



# CODED CORRESPONDENCE

<b>DATE:</b> August 14, 2012 <b>UPDATED:</b> September 5, 2012	<b>NUMBER:</b> 12-09
<b>TO:</b> All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing	<b>FROM:</b> Mary Vixie Sandy Executive Director Commission on Teacher Credentialing
<b>SUBJECT: Using the Administrator Training Program (ATP) for a Clear Administrative Services Credential (Replaces Coded Correspondence 11-10)</b>	

### Summary:

One of the options for earning a Clear Administrative Services Credential is completion of Modules 1, 2 and 3 of a State Board of Education-approved Administrator Training Program (ATP). Certain provisions of the Education Code (EC), relating to using the ATP for credentialing purposes, become inoperative or are repealed in 2012 and 2013. To give individuals sufficient time to meet the requirements and obtain the ATP Certificate of Completion, transition dates were set with a final issuance date of April 1, 2014 for the Clear Administrative Services Credential using the ATP option.

The California Department of Education (CDE) recently announced the opportunity for local educational agencies (LEAs), county offices of education, and direct-funded charter schools to apply for an additional year of federal Title II funds for the ATP to provide training for principals and assistant/vice principals. This additional year of funding does *not* affect the dates listed in this correspondence.

The Commission is also providing information for ATP providers to transition to a Commission-approved Tier II/Clear Administrative Services Program.

### Key Provisions:

#### *Application Processing*

The California Department of Education (CDE) provides funding for professional development. EC §44511 directs the Superintendent of Public Instruction to award ATP incentive funding for the purpose of providing instruction for school administrators in areas such as core academic standards, school financial and personnel management, the use of assessment and leadership and management strategies.

The 2012 California State Budget authorized a portion of federal Title II, Part A Funds to be used for the ATP for an additional year to September 1, 2014. EC §44513 allows the Commission to accept the professional development completed through the ATP to fulfill the program requirement for a Clear Administrative Services Credential. While the additional ATP funds noted above go through September 1, 2014, this does not change any of the timelines in the original Coded Correspondence 11-10 as EC §44517 provides a sunset date for accepting the ATP towards certification.

Participants who wish to use the ATP to earn the Clear Administrative Services Credential must complete the program, including the online survey required by CDE, and apply to the Commission for the Clear Administrative Services Credential by April 1, 2014 (date application must be received at the Commission). This includes the printing of all Certificates of Completion (which require a superintendent's signature prior to submission to the Commission). See the Contact Information section for CDE staff who may respond to questions about the ATP.

Although the requirements for the ATP must be completed and the candidate must obtain the Certificate of Completion, the transition dates allow individuals sufficient time to complete the two years of administrative experience required for the clear credential and submit applications to the Commission.

To assist stakeholders, transition dates have been established for processing applications for the Clear Administrative Services Credential using the professional development completed through the ATP. Applications for the clear credential must be received at the Commission (receipt date, not the filing date listed on the application form) by April 1, 2014. That is also the latest issuance date allowed by the Commission under this process. A list of key dates may be found in the Important Dates section.

Individuals who do not complete the two-year ATP within the time period noted above and/or the additional credential requirements, including the two years of administrative experience, will need to contact and be evaluated by an approved program for one of the other options to earn a Clear Administrative Services Credential. Refer to the [California prepared \(CL-574C\)](#) and [out-of-state prepared \(CL-574\)](#) administrative services credential informational leaflets for detailed information on application procedures and requirements.

The Commission may issue a one or two-year extension to a Preliminary Administrative Services Credential for individuals that need additional time to complete the ATP or the administrative experience requirement if specific criteria are met. However, no extension will have an expiration date after April 1, 2014. Details may be found in the [CL-574C](#) and [CL-574](#) information leaflets.

#### *Transitioning to a Commission-Approved Tier II/Clear Administrative Services Credential Program*

Current ATP providers may wish to transition to a Commission-approved Tier II/Clear Administrative Services Program. This transition may start immediately and does not need to wait for the sunset of the ATP. County offices that already have an approved program in another area need to review #2 below and those who do not have any approved programs will need to review #1 and #2.

