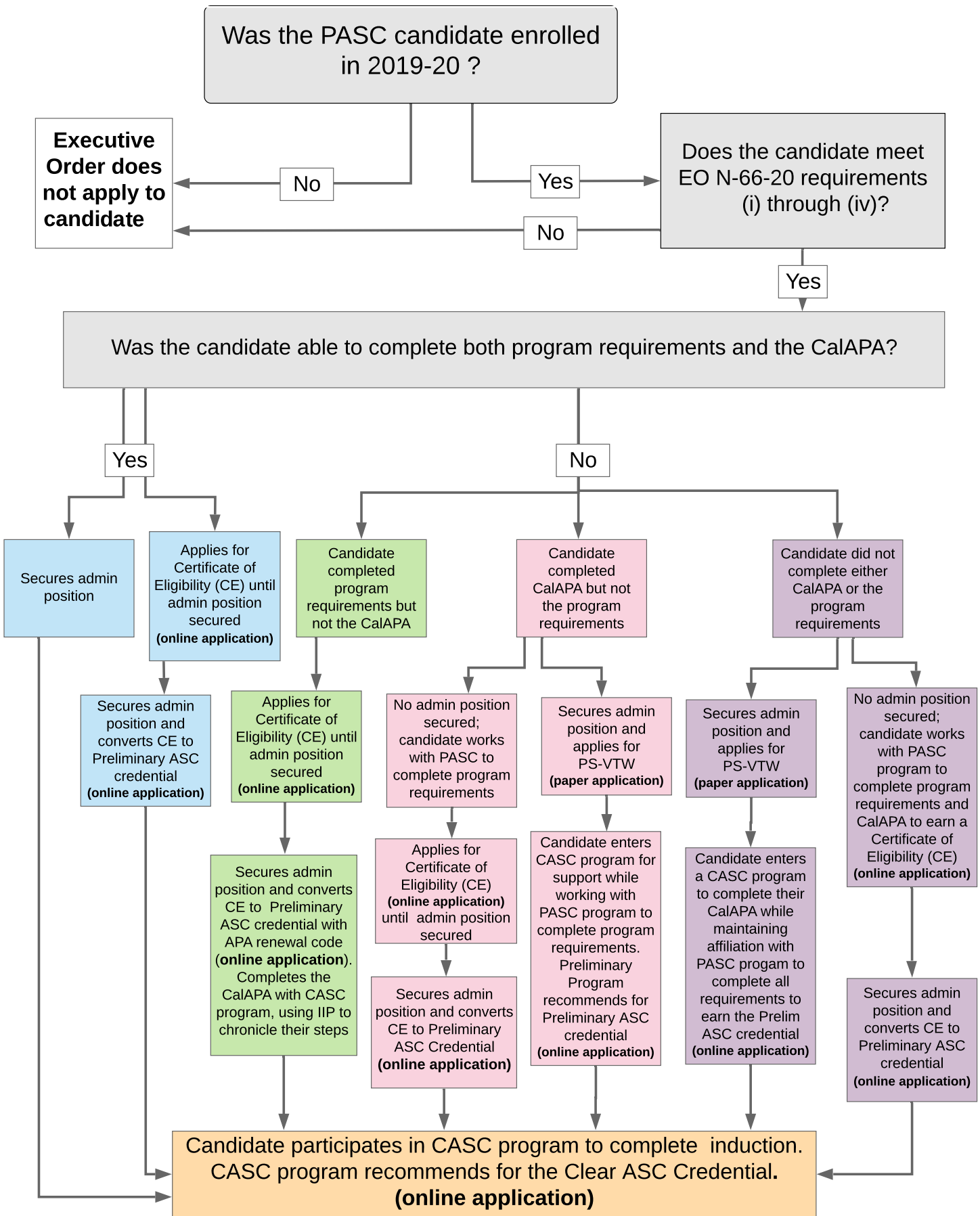


EO-N-66-20 PASC Candidate Pathways to a Clear Credential





Administrative Services Credentialing (ASC) Preparation Program Support for Leadership Candidates Employed on a Variable Term Waiver (PS-VTW) or Candidates Employed on a Preliminary Credential with the APA Renewal Code Updated: August 14, 2020

