



CODED CORRESPONDENCE

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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: Approved Amendments to Title 5 of the California Code of Regulations
Pertaining to Administrative Services Credentials**

Summary:

Amendments to Title 5 sections 80054 and 80054.1 of the California Code of Regulations pertaining to Administrative Services Credentials were approved by the Office of Administrative Law and became effective on August 8, 2019.

Key Provisions:

Amendments Pertaining to California Prepared Administrators: The amendments to Section 80054 for California prepared administrators changed the revision date of the *Administrative Services Credential Program Standards* document to the current version that includes the California Administrative Performance Assessment (CalAPA). In addition to completing the preliminary program and satisfying all other requirements, individuals who enroll in a Commission-approved program beginning with the 2019-20 school year will be required to pass the CalAPA prior to receiving recommendation for an Administrative Services Preliminary Credential or Certificate of Eligibility. Additional information related to the CalAPA is available in [Coded Correspondence 19-05](#). Other minor language changes were made to this section of regulations for clarity and consistency purposes.

Amendments Pertaining to Out-of-State Prepared Administrators: The amendments to Section 80054.1 for out-of-state prepared administrators allow for the acceptance of up to two years of out-of-state full-time administrative experience earned at a public or regionally-accredited

private school in lieu of two years of the teaching and/or services experience requirement. The specifics for how these amendments pertain to the three routes available to out-of-state prepared administrators follow:

- 1) Route 1: An individual with three (or four) years of acceptable out-of-state teaching experience may substitute two years (or one year) of out-of-state administrative experience to satisfy the five-year teaching experience requirement for the Preliminary Administrative Services Credential;
- 2) Route 2: An individual with less than three years of out-of-state teaching experience or three (or four) years of services experience may substitute two years of out-of-state administrative experience to satisfy the five-year experience requirement for the Administrative Services Preliminary Credential or Certificate of Eligibility. An individual must have at least three years of out-of-state teaching experience to qualify under Route 1 or Route 3. This route is the only route available to an individual who earned any of the required teaching experience in California or who is qualifying on the basis of services experience;
- 3) Route 3: An individual with three (or four) years of acceptable out-of-state teaching experience may substitute two years (or one year) of out-of-state administrative experience to satisfy the five-year teaching experience requirement for the Clear Administrative Services Credential. Administrative experience used in lieu of teaching experience cannot be used toward satisfying the three-year administrative experience requirement under this route. An individual with three years (or four years) of out-of-state teaching experience will need five years (or four years) of out-of-state administrative experience to qualify for the clear credential. The approved regulation amendments also require verification that an individual was issued a professional-level administrative credential in another state. Eligibility for an out-of-state administrative credential is no longer acceptable under this route.

Important Dates:

August 8, 2019 – Effective date for the approved regulation amendments.

Background:

California Prepared Administrators: Section 80054 was last amended in 2015 and incorporated by reference the June 2014 version of the *Administrative Services Credential Program Standards*. Since that date, the Commission has adopted several significant revisions to the program standards, including the addition of language requiring passage of the CalAPA prior to issuance of the preliminary credential or Certificate of Eligibility. The approved regulation amendments update the revision date of the program standards document to the July 2018 version.

Out-of-State Prepared Administrators: 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. The increased teaching/services experience requirement from three years to five years created a potential barrier for out-of-state prepared administrators seeking certification in California. Allowing for the acceptance of up to two years of out-of-state

administrative experience to satisfy the teaching/services experience requirement adheres to the minimum three-year experience requirement in statute; maintains the terms of the three routes available to out-of-state prepared administrators; and creates a procedure for experienced administrators from other states to qualify for an administrative services credential in California.

Sources:

Education Code sections 44225, 44270, 44270.1, 44270.3, 44270.4, and 44270.5; Title 5 of the California Code of Regulations sections 80054 and 80054.1.

References:

[Administrative Services Credential California Prepared \(CL-574C\)](#)

[Administrative Services Credential Out-of-State Prepared \(CL-574\)](#)

[Administrative Services Credential Program Standards \(rev. July 2018\)](#)

[Coded Correspondence 19-05: Passing Standard for 2019-20 and Statewide Implementation of the California Administrator Performance Assessment \(CalAPA\)](#)

Contact Information:

Commission's Information Services Unit by email at credentials@ctc.ca.gov or by telephone at (916) 322-4974 Monday through Friday from 12 pm to 4 pm Pacific time.

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

§ 80054. Services Credential with a Specialization in Administrative Services; Requirements for California-Prepared Candidates.

- (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 preliminary preparation program in administrative services based on the *Administrative Services Credential Program Standards* (rev. 7/2018) 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. 7/2018) 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. 7/2018) 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(b).
 - (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(b).
- (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) clear induction program based on the *Administrative Services Credential Program Standards* (rev. 7/2018) 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(b).
- (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(b).
- (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 defined in Education Code section 47605.
- (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).
 - (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(b).
- (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)(4)(A), (d)(4)(B), or (d)(4)(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)(4)(A) or (d)(4)(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)(4)(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 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. 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/or 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.

- (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.