1984, c. 428, § 3; Stats. 1992, c. 1050 (A.B. 2987), § 16. Amended by Stats. 1993, c. 378, § 3.)

QUESTIONS

If there are questions about the implementation of the revised structure or this Coded Correspondence, they may be directed to Dr. Larry Birch, Consultant in Program Evaluation and Research at the Commission (916) 327-2967.