Introduction

The Commission supports preliminary administrator preparation programs to effectively work with candidates seeking an administrative services credential in California, followed by job-embedded clear induction preparation for newly employed education administrators. Administrator performance expectations, professional standards, and program standards outline programmatic requirements and candidate competencies that must be fulfilled prior to a candidate being recommended for a preliminary or clear credential, respectively. For candidates completing preliminary ASC programs in spring/summer of 2020, the pathway to fulfilling program requirements and candidate competencies has changed. The Commission took action at their April 2020 meeting to modify certain programmatic requirements that are within its purview, clarifying program flexibility in implementing other requirements during the Covid-19 school closures. In May, Governor Gavin Newsom issued Executive Order N-66-20 which added an additional pathway for candidates completing PASC programs during the 2019-2020 school year.

- a. In April 2020, the Commission authorized the issuance of a Program-Sponsored Variable Term Waiver (PS-VTW) that will enable PASC candidates who were enrolled in a PASC program during the 2019-2020 school year to secure employment and complete remaining/outstanding requirements (coursework, clinical practice/field work **AND** the CalAPA), during their induction program. The outstanding requirements must be minimal and the candidate must have completed close to 95% of the requirements to be eligible for the PS-VTW.
- b. The May 29th Executive Order N-66-20 allows PASC candidates completing a PASC program during the 2019-2020 school year who lack **ONLY** the submission (non-consequential candidates) or passing (consequential candidates) of the CalAPA may be

granted a preliminary credential with the APA Renewal Code and complete the CalAPA during their participation in a Commission-approved induction program.

PASC candidates who were enrolled in a program during 2019-2020 and do not need the criteria in a or b above, will need to work with their preliminary program to complete their credential requirements in 2020-21.

This document outlines the unique support that will be needed for these specific PASC candidates in earning their preliminary credential and then the clear ASC credential.

SECTION 1: Candidates

CANDIDATES WHO ARE RECOMMENDED FOR A PRELIMINARY ASC CREDENTIAL BASED ON THE EXECUTIVE ORDER (the candidates only remaining/outstanding requirements are the submission and/or passage of CalAPA cycles)

Candidates who have been recommended for a Credential of Eligibility (CE)/preliminary administrative services credential (PASC) with the APA renewal code are released from their preliminary preparation program and the PASC program does not have any credentialing requirement to support or maintain affiliation with the former PASC candidate. Candidates holding a CE may not have the capability of completing the APA until they have secured an administrative position, convert the CE to a PASC credential, and begin Induction. Candidate support in completing and submitting their remaining CalAPA cycles will be provided by the induction program. However, the Commission suggests that it is appropriate for preliminary programs to be available to completers who hold a Preliminary with a renewal code of APA in the event that the completer has a question about the APA. And many of the activities described below would be appropriate for a Preliminary program to maintain with candidates who have been recommended for a Preliminary with the APA Renewal code.

SECTION 2: Supports

CANDIDATES WHO SECURE A PROGRAM SPONSORED VARIABLE TERM WAIVER (remaining requirements include the submission and/or passage of the CalAPA cycles AND remaining coursework, fieldwork, program-required hours, etc.) will be supported in the following ways

Preliminary Administrative Services Credential (PASC) Program Responsibilities:

- Provide clear options to candidates regarding how to complete the remaining requirements necessary for completion of the preliminary program. (If a candidate does not have a job as an administrator, the candidate does not need to be recommended for a PS-VTW).
- Apply for a [Variable Term Waiver \(PS-VTW\)](#) on behalf of each affected candidate—those who have not fulfilled the performance assessment, clinical practice/fieldwork, and/or coursework of their preliminary program requirements, etc. and need additional time. (The PS-VTW will allow candidates to seek and obtain employment prior to the issuance of a preliminary credential while they complete all requirements of the PASC program). Clearly outline the responsibilities of the candidate and the preliminary program during the time in which the candidate is serving as an administrator on a PS-VTW.

