

COMMISSION ON TEACHER CREDENTIALING

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November 1, 1989

89-8928

To: Deans, Educational Administration Coordinators and Directors, Personnel Offices, Credential Analysts

From: Philip A. Fitch, Executive Secretary

Subject: Clarification of Education Code Section 44270 pertaining to Extensions on the Preliminary Administrative Services Credential and 44270.1 pertaining to Administrative Experience Credit on the Professional Administrative Services Credential

EXTENSIONS

The following explanation of the Education Code is provided for institutions preparing candidates for the Preliminary and Professional Administrative Services credential. Section 44270 (b) states:

The preliminary administrative services credential shall be valid for a period of five years from date of issuance or three years from date of initial employment in a position requiring the credential, **whichever date is later**, and shall not be renewable.

Credential holders who have been employed in an administrative position during the five year period of the preliminary but have not completed a Professional level credential program may apply for an extension when the candidate has:

1. Submitted an application and fee;
2. Submitted verification from a California university of current enrollment in a Professional level program and has, in conjunction with the institution, submitted a plan for completion of the requirements within the period of the extension; and

***The letter enclosed with every Preliminary Administrative Services credential explains what must be included when applying for an extension.*

ADMINISTRATIVE EXPERIENCE CREDIT

The Education Code is very specific in requiring that the candidate be employed in a position requiring the Preliminary Administrative Services credential. The Commission, therefore, will not accept experience for the professional credential that does not require an administrative credential. Section 44270.1 (a) (2) and (3) state:

(2) A minimum of two years of successful full-time experience in a position requiring 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 cases of county school administrators.

(3) Completion of a commission-approved program of advanced study and appropriate field experiences or internship, at least one-half of which shall have been engaged in **while being employed in a position requiring the preliminary administrative services credential.**

Other Considerations:

The Commission considers full time administrative experience to be at least four hours a day, five days a week.

Full time work as a summer school principal may be applied towards the two year requirement. Courses taken while holding the principalship satisfy the "while employed in a full time school administrative position" requirement.

If you have any questions, please contact Marie Schrup, Consultant, Program Evaluation and Research at the Commission (916) 327-2966.