ATP providers may consult the Commission's [Submitting a Proposal for an Educator Preparation Program in California](#) webpage for information on the steps for this process.

1) Initial Institutional Approval

Ascertain if your county office is a Commission-approved entity and therefore eligible to offer an educator preparation program by reviewing the [List of Approved Programs](#). If your county has an approved program, contact the program director who is already offering the approved educator preparation program to review your county's response to the Commission's [Common Standards](#) to make any adjustments for the inclusion of a Clear Administrative Services Credential. If your county is not already approved, complete the [Submitting a Proposal for an Educator Preparation Program in California](#) for initial institutional approval.

2) Program Approval

All CDE-approved Administrator Training Program providers that would like to become Commission-approved for a Tier II/Clear Administrative Services program must complete the Initial Program Review (IPR) process. The [Submitting a Proposal for an Educator Preparation Program in California](#) webpage provides information on the process and timelines including the IPR reading dates for the remainder of 2011.

See the Contact Information section for where to address questions related to submitting a Tier II/Clear program.

**Important Dates:**

*Although ATP funding through CDE has been extended, the ATP must be completed, the Certificates of Completion issued, and the application packet with all appropriate supporting materials must be received at the Commission by April 1, 2014 to use the ATP option to earn a Clear Administrative Services Credential. Questions concerning the ATP program and the Certificates of Completion may be directed to the CDE as found in the Contact Information on the following page.*

*April 1, 2014* – Last issuance date for an application for a Tier II/Clear Administrative Services Credential using the ATP option

*April 1, 2014* – Last day applications **must be** received at the Commission (receipt date); applications for the Administrative Services Credential using the ATP **will not** be accepted after this date regardless of filing date

**Background:**

There are several options to earn a clear credential for California and out-of-state prepared administrators. Assembly Bill 75 (Chap. 697, Stats. 2001) established the Principal Training Program. In 2006, the program was reauthorized as the Administrator's Training Program in Assembly Bill 430 (Chap. 364, Stats. 2006). The State Board of Education approves the programs and the California Department of Education is the state agency that administers the program and provides funding.

**Source:**

Education Code §§44513 and 44517

**References:**

Administrative Services Credential for Administrators Prepared Out-of-State Information Leaflet: <http://www.ctc.ca.gov/credentials/leaflets/cl574.pdf>

Administrative Services Credential for Administrators Prepared in California Information Leaflet: <http://www.ctc.ca.gov/credentials/leaflets/cl574c.pdf>

Submitting a Proposal for an Educator Preparation Program in California: <http://www.ctc.ca.gov/educator-prep/new-program-submission.html>

List of Approved Programs: [http://cig.ctc.ca.gov/cig/CTC\\_apm/all.php](http://cig.ctc.ca.gov/cig/CTC_apm/all.php)

Common Standards: <http://www.ctc.ca.gov/educator-prep/STDS-common.html>

**Contact Information:**

*Questions concerning the Administrative Services Credential Requirements and Application Process:*

Commission's Information Services Unit by email at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).

*Questions concerning Administrator Training Programs:*

Program issues: Judy Sinclair, California Department of Education Title II Leadership Office, by telephone at 916-323-5846 or by email at [jsinclair@cde.ca.gov](mailto:jsinclair@cde.ca.gov).

Fiscal issues: Jonathan Mortimer, California Department of Education Administrative and Fiscal Services Office, by telephone at 916-323-4805 or by email at [jmortime@cde.ca.gov](mailto:jmortime@cde.ca.gov).

*Questions related to submitting a Tier II/Clear Administrative Services Credential program for review and approval:*

Program content: Gay Roby ([groby@ctc.ca.gov](mailto:groby@ctc.ca.gov)) or Process issues: [IPR@ctc.ca.gov](mailto:IPR@ctc.ca.gov)