

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

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OFFICE OF THE EXECUTIVE DIRECTOR

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

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

Subject: Implementation of AB 877 (Scott) for Administrative Services
Credentials

Coded Correspondence 00-0029 addressed the implementation of AB 877 (Scott) as it applied to teaching credentials. Another provision of the bill pertained to out-of-state trained administrators, which is covered in this Coded Correspondence. The major changes include:

- Out-of-state trained administrators who meet the out-of-state teaching experience requirement do not need to obtain a basic California multiple subject, single subject or education specialist (special education) teaching credential. Holders of other types of credentials will be required to obtain a basic California credential.
- Out-of-state trained administrators who meet the out-of-state teaching experience requirement and have three or more years of administrative service may earn a California Professional Clear Administrative Services Credential.
- Out-of-state trained administrators do not need to obtain employment as an administrator prior to the issuance of a preliminary Administrative Services Credential.

AB 877 also establishes two routes for out-of-state prepared administrators to qualify for an Administrative Services Credential. A preliminary Administrative Services Credential will be issued to an out-of-state trained administrator with less than three years of administrative experience and a professional clear administrative services credential will be issued to an out-of-state trained administrator with three or more years experience as an out-of-state administrator.

Less Than Three Years of Out-Of-State Administrative Experience

An administrator with less than three years of out-of-state experience as an administrator will be issued a preliminary Administrative Services Credential when the following requirements have been met:

- Bachelor's degree from a regionally accredited institution of higher education;
- California Basic Educational Skills Test (CBEST);
- Completion of a teacher preparation program at a regionally accredited institution of higher education, was issued an elementary, secondary or special education credential based on that program, and served on that credential for at least three years; and
- Completion of an administrator preparation program at a regionally accredited institution of higher education and was issued, or qualified for, an administrative services credential based upon that program.

To earn the professional clear credential the out-of-state prepared administrator must complete a Level II program through a California college with a Commission-accredited administrative services credential.

The out-of-state prepared administrator will no longer need to obtain a California basic teaching credential under AB 877. Out-of-state trained administrators who have a Pupil Personnel Services, Health Services or Clinical Rehabilitative Services Credentials will still need to obtain a basic credential issued by the Commission. Since CBEST is required for the initial issuance of this credential, employers may request the One-Year Nonrenewable Administrative Services Credential.

Three or More Years of Out-Of-State Administrative Experience

Out-of-state prepared administrators with three or more years of administrative experience will be issued a professional clear Administrative Services Credential. The applicant must meet the following:

- Bachelor's degree from a regionally accredited institution of higher education;
- CBEST;
- Completion of a teacher preparation program at a regionally accredited institution of higher education, was issued an elementary, secondary or special education credential based on that program and served on that credential for at least three years;
- Completion of an administrator preparation program at a regionally accredited institution of higher education and was issued an administrative services credential based upon that program;
- Three years of out-of-state public school administrator experience; and
- Submission of two rigorous performance evaluations.

The rigorous performance evaluations must be submitted with a verification of their authenticity given in writing by a personnel officer in the district in which the evaluations took place. The evaluations must have been in each of the two

last years serving as an administrator. Evaluation ratings must be satisfactory or better. The performance evaluations must include, but are not limited to:

- 1) demonstrates leadership skills,
- 2) provides leadership in program implementation and instructional practices,
- 3) implements effective procedures for smooth operations of the school, and
- 4) evidences self-motivation and continuous professional development and the updating of skills in administration.

The out-of-state prepared administrator will no longer need to obtain a California basic teaching credential under AB 877. Out-of-state trained administrators who have a Pupil Personnel Services, Health Services or Clinical Rehabilitative Services Credentials will still need to obtain a basic credential issued by the Commission. Since CBEST is required for the initial issuance of this credential, employers may request the One-Year nonrenewable administrative services credential.

To renew the professional clear credential, the administrator will need to complete 150 hours of professional growth activities and 90 days of professional service.

Certificate of Eligibility

Applicants who qualify for the preliminary Administrative Services Credentials do not need to demonstrate employment, therefore the Commission will not issue Certificates of Eligibility to out-of-state trained administrators. Administrators who are issued the preliminary credential will still need employment to earn the professional clear credential by completing the requirements through a college or university with a Commission-accredited administrative services program.

If you have questions regarding the implementation of AB 877 please contact our Information Services unit at (916) 445-7254 or toll-free outside the 916 area code at (888) 921-2682 and press #6 then #2. You may also e-mail us at <credentials@ctc.ca.gov>. Please visit the Commission's web site at www.ctc.ca.gov to view the Administrative Services leaflet explaining in detail the requirements outlined in this coded correspondence.