



CODED CORRESPONDENCE

DATE: September 28, 2015	NUMBER: 15-07
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: Approval of the Addition and Amendments to Title 5 of the California Code of Regulations Pertaining to Administrative Services Credentials	

Summary:

The amendments to Title 5 of the California Code of Regulations (CCR) pertaining to Administrative Services Credentials (ASC) for California and out-of-state prepared candidates were approved by the Office of Administrative Law and will take effect on October 1, 2015.

Key Provisions:

California Prepared Administrators

The recently approved regulations included amendments to 5 CCR section 80054 that allow California prepared administrators to use teaching and/or services experience earned outside California toward qualifying for the preliminary ASC or Certificate of Eligibility (CE). Effective for applications with a requested issue date of October 1, 2015 or later, candidates may use teaching and/or services experience earned in California, another state, or a combination of experience earned in California or another state to satisfy the five-year experience requirement. The teaching or services experience must be from a public or private school of equivalent status.

The amendments to 5 CCR section 80054 also clarify that candidates who pass the California Preliminary Administrative Credential Examination (CPACE) may apply directly to the Commission for the preliminary credential or CE; update the program standards incorporated by reference to the current revision date; and clarify the application, application fee, and program sponsor recommendation requirements.

Out-of-State Prepared Administrators

There are three routes available in the Education Code by which out-of-state prepared administrators may establish their academic eligibility for a preliminary or clear ASC in

California. Section 80054.1 was added to Title 5 of the CCR to clarify the requirements associated with each route.

The regulations also align the teaching/services experience and prerequisite credential requirements with the requirements for California prepared administrators. Effective October 1, 2015, out-of-state prepared administrators must verify five years of full-time teaching and/or services experience and, if required, hold a *clear* or *life* prerequisite teaching or services credential to qualify for an ASC.

The following sections provide broad information explaining the common requirements all out-of-state prepared administrators must satisfy and the requirements specific to the three routes. A link to the Commission's leaflet regarding the requirements for each route is provided in the References section.

Common Requirements

All candidates for a preliminary or clear ASC, including the CE, must satisfy the following:

- bachelor's or higher degree from a regionally-accredited college or university;
- completion of an administrator preparation program at a regionally-accredited college or university located in another state (alternative administrator programs are not acceptable);
- possession of, or eligibility for, an administrative services credential in another state;
- satisfaction of California's basic skills requirement; and
- fingerprint clearance.

Route 1: Five or More Years of Out-of-State Teaching Experience

Candidates who meet the common requirements and the additional requirements listed below will be academically eligible for a five-year preliminary ASC. Possession of a prerequisite teaching or services credential and verification of employment in an administrative position in California are not required for candidates who qualify via this route. The following are the additional requirements candidates must meet to qualify for the preliminary credential by this route:

- completion of a teacher preparation program in another state;
- possession of a professional-level teaching credential issued by another state; and
- verification of five years of successful, full-time teaching experience earned at a public or private school of equivalent status located in another state.

Candidates who are issued a preliminary ASC via Route 1 must complete a Commission-approved Administrative Services Clear Induction program, verify two years of successful, full-time administrative experience with an employing agency, and obtain recommendation from the approved program sponsor to establish their academic eligibility for the clear ASC.



Route 2: Less than Five Years of Out-of-State Teaching Experience

Candidates who meet the common requirements and the additional requirements listed below will be academically eligible for a five-year preliminary ASC or CE. Possession of a California prerequisite teaching or services credential is required for issuance of a preliminary credential or CE via Route 2. The following are the additional requirements candidates must meet to qualify by this route:

- possession of a clear or life teaching or services credential in California;
- verification of five years of successful, full-time teaching and/or services experience earned at a public or private school of equivalent status located in California and/or another state; and
- verification of an offer of employment in an administrative position from a California employing agency. Candidates who do not have an offer of employment in an administrative position may apply for a CE.

Candidates who are issued a preliminary ASC via Route 2 must maintain possession of a California prerequisite teaching or services credential, complete a Commission-approved Administrative Services Clear Induction program, verify two years of successful, full-time administrative experience with an employing agency, and obtain recommendation from the approved program sponsor to establish their academic eligibility for the clear ASC.

Route 3: Out-of-State Teaching and Administrative Experience

Candidates who meet the common requirements and the additional requirements listed below will be academically eligible for a five-year clear ASC. Possession of a prerequisite teaching or services credential and verification of employment in an administrative position in California are not required for candidates who qualify via Route 3. The following are the additional requirements candidates must meet to qualify by this route:

- completion of a teacher preparation program in another state;
- possession of a professional-level teaching credential issued by another state;
- verification of five years of successful, full-time teaching experience earned at a public or private school of equivalent status located in another state
- verification of three years of successful, full-time administrative experience earned at a public or regionally-accredited private school located in another state; and
- submission of photocopied performance evaluations from the last two years of the verified out-of-state administrative experience with ratings of “satisfactory” or better.

