

## COMMISSION FOR TEACHER PREPARATION AND LICENSING

1020 O STREET

SACRAMENTO, CALIFORNIA 95814

(916) 445-0184

OFFICE OF THE EXECUTIVE SECRETARY



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81-8239

TO: All Individuals and Groups Interested in the Activities  
of the Commission for Teacher Preparation and Licensing

FROM: John F. Brown, Executive Secretary

SUBJECT: Information on the Status of Administrative Services  
Credentials

For several years the Commission has worked on a broad front to develop changes and improvements in the preparation and licensing requirements for school administrators. During this effort the Commission frequently consulted with practicing school administrators, representatives of professional organizations, school board members, college and university faculties, legislators, and all other parties interested in the certification of school administrators. As a result of these activities, legislation was secured in 1981 which establishes a two-step Administrative Services Credential. This memorandum is to inform you of the key aspects of the Commission's implementation of this credential.

Elements of the Structure of the New Credential

1. AB 777, Greene (Statutes of 1981) establishes a two-step Administrative Services credential, effective July 1, 1982. The "two-steps" consist of
  - a. The Preliminary Services Credential with a Specialization in Administrative Services. This credential is valid for five years from date of issuance, or three years from date of initial employment in an administrative position requiring the credential - whichever date is later - and is not renewable.
  - b. The Professional Services Credential with a Specialization in Administrative Services. This credential is valid for five years and is renewable.

Requirements for the Preliminary Administrative Services Credential are briefly as follows:

- a. Possession of a valid teaching or specified services credential. (Refer to Education Code Section 44270, amended 1982, for specifics.)
- b. A minimum of three years of successful, full-time experience in the public schools, or in private schools of equivalent status.
- c. Completion of an entry-level program, or one year internship, approved by the Commission.

Requirements for the Professional Administrative Services Credential are briefly as follows:

- a. Possession of a valid Preliminary Administrative Services Credential.
  - b. A minimum of two years of successful, full-time experience in a position requiring the Preliminary Credential.
  - c. Completion of a Commission-approved program of advanced study and field experience or internship.
2. AB 976, Bergeson (Statutes of 1982) contains, in part, "grandparenting" provisions which allow a candidate for the Administrative Services credential (the one-step structure now superseded by the 1981 legislation) who is enrolled in a Commission-approved program prior to July 1, 1982 to have until June 30, 1984, to complete the requirements for, and be eligible to be issued, the Administrative Services (one-step) credential - and not be held for the two-step provisions of the new law.

#### Approved Programs Cut-Off and Effective Dates

In order to implement the preparation aspects of the new two-step Administrative Services credential structure it will be necessary for the Commission to approve preparation programs for both the Preliminary and Professional credentials. "Cut-off" dates and "effective" dates need to be established for the guidance of all concerned: the Commission, preparation institutions and agencies, school districts, and candidates. Accordingly, the Commission is establishing in the form of proposed CAC Title 5 regulations to be heard at public hearing on August 5, 1982\*, the following implementation dates:

(1) 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.

(2) 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 revised competencies and field experience requirement proposed by the Commission in June 1982 and adopted in August 1982.

\* A formal announcement, contained in coded letter #81-8236, dated June 11, 1982, contains the complete set of proposed regulations for the Preliminary Administrative Services Credential and should be referred to for detailed information.

Status of the Professional Administrative Services Credential

The full nature of the curriculum components and approval criteria for preparation programs for the Professional credential are being developed. The Commission has appointed a broad-based advisory panel which has been meeting since October 1981 to develop recommendations for the scope and content of the preparation for that credential. A great deal of input will be welcomed as the form of the proposal emerges, and prior to formal Commission review. Commission staff expect that the full details of the new credential will be in place by early 1983, including the specification of an effective date for approved programs for this credential.

Summary

The Commission's recent broad efforts to further upgrade the licensing requirements for school administrators has resulted in major changes which affect the nature of preparation programs and the requirements that credential candidates need to satisfy. This letter has been intended to set forth in brief form the major aspects of these changes. For further information, please contact Dr. Sidney Inglis (phone 916/445-0228) of my staff.