



COMMISSION ON  
TEACHER CREDENTIALING  
*Ensuring Educator Excellence*

## 15-DAY NOTICE

**DATE:**

February 11, 2013

**TO:**

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

**FROM:**

Mary Vixie Sandy  
Executive Director  
Commission on Teacher Credentialing

**SUBJECT:** Notice of Modification to Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to the Administrative Services Credential

The Commission on Teacher Credentialing (Commission) conducted a public hearing on December 7, 2012 regarding proposed amendments to Title 5 of the California Code of Regulations pertaining to Administrative Services Credentials. **Notice is Hereby Given**, pursuant to the requirements of Government Code §11346.8(c), that the Commission has proposed the following modification to the text of the regulations. Any person who wishes to comment on the proposed modification may do so by submitting written comments postmarked beginning February 11, 2013 through February 26, 2013 to the person indicated on the response form attached to this 15-Day Notice.

*Note: Any written comments are to be restricted to the recent modification to the enclosed language. The Commission is not required to respond to comments received in response to this notice on other aspects of the proposed regulations. All written comments received or postmarked by February 26, 2013 **which pertain to the modified** language listed in this notice will be reviewed and responded to by Commission staff as part of the compilation of the rulemaking file.*

§80054(d)(3)(A) – The modification proposed to this subsection deletes the words ‘college or university’ and adds ‘Commission-approved preparation program.’ Other entities such as professional organizations, school districts, and county office of education may offer Commission-approved clear Administrative Services Credential programs since program approval is not limited only to colleges and universities.

The entire rulemaking file, including this notice, is available for public inspection at the Commission’s office located at 1900 Capitol Avenue, Sacramento, California from February 11, 2013 through February 26, 2013 between the hours of 8:00 am and 5:00 pm. Please ask for Tammy Duggan or Janet Bankovich.

Attached is a copy of the entire text, clearly showing the deleted text in ~~double-strike-through~~ and the new proposed text in double underline. Single underline and strikeout is text already noticed for the 45-day comment period and the public comment period closed on December 3, 2012.

**CALIFORNIA CODE OF REGULATIONS  
TITLE 5. EDUCATION  
DIVISION 8. COMMISSION ON TEACHER CREDENTIALING**

**§80054. Services Credential with a Specialization in Administrative Services; Requirements for California-Prepared Candidates.**

(a) The minimum requirements for the preliminary Administrative Services Credential include (1) through (6).

(1) One of the following:

(A) a valid clear or life California teaching credential that requires a baccalaureate degree and a program of professional preparation, including student teaching or the equivalent; or

(B) a valid clear or life California designated subjects teaching credential in adult education, career technical education, vocational education or special subjects, provided the applicant also possesses a baccalaureate degree; or

(C) a valid clear or life California services credential in pupil personnel services, health services for school nurse, ~~library media~~ teacher librarian services, or speech-language pathology or clinical or rehabilitative services requiring a baccalaureate degree and a program of professional preparation, including field work or the equivalent;

(2) Completion of one of the following:

(A) a specialized and professional preparation program in administrative services based on the *Administrative Services Credentials Program Standards* (rev. 9/2011) available on the Commission's website and hereby incorporated by reference taken in California and accredited by the Committee on Accreditation; or

~~(B) a professional preparation program in administrative services, including successful completion of a supervised field work or the equivalent, taken outside California that is comparable to a program accredited by the Committee on Accreditation. The program must be from a regionally accredited institution of higher education and approved by the appropriate state agency where the course work was completed; or~~

~~(C) one-year internship~~ program in administrative services based on the *Administrative Services Credentials Program Standards* (rev. 9/2011) available on the Commission's website and hereby incorporated by reference and accredited by the Committee on Accreditation; or

(C) Successfully pass an examination adopted by the commission that is aligned to the administrator preparation standards listed in subsections (A) and (B).

(3) ~~Passage of the California Basic Education Skills Test (CBEST)~~ Meet the basic skills requirement as described in Education Code ~~Section~~ section 44252(b), unless exempt by statute;

(4) Verification of one of the following as defined in (g)(2)(A):

(A) ~~three~~ five years of successful, full-time teaching experience with an employing agency as defined in subsection (g)(1) in the public schools, including, but not limited to, service in state or county-operated schools, or in private schools of equivalent status; ~~or~~

(B) ~~three~~ five years of successful, full-time experience in the fields of pupil personnel, ~~health~~ school nurse, library-media teacher librarian, or speech-language pathology or clinical or rehabilitative services with an employing agency as defined in subsection (g)(1) in the public schools, including, but not limited to, service in state or county-operated schools, or in private schools of equivalent status; or

(C) a combination of (A) and (B)

(5) ~~One of the following:~~

~~(A) a recommendation from a California regionally accredited institution of higher education verification of completion from that has a preliminary administrative services a Commission-approved program as specified in section 44227(b) and accredited by the Committee on Accreditation as provided in Education Code section 44373(c); or~~

~~(B) an individual who completed his or her professional preparation program outside of California as described in (a)(2)(B), may apply directly to the Commission for the preliminary Administrative Services Credential; and~~

(6) Verification of an offer of employment in a full- or part-time administrative position in a ~~public school or private school of equivalent status~~ an employing agency as defined in subsection (g)(1).

(7) An individual who has completed requirements (1) through (5) but does not have an offer of employment ~~may~~ shall apply for a Certificate of Eligibility which verifies completion of all requirements for the preliminary Administrative Services Credential and ~~authorizes~~ allows the holder to seek employment.

(b) A Preliminary Administrative Services Credential issued on the basis of the completion of all the requirements in subsection (a) shall be ~~issued initially only until the date of expiration of the valid prerequisite credential as defined in (a)(1) of this section but for not more than five years. dated as follows: A Preliminary Administrative Services Credential that expired in less than five years shall be renewed until the date of expiration of the valid prerequisite credential as defined in (a)(1) of this section but for not more than five years.~~

(1) If the prerequisite teaching or services credential listed in (a)(1) is valid for five years or less from the issuance date of the preliminary Administrative Services Credential, the preliminary credential shall be valid from the issuance date established in section 80440 and will expire on the expiration date of the basic teaching credential as established in section 80493.

- (2) If the prerequisite teaching or services credential listed in (a)(1) is valid for more than five years from the issuance date of the preliminary Administrative Services Credential, the preliminary credential shall be valid for five years from the issuance date established in section 80440 and will expire the first day of the following month as established in section 80493.
- (c) A preliminary Administrative Services Credential authorizes the services specified in section 80054.5.
- (d) The minimum requirements for the ~~professional~~ clear Administrative Services Credential shall include (1) through (4):
- (1) Possession of a valid preliminary administrative services credential;
  - (2) Verification of two years of successful experience in a full-time administrative position as defined in subsection (g)(2)(B) with an employing agency as defined in subsection (g)(1) in a California public school or California private school of equivalent status, while holding the preliminary administrative services credential;
  - (3) Completion of one of the following:
    - (A) an a-individualized program of advanced administrative services preparation based on the *Administrative Services Credentials Program Standards* (rev. 9/2011) available on the Commission's website and hereby incorporated by reference accredited by the Committee on Accreditation provided in Education Code section 44373(c) designed in cooperation with the employing agency and the ~~college or university~~ Commission-approved preparation program; and or
    - (B) demonstrate Mastery of Commission-accredited Fieldwork Performance Standards for the clear administrative services credential; or
    - (C) pass a national administrator performance assessment adopted by the Commission; and
  - (4) ~~A recommendation from a California regionally accredited institution of higher education that has a professional clear administrative services~~ Verification of completion from a Commission-approved program as specified in section 44227(b) and accredited by the Committee on Accreditation as provided in Education Code section 44373(c).
- (e) A ~~professional~~ clear Administrative Services Credential issued on the basis of the completion of all requirements in subsection (d) shall be dated per Title 5 Section 80553: as follows:
- (1) If the prerequisite teaching or services credential listed in (a)(1) is valid for five years or less from the issuance date of the clear Administrative Services Credential, the clear credential shall be valid from the issuance date established in section 80440 and will expire on the expiration date of the basic teaching credential as established in section 80493.

(2) If the prerequisite teaching or services credential listed in (a)(1) is valid for more than five years from the issuance date of the clear Administrative Services Credential, the clear credential shall be valid for five years from the issuance date established in section 80440 and will expire the first day of the following month as established in section 80493.

(f) A ~~professional~~ clear Administrative Services Credential authorizes the services specified in section 80054.5.

(g) Definitions:

(1) The term “employing agency” as used in this section shall mean:

(A) public school districts in California.

(B) county offices of education or county superintendents of schools in California.

(C) schools that operate under the direction of a California state agency.

(D) California Nonpublic, Nonsectarian Schools and Agencies as defined in Education Code sections 56365 and 56366.

(E) California Charter Schools as established in Education Code section 47600.

(F) California Private Schools of equivalent status.

(G) California Juvenile Court Schools.

(H) California Juvenile or Adult Corrections.

(2) The term ‘full-time experience’ as used in this section shall mean

(A) Full-Time Teaching Experience: This is defined as teaching a minimum of four hours a day, unless the minimum statutory attendance requirement for the students served is less. Experience must be on a daily basis and for at least 75% of the school year. Experience may be accrued in increments of a minimum of one semester. No part-time or combination of teaching with other school employment will be accepted.

(B) Full-Time Administrative Experience: This is defined as serving as an administrator a minimum of four hours a day, unless the minimum statutory attendance requirement for the students served is less. Experience must be on a daily basis and for at least 75% of the school year. Experience may be accrued in increments of a minimum of one semester. No part-time or combination of administrative service with other school employment will be accepted.

Note: Authority cited: Section 44225, Education Code. Reference: Sections 44065, 44252(b), 44265.3, 44260.1, 44269, 44270, 44270.1, 44270.5, 44227(b), 44372, and 44373, 44510 through 44517, 56365, and 56366, Education Code.



# Commission on Teacher Credentialing

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**Attn:** Tammy A. Duggan, Consultant  
Certification Division

**Title:** Notice of Modification to Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to the Administrative Services Credential

**Section:** 80054(d)(3)(A)

## Response to the Attached Regulations

If you disagree with the new proposed changes within the attached Title 5 Regulations, please return this response form to the Commission office, attention Tammy A. Duggan, at the above address postmarked no later than February 26, 2013.

**No**, I do not agree with the new proposed changes to the Title 5 Regulations for the following reasons:

Personal opinion of the undersigned

Organizational opinion representing: (Circle One)

School District, County Schools, College/University, Professional Organization,  
Other \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Route to TAD*