Candidates who are issued a clear ASC via Route 3 may renew their documents by submitting an online renewal application and fee every five years.

One-Year Nonrenewable Credential

Out-of-state prepared administrators who meet all requirements for one of the three routes except for the California basic skills requirement may be issued a one-year nonrenewable



(OYNR) ASC at the request of a California public school employer. An application for an OYNR must be submitted to the Commission for processing by the California public school employer and the OYNR will be restricted to service with the employer that submitted the application.

Out-of-Country Prepared Administrators

Commission staff does not have the authority to evaluate administrative programs completed outside the United States. Out-of-country prepared administrators must contact a Commission-approved administrative services program for an evaluation of the requirements that must be completed to secure recommendation for a preliminary ASC or CE from the program. Out-of-country prepared administrators also have the option of passing the CPACE in lieu of completing a California administrative services program.

Definitions

Administrative Services Clear Induction Program

The Commission approved new standards for candidate preparation for the second tier of California's ASC in February 2014. The new standards require completion of a two-year induction program for candidates who hold preliminary ASCs that must be site-based and job-embedded. Candidates issued initial preliminary ASCs effective July 1, 2015 or later must complete an Administrative Services Clear Induction program approved under the new 2014 program standards to satisfy the program requirement for issuance of the clear ASC.

The last date to admit candidates into a standards or guidelines based program under the 2001 standards was June 30, 2015 and candidates must complete the programs by June 30, 2017.

Employing Agency

The term "employing agency" as related to the two-year administrative experience requirement for candidates who hold preliminary ASCs issued on the basis of California programs or passage of the CPACE and out-of-state prepared candidates who qualified via Route 1 or Route 2 means:

- public school districts in California
- county offices of education or county superintendents of schools in California
- schools that operate under the direction of a California state agency
- California Nonpublic, Nonsectarian Schools and Agencies as defined in Education Code sections 56365 and 56366
- California Charter Schools as established in Education Code section 47600
- California Private Schools of equivalent status
- California Juvenile Court Schools
- California Juvenile or Adult Corrections



Full-Time Experience

Full-time teaching, services, or administrative experience (as applicable) is defined as a minimum of four hours a day, unless the minimum statutory attendance requirement for the students serviced 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 experience and teaching/services experience will be accepted.

Experience earned outside California must be verified on official letterhead of the out-of-state employer or employers by the superintendent, assistant superintendent, director of personnel, or director of human resources where the candidate was employed.

Experience from outside the United States is not acceptable for credentialing purposes in California.

Prerequisite Teaching or Services Credential

The following documents satisfy the “prerequisite teaching or services credential” requirement:

- 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
- 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
- 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 and a program of professional preparation, including field work or the equivalent.

Private School of Equivalent Status

The term “private school of equivalent status” is defined as a private school that provides instruction in the subjects commonly taught in California public schools and that may or may not be regionally-accredited. The private school is not required to hold regional-accreditation when the requirement states “private school of equivalent status.”

Regionally-Accredited Private School

Administrative experience earned at a private school located outside California must have been earned at a “regionally-accredited private school” to be acceptable toward issuance of a clear ASC via Route 3. The regional accrediting bodies are:

- Middle States Association of Colleges and Schools (MSA)
- The Northwest Commission on Colleges and Universities (NWCCU) (formerly Northwest Association of Schools and Colleges or NASC)
- North Central Association of Colleges and Schools (NCA)



- New England Association of Schools and Colleges, Inc./Commission on Independent Schools (NEASC-CIS)
- Southern Association of Colleges and Schools/Council on Accreditation and School Improvement
- Western Association of Schools and Colleges (WASC)

Important Dates:

June 30, 2015 – Final date for admittance to a standards or guidelines based Tier II program

July 1, 2015 – Candidates issued initial preliminary ASCs on or after July 1, 2015 must complete an Administrative Services Clear Induction program

October 1, 2015 – Approved regulation amendments and additions implemented for applications with an issue date on or after October 1, 2015

June 30, 2017 – Final date for candidates to complete a standards or guidelines based Tier II program

Background:

Title 5 CCR section 80054 for California prepared administrators includes a definition for “employing agency” that lists only agencies located in California. The definition for “employing agency” was previously referenced for the teaching/services experience required for issuance of a preliminary or CE and for the administrative services experience required for issuance of a clear ASC. Since Commission-approved programs are offered only in California, it is appropriate to restrict the administrative services experience requirement to California employing agencies for the clear ASC. However, referencing the same “employing agency” definition for the teaching/services experience requirement for the preliminary ASC prohibited candidates from using experience earned outside California to qualify for the preliminary credential or CE. The regulation amendments allow California prepared administrators to use teaching and/or services experience earned outside California toward issuance of the preliminary credential or CE.

Assembly Bill (AB) 877 (Scott, Chap. 703, Stats. 2000) streamlined credential requirements for out-of-state prepared teachers and administrators. The measure added Education Code sections 44270.3 and 44270.4 to establish the requirements for out-of-state prepared administrators who taught and/or served as administrators outside California.

Title 5 CCR section 80054 previously included language that specified the requirements for administrators prepared outside California, but the regulation section was not amended upon the passage of AB 877 to include the routes for out-of-state experienced teachers and administrators.



From October 2000 to July 2013, Commission staff relied on the language provided in EC sections 44270.3 and 44270.4 when evaluating applications from out-of-state prepared administrators who also held out-of-state teaching credentials and on 5 CCR section 80054 when evaluating applications from out-of-state prepared administrators who did not hold out-of-state teaching credentials and/or did not meet the out-of-state teaching experience requirement. The amendments to 5 CCR section 80054 that took effect on July 1, 2013 removed the outdated language pertaining to out-of-state prepared administrators. The addition of Title 5 CCR section 80054.1 clarifies the requirements for preliminary and clear ASCs for candidates prepared in another state.

Source:

Education Code §§44270, 44270.1, 44270.3, 44270.4, and 44270.5
Title 5 California Code of Regulations §§80054 and 80054.1

References:

Administrative Services Credential – California Prepared (CL-574C):

<http://www.ctc.ca.gov/credentials/leaflets/cl574c.pdf>

Administrative Services Credential – Out-of-State Prepared (CL-574):

<http://www.ctc.ca.gov/credentials/leaflets/cl574.pdf>

California Preliminary Administrative Credential Examination:

<http://www.ctcexams.nesinc.com/>

Contact Information:

Commission’s Information Services Unit by telephone Monday through Friday between the hours of 12:30 p.m. and 4:30 p.m. at (916) 322-4974 or by email at credentials@ctc.ca.gov.

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

§ 80054. Services Credential with a Specialization in Administrative Services; Requirements

- (a) The minimum requirements for the preliminary Administrative Services Credential include (1) through (7).
- (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, 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 Credential Program Standards* (rev. 6/2014) available on the Commission's website and hereby incorporated by reference taken in California and accredited by the Committee on Accreditation; or
 - (B) intern program in administrative services based on the *Administrative Services Credential Program Standards* (rev. 6/2014) 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 *Administrative Services Credential Program Standards* (rev. 6/2014) identified in subsections (A) and (B).
- (3) Meet the basic skills requirement as described in Education Code section 44252(b), unless exempt by statute;
- (4) Verification of one of the following as defined in (g)(2)(A):
- (A) five years of successful, full-time teaching experience 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; or
 - (C) a combination of (A) and (B) equal to five years;
- (5) For an individual who completes a program as specified in subsection (a)(2)(A) or (a)(2)(B), 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). An individual who passes an examination as specified in subsection (a)(2)(C) may submit an application directly to the Commission;
- (6) Submission of an application form as defined in section 80001(b)(2) and the application fee as specified in section 80487(a)(1); and
- (7) Verification of an offer of employment in a full- or part-time administrative position in an employing agency as defined in subsection (g)(1).



- (8) An individual who has completed requirements (1) through (6) but does not have an offer of employment as specified in (7) 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.
- (b) A Preliminary Administrative Services Credential issued on the basis of the completion of all the requirements in subsection (a) shall be dated 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 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 clear Administrative Services Credential shall include (1) through (6):
 - (1) Possession of a valid preliminary administrative services credential;
 - (2) Possession of a valid teaching or services credential as specified in (a)(1);
 - (3) 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) while holding the preliminary administrative services credential;
 - (4) Completion of one of the following:
 - (A) an individualized program of advanced administrative services preparation based on the *Administrative Services Credentials Program Standards* (rev. 6/2014) 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 Commission-approved preparation program; or
 - (B) demonstrate mastery of Commission-accredited fieldwork performance standards for the clear administrative services credential pursuant to Education Code section 44270.5(b)(2); or
 - (C) pass a national administrator performance assessment adopted by the Commission;
 - (5) For an individual who completes the program specified in (d)(4)(A) or demonstrates mastery as specified in (d)(4)(B), 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). An individual who



- passes an assessment as specified in subsection (d)(4)(C) may submit an application directly to the Commission; and
- (6) Submission of an application form as defined in section 80001(b)(2) and the application fee as specified in section 80487(a)(1).
- (e) A clear Administrative Services Credential issued on the basis of the completion of all requirements in subsection (d) shall be dated 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 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 or Services Experience: This is defined as teaching or employment in one or more of the services fields specified in subsection (a)(4)(B) for 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. Only teaching experience and experience in one or more of the services fields specified in subsection (a)(4)(B) may be combined. 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.



- (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.
- (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.

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

§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 establish 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.