- Provide clear guidance to program supervisors, induction directors and induction coaches to assist each stakeholder to understand their respective roles in providing support and guidance as candidates complete their performance assessment (PA) and other requirements necessary to complete the program.
- Develop and share the plan with candidates for the support as they transition to new administrators who are still completing some credential requirements. Options that should be considered include the following:
 - Identify a faculty/supervisor who will hold an in-person or virtual office hour at least twice a month for candidates who have questions about the performance assessment that are best answered by the preliminary program.
 - Identify a faculty/supervisor who will respond to questions from preliminary candidates who have received a PS-VTW and may have questions about their progress towards program completion.
 - Set up a technology-based professional learning community for candidates to interact synchronously or asynchronously to share questions, support each other, and problem solve as they complete the CalAPA.
- Maintain communication with leadership in districts where your PS-VTW candidates are employed. This relationship will allow coordination of the ongoing support for the candidate between the preliminary program and the induction program.

The Commission Responsibilities:

- Provide, archive, and post explanatory webinars on the Commission’s [YouTube channel](#), sharing information through the PSD e-News and on the Commission’s website at Evaluation Systems regarding:
 - the CalAPA tasks and rubrics,
 - the role of preliminary and induction programs in supporting the candidate
 - what the preliminary and induction programs must avoid as they support the candidate in developing their CalAPA.
- Identify a weekly office hour, outside of the school day, for PASC candidates, employers and program faculty/staff to ask questions of a Commission staff member familiar with the CalAPA.
- Maintain the dedicated email box for candidates, faculty, employers, and program directors to submit CalAPA questions, responding in a timely manner or directing questions to the technical contractor, as appropriate.
- Collaborate with Evaluation Systems group of Pearson (the technical contractor for the CalAPA) to offer candidate supports including registration questions, submission

clarification, video supports, and other system issues as well as faculty and supervisor support and information, posted on the [Evaluation Systems website](#).

Candidates Responsibilities:

- Maintain affiliation with their PASC program until the completion of all preliminary program requirements and passage of the CalAPA, in order to, meet the requirements for the preliminary ASC credential.
- Enroll in a Commission-approved induction program upon employment as a beginning administrator in a position that requires an ASC credential.
- Complete the remaining requirements of the PASC program during the first year of employment while participating in the induction program, working with both preliminary and induction programs to ensure that work completed during the induction program will incorporate the remaining work required to complete the candidate's preliminary program requirements.
- Contact Commission staff with questions via the dedicated email box calapa@ctc.ca.gov.
- Access the resources provided by Evaluation Systems (the technical contractor for the CalAPA) including registration questions, submission clarification, video supports, and other systems issues as well as faculty and supervisor support and information posted on the [Evaluation Systems website](#).

Employer Responsibilities:

- Ensure that, upon employment in a position that requires an administrative services credential, PS-VTW candidates are enrolled in an induction program.
- Identify a program staff member to maintain records of the requirements each PS-VTW holder must fulfill to complete the requirements for their PASC program.
- Maintain partnerships with each PS-VTW employee's PASC program to ensure adequate support and accurate information is provided to these candidates.

Clear Induction Administrative Services Credentialing (CASC) Program Responsibilities:

- Follow the Commission guidance (this document) provided to Induction program leadership regarding how to provide support for candidates who still have to complete the CalAPA, plus other requirements (coursework or clinical practice/fieldwork or other PASC program requirements) while also participating in induction and serving as a new administrator.
- Provide a trained coach to support the PS-VTW candidate in the completion of the CalAPA by focusing the