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Information/Action

Certification Committee

Proposed Amendments to Title 5 of the California Code of Regulations §80054.1 for Out-of-State Prepared Administrators

Executive Summary: This agenda item proposes amendments to Title 5 of the California Code of Regulations §80054.1 to allow out-of-state prepared administrators with at least three years of full-time teaching or services experience to satisfy up to two years of the five-year experience requirement.

Staff Recommendation: That the Commission approve the proposed regulation amendments in order to begin the rulemaking file for submission to the Office of Administrative Law and schedule a public hearing.

Presenter: Tammy Duggan, Consultant,
Certification Division

Strategic Plan Goal

I. Educator Quality

- c) Ensure that credential processing and assignment monitoring activities accurately, effectively, and efficiently identify educators who have met high and rigorous certification standards and who are appropriately assigned.

Proposed Amendments to Title 5 of the California Code of Regulations §80054.1 for Out-of-State Prepared Administrators

Introduction

This agenda item proposes amendments to Title 5 of the California Code of Regulations (CCR) §80054.1 to allow out-of-state prepared administrators with at least three years of full-time teaching or services experience to satisfy up to two years of the five-year experience requirement. The proposed amendments will create a procedure for out-of-state prepared administrators to qualify for an Administrative Services Credential that is similar to the two-year experience waiver available to California prepared administrators.

Background

At the August 2012 meeting, the Commission approved criteria for waiving up to two of the five years of experience required for California prepared administrators applying for a Preliminary Administrative Services Credential (PASC) ([Item 4C](#)). The two-year experience waiver was created in anticipation of amendments to Title 5 of the CCR §80054 that took effect on July 1, 2013 increasing the years of required teaching/services experience for the PASC from three years to five years.

The two-year experience waiver was established specifically for individuals who complete Commission-approved administrative services programs in California. Since regulations had not yet been promulgated for individuals who completed administrative services programs outside California, those individuals were held to the previous teaching/services experience requirement of three years. Section 80054.1 was added to Title 5 of the CCR effective October 1, 2015 and details the requirements for out-of-state prepared administrators, including five years of teaching/services experience to align with the experience requirement for California prepared administrators. However, there was no language included in §80054.1 nor was there any discussion at the public hearing for the proposed regulations related to a possible waiver for up to two years of the required five years of teaching/services experience for out of state prepared administrators.

Necessity and Rationale for Allowing Out-of-State Administrative Experience Substitution

With very few exceptions, only three years of teaching and/or services experience is required for an individual to qualify for an administrative services credential in the other states (reference Appendix A). The increased experience requirement in California creates a potential barrier for out-of-state prepared administrators seeking certification in California. It is entirely possible that an individual with many years of successful administrative experience in another state would not qualify for an administrative services credential in California if the out-of-state administrative credential was issued on the basis of three years of teaching/services experience. Under the current regulations, an out-of-state credentialed administrator with less than five years of

teaching or services experience would be required to return to the classroom (or services position) for one or two years to satisfy California's five-year experience requirement, regardless of the number of years the individual was employed in an administrative position.

In addition, because several of the criteria for the two-year experience waiver established by the Commission for California-prepared administrators would be problematic for out-of-state prepared administrators, this option is not viable. Appendix B displays the six criteria for the two-year experience waiver available to California prepared administrators and the challenges that would be encountered when attempting to apply each criterion to administrators from another state.

There are three Education Code (EC) sections that specify the requirements for issuance of administrative services credentials to out-of-state prepared administrators (reference Appendix C). Each EC section requires a minimum of three years teaching or services experience, as applicable to the credential route. The two years of additional teaching/services experience in Title 5 of the CCR section 80054.1 was added by the Commission; therefore, the Commission may define the type of experience acceptable to satisfy the additional two years of experience. The proposed regulation amendments to allow out-of-state administrative experience to satisfy the up to two years of teaching/services experience will adhere to the statutory three-year experience requirement, maintain the terms of the three credential routes available to out-of-state prepared administrators, and create a procedure for experienced administrators from other states to qualify for an administrative services credential in California without going through the waiver process.

Routes Available to Out-of-State Administrators

There are currently three routes available to out-of-state prepared administrators. The requirements common to each route are possession of a bachelor's or higher degree from a regionally-accredited college/university, satisfaction of California's basic skills requirement (a one-year nonrenewable is available at the request of a California public school employer), completion of an out-of-state administrative services program, and fingerprint clearance. Detailed below are the additional requirements for each route and how substitution of up to two years of administrative experience in lieu of teaching/services experience would be implemented.

Route 1 – Out-of-State Teaching Credential and Experience

- Out-of-state teaching credential;
- Five years of full-time out-of-state teaching experience; and
- Possession of or eligibility for an out-of-state administrative credential.

This route leads to the Preliminary Administrative Services Credential. Possession of a California prerequisite teaching or services credential is not required under this route. An individual with three or four years of out-of-state teaching experience could substitute one or two years of out-of-state administrative experience to qualify for the PASC. Individuals who qualify by Route 1 are

required to complete a Commission-approved administrative induction program and verify two years of full-time administrative experience in California to qualify for the Clear Administrative Services Credential.

Route 2 – Services Credential as Prerequisite or Teaching Experience Earned in California

- Possession of a California clear teaching or services credential;
- Possession of or eligibility for an out-of-state administrative credential; and
- Five years of teaching and/or services experience earned in California or another state.

This route leads to a Certificate of Eligibility or the Preliminary Administrative Services Credential for individuals with an offer of employment in a California administrative position. An individual with three or four years of teaching/services experience earned in California or another state could substitute one or two years of out-of-state administrative experience to qualify for the PASC. Individuals who qualify by Route 2 are required to complete a Commission-approved administrative induction program, verify two years of full-time administrative experience in California, and maintain possession of a California clear teaching/services credential to qualify for the Clear Administrative Services Credential.

Route 3 – Out-of-State Teaching Credential/Experience and Out-of-State Administrative Experience

- Out-of-state teaching credential;
- Five years of full-time out-of-state teaching experience;
- Possession of an out-of-state administrative credential;
- Three years of full-time out-of-state administrative experience; and
- Two performance evaluations from separate years of the verified out-of-state administrative experience.

This route leads to the Clear Administrative Services credential. Possession of a California prerequisite teaching or services credential is not required under this route.

Route 3 requires a total of eight years of out-of-state experience (five years of teaching experience and three years of administrative experience) An individual with three or four years of out-of-state teaching experience would be allowed to substitute one or two years of out-of-state administrative experience to qualify for the clear credential. The administrative experience substituted for teaching experience would not also be counted toward the three years of out-of-state administrative experience requirement. An individual would need to provide verification of four or five years of out-of-state administrative experience to qualify under Route 3, depending on the number of years of administrative experience that is substituted for teaching experience.

Proposed Regulation Amendments

The entire text of Title 5 of the CCR §80054.1 is provided in Appendix D. Only subsection (f)(1) would need to be amended to effect the proposed changes as follows:

'Full-time teaching or services experience' shall mean 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 employment will be accepted. ~~Teaching experience may not be combined with other school employment to satisfy (a)(4) or (d)(4). Teaching experience and experience in one or more of the services fields specified in subsection (b)(2)(B) may be combined to satisfy (b)(2).~~ Up to two years of successful, full-time experience in an administrative position at a public or regionally-accredited private school located in another state as defined in (f)(2) may be combined with teaching experience to satisfy (a)(4) or (d)(4) or may be combined with teaching experience and experience in one or more of the services fields specified in (b)(2)(B) to satisfy (b)(2). Administrative experience accepted to satisfy the teaching experience requirement in (a)(4) or (d)(4) shall be excluded from the administrative experience requirement in (d)(6). Experience earned outside California must be verified on the official letterhead of the out-of-state employer or employers by the superintendent, assistant superintendent, director of personnel, or director of human resources by which the individual was employed. Experience from outside the United States will not be considered.

Staff Recommendation

Staff recommends approval of the proposed amendments to section 80054.1 in Title 5 of the California Code of Regulations allowing substitution of up to two years of out-of-state administrative experience to satisfy the teaching/services experience requirement for the purpose of beginning the rulemaking file for submission to the Office of Administrative Law and scheduling of a public hearing.

Appendix A

Experience Requirement for Administrative Credential by State

State	Years of Experience	Type of Experience
Alabama	3	At least 1 year teaching
Alaska	3	Teaching or Special Service
Arizona	3	Teaching
Arkansas	4	Teaching or Service
Colorado	3	Teaching or Service
Connecticut	4 (40 months)	Teaching or Service
Delaware	5	Teaching
Florida	None	(2 years teaching required by program)
Georgia	3	Teaching or Service
Hawaii	3-4	Teaching
Idaho	4	Teaching or Service
Illinois	4	Teaching or Service
Indiana	2	Teaching
Iowa	3	Teaching
Kansas	3	Teaching or Service
Kentucky	3	Teaching
Louisiana	3	Teaching
Maine	3	Teaching
Maryland	3 (27 months)	Teaching or Service
Massachusetts	3	Teaching, Admin, or Supervisory
Michigan	None	N/A
Minnesota	3	Teaching
Mississippi	3	Teaching
Missouri	2	Teaching
Montana	3	Teaching
Nebraska	2	Teaching, Service, or Admin
Nevada	3	Teaching
New Hampshire	3	Teaching or Service
New Jersey	5	Teaching or Service
New Mexico	3	Teaching
New York	3	Teaching or Service
North Carolina	3	Teaching
North Dakota	3	Teaching or Admin
Ohio	2	Teaching
Oklahoma	2	Teaching
Oregon	3	Teaching or Service

State	Years of Experience	Type of Experience
Pennsylvania	3	Teaching or Service
Rhode Island	3	Teaching or Service
South Carolina	3	Teaching
South Dakota	None	N/A
Tennessee	None	(program may require experience)
Texas	2	Teaching
Utah	3	Teaching or Service
Vermont	3	Teaching
Virginia	3	Teaching or Service
Washington	3	Teaching or Service
West Virginia	3	Teaching or Management
Wisconsin	3	Teaching or Service
Wyoming	None	(program may require experience)

Appendix B

Two-Year Experience Waiver Criteria Compared to Out-of-State Administrator Requirements

Waiver Criteria for California Administrators	Challenges for Out-of-State Prepared Administrators
The prospective employer is required to verify that no suitable fully credentialed individual is available to be hired.	None
The employer must submit verification from an approved program sponsor that the individual has completed a Preliminary Administrative Services Credential preparation program and has met the standards outlined in the California Professional Standards for Education Leaders (CPSEL). <i>These requirements must be verified by the program sponsor.</i>	The administrative services program is completed outside California; therefore, an approved program sponsor will not be available to verify that individuals have met the CPSELS.
The individual must hold a clear (or life) teaching or services prerequisite credential prior to being recommended for a Preliminary Administrative Services Credential.	<ul style="list-style-type: none"> • Routes 1 and 3 for out-of-state prepared administrators do not require possession of a prerequisite teaching or services credential in California. • Route 3 leads to issuance of the clear credential (not the PASC).
The Preliminary Administrative Services Credential is restricted to the employing agency requesting the waiver until the individual has five years of experience in the schools or has earned the Clear Administrative Services Credential, whichever comes first.	Route 3 leads to issuance of the clear credential, not the PASC.
The prospective administrator must provide evidence of successful experience as demonstrated by evaluations. <i>Two performance evaluations from separate years of verified experience must be submitted with the waiver application. The evaluations must not be more than five years old and the candidate must have received ratings of "satisfactory" or better.</i>	The teaching/services experience may have occurred outside California more than five years ago making it impossible for an out-of-state administrator to satisfy the requirement of "not more than five years old".
The employer must indicate that mentoring and support will be provided to the individual.	None

Appendix C
California Education Code
(emphasis added for experience requirement)

§44270 – Route 2 for Out-of-State Prepared Administrators

- (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 career technical education, adult education, 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 teacher librarian, 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.

§44270.3. – Route 1 for Out-of-State Prepared Administrators

Notwithstanding any provision of this chapter, the commission shall issue a preliminary services credential with a specialization in administrative services to an out-of-state trained administrator who meets all of the following requirements:

- (a) Possesses a baccalaureate degree from a regionally accredited institution of higher education.
- (b) Successfully passed the basic skills proficiency test administered pursuant to Section 44252.5.
- (c) Completed a teacher preparation program at a regionally accredited institution of higher education, was issued an elementary, secondary, or special education teaching credential based upon that program, and **served on that credential for at least three years.**
- (d) Completed 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.
- (e) Submitted fingerprint cards and met the requirements of California for teacher fitness pursuant to Sections 44339, 44340, and 44341.

§44270.4. – Route 3 for Out-of-State Prepared Administrators

Notwithstanding any provision of this chapter, the commission shall issue a professional services credential with a specialization in administrative services to an out-of-state trained administrator who meets all of the following requirements:

- (a) Possesses a baccalaureate degree from a regionally accredited institution of higher education.
- (b) Successfully passed the basic skills proficiency test administered pursuant to Section 44252.5.
- (c) Completed a teacher preparation program at a regionally accredited institution of higher education, was issued an elementary, secondary, or special education teaching credential based upon that program, and **served on that credential for at least three years.**
- (d) Completed an administrator preparation program at a regionally accredited institution of higher education and was issued an administrative services credential based upon that program.
- (e) Submitted to the commission a minimum of two rigorous performance evaluations, one in each of the applicant's two most recent years of service as an administrator, upon which the applicant received ratings of satisfactory or better.
- (f) Successfully served as a public school administrator for at least three years or successfully completed an individual program of professional development that included intensive mentoring, assistance, and support as certified by the employing school district.
- (g) Submitted fingerprint cards and met the requirements of California for teacher fitness pursuant to Sections 44339, 44340, and 44341.

Appendix D

§ 80054.1. Services Credential with a Specialization in Administrative Services; Requirements for Candidates Prepared Outside California.

- (a) The minimum requirements for the preliminary Administrative Services Credential for individuals with five years of full-time teaching experience earned in another state are (1) through (7):
- (1) A baccalaureate degree or a higher degree from a regionally-accredited college or university;
 - (2) Completion of a teacher preparation program taken at a regionally-accredited college or university located in another state or approved by another state and completed through a local educational agency;
 - (3) Possession of a professional-level teaching credential issued by another state as defined in section 80413.3(c)(5) for a general education credential or section 80048.3.1(c)(5) for a special education credential;
 - (4) Verification of five years of successful, full-time experience teaching at a public school or private school of equivalent status located in another state;
 - (5) Completion of an administrator preparation program at a regionally-accredited college or university located in another state and possession of or eligibility for an administrative services credential in another state;
 - (6) Submission of an application form as defined in section 80001(b)(2); the application fee as specified in section 80487(a)(1); and fingerprint clearance as specified in section 80442; and
 - (7) Satisfy California's basic skills requirement as specified in Education Code section 44252(b).
 - (8) An individual who satisfies requirements (a)(1) through (a)(6), but has not satisfied the basic skills requirement listed in (a)(7) may apply for a one-year nonrenewable credential through a California public school employer or county office of education, as provided in Education Code section 44252(b)(4).
 - (9) A preliminary Administrative Services Credential issued on the basis of completion of requirements (a)(1) through (a)(7) 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(a).
- (b) The minimum requirements for the preliminary Administrative Services Credential for individuals with less than five years of full-time teaching experience earned in another state are (1) through (6):
- (1) One of the following:
 - (A) A valid clear or life California teaching credential that requires a baccalaureate degree or a higher degree from a regionally-accredited college or university and a program or 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 as specified, provided the applicant also possesses a baccalaureate degree or a higher degree from a regionally-accredited college or university; or
 - (C) A valid clear or life California services credential in pupil personnel services, health services for school nurse, teacher librarian services, or speech-language pathology or clinical or rehabilitative services requiring a baccalaureate degree or a higher degree from a regionally-accredited college or university and a program of professional preparation, including field work or the equivalent;
- (2) Verification of one of the following:
 - (A) Five years of successful, full-time experience teaching at a public school or private school of equivalent status located in California and/or another state;
 - (B) Five years of successful, full-time experience in the fields of pupil personnel, school nurse, teacher librarian, or speech-language pathology or clinical or rehabilitative services at a public school or private school of equivalent status located in California and/or another state;
 - (C) A combination of (A) and (B) equal to five years.
 - (3) Completion of an administrator preparation program at a regionally-accredited college or university located in another state and possession of or eligibility for an administrative services credential in another state;
 - (4) Submission of an application form as defined in section 80001(b)(2) and the application fee as specified in section 80487(a)(1);
 - (5) Verification of an offer of employment in a full- or part-time administrative position from an employing agency as defined in section 80054(g)(1); and
 - (6) Satisfy California's basic skills requirement as specified in Education Code section 44252(b).
 - (7) An individual who satisfies requirements (b)(1) through (b)(5), but has not satisfied the basic skills requirement listed in (b)(6) may apply for a one-year nonrenewable credential through a California public school employer or county office of education, as provided in Education Code section 44252(b)(4).
 - (8) An individual who satisfies requirements (b)(1) through (b)(4) and (b)(6), but does not have an offer of employment as specified in (b)(5), shall apply for a Certificate of Eligibility which verifies completion of all requirements for the preliminary Administrative Services Credential and allows the holder to seek employment.
 - (9) A preliminary Administrative Services Credential issued on the basis of completion of requirements (b)(1) through (b)(6) shall be dated as follows:
 - (A) If the prerequisite teaching or services credential listed in (b)(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 prerequisite credential as established in section 80493.
 - (B) If the prerequisite teaching or services credential listed in (b)(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) The minimum requirements for the clear Administrative Services Credential for individuals who qualify on the basis of subsection (a) or (b) are:
- (1) Possession of a valid preliminary administrative services credential;
 - (2) For individuals who qualify via subsection (b), possession of a valid teaching or services credential as specified in (b)(1);
 - (3) Verification of two years of successful, full-time administrative experience with an employing agency as defined in section 80054(g)(1) earned while holding the preliminary administrative services credential;
 - (4) Completion of one of the options provided in subsection (d)(3)(A), (d)(3)(B), or (d)(3)(C) of section 80054;
 - (5) A completed application form as specified in section 80001(b)(2) and the application fee specified in section 80487(a)(1); and
 - (6) For an individual who completes a program as specified in subsection (d)(3)(A) or (d)(3)(B) of section 80054, verification of completion from a Commission-approved program as specified in Education Code section 44227(b) and accredited by the Committee on Accreditation as provided in Education Code section 44373(c). An individual who passes the assessment specified in subsection (d)(3)(C) of section 80054 may apply directly to the Commission.
 - (7) A clear Administrative Services Credential issued on the basis of completion of requirements (c)(1) through (c)(5) shall be dated as follows:
 - (A) For an individual who qualified for the preliminary Administrative Services Credential on the basis of completion of the requirements specified in subsections (a)(1) through (a)(7), 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(a).
 - (B) For an individual who qualified for the preliminary Administrative Services Credential on the basis of completion of the requirement specified in subsections (b)(1) through (b)(6), the clear credential shall be dated as follows:
 1. If the prerequisite teaching or services credential listed in (b)(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 prerequisite credential as established in section 80493(b).
 2. If the prerequisite teaching or services credential listed in (b)(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(b).
- (d) The minimum requirements for the clear Administrative Services Credential for individuals with out-of-state teaching and administrative experience are:

- (1) A baccalaureate degree or a higher degree from a regionally-accredited college or university;
 - (2) Completion of a teacher preparation program taken at a regionally-accredited college or university located in another state or approved by another state and completed through a local educational agency;
 - (3) Possession of a professional-level teaching credential issued by another state as defined in section 80413.3(c)(5) for a general education credential or section 80048.3.1(c)(5) for a special education credential;
 - (4) Verification of five years of successful, full-time experience teaching at a public school or private school of equivalent status located in another state;
 - (5) Completion of an administrator preparation program at a regionally-accredited college or university located in another state and possession of or eligibility for an administrative services credential in another state;
 - (6) Verification of three years of successful, full-time experience in an administrative position at a public or regionally-accredited private school located in another state or successfully completed an individual program of professional development that included intensive mentoring, assistance, and support as certified by the employing school district;
 - (7) Performance evaluations from the last two years of the verified out-of-state administrative experience;
 - (8) Submission of an application form as defined in section 80001(b)(2); the application fee as specified in section 80487(a)(1); and fingerprint clearance as specified in section 80442; and
 - (9) Satisfy California's basic skills requirement as specified in Education Code section 44252(b).
 - (10) An individual who satisfies requirements (d)(1) through (d)(8), but has not satisfied the basic skills requirement listed in (d)(9) may apply for a one-year nonrenewable credential through a California public school employer or county office of education, as provided in Education Code section 44252(b)(4).
 - (11) A clear Administrative Services Credential issued on the basis of completion of the requirements (d)(1) through (d)(9) 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(a).
- (e) An Administrative Services Credential issued pursuant to this section authorizes the services specified in section 80054.5.
- (f) The following definitions apply to the terms used in this section:
- (1) 'Full-time teaching or services experience' shall mean 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 employment will be accepted. Teaching experience may not be combined with other school employment to satisfy (a)(4) or (d)(4). Teaching experience and experience in one or more of the services fields specified in subsection (b)(2)(B) may be combined to

satisfy (b)(2). Experience earned outside California must be verified on the official letterhead of the out-of-state employer or employers by the superintendent, assistant superintendent, director of personnel, or director of human resources by which the individual was employed. Experience from outside the United States will not be considered.

- (2) 'Full-time administrative experience' as used in (d) shall mean 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. Experience earned outside California must be verified on the official letterhead of the out-of-state employer or employers by the superintendent, assistant superintendent, director of personnel, or director of human resources by which the individual was employed. Experience from outside the United States will not be considered.
- (3) The term 'state' as used in this section means a state, territory or possession of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.
- (4) Performance evaluations:
 - (A) The effectiveness areas on the performance evaluations must include, but are not limited to, all of the areas, 1. through 4., below. If these areas are not included in the evaluations, the individual may submit a supplemental letter on the employer's letterhead and signed by the superintendent or his/her designee.
 1. Demonstration of leadership skills;
 2. Verification of leadership in program implementation and instructional practices;
 3. Implementation of effective procedures for smooth operations of the school; and
 4. Evidence of self-motivation, continuous professional development, and the updating of skills in administration.
 - (B) Performance evaluation ratings must be satisfactory or better.

Note: Authority cited: Section 44225, Education Code. Reference: Sections 44227(b), 44252(b), 44270, 44270.1, 44270.3, 44270.4, 44270.5, 44372, 44373, 47605, 56365 and 56366, Education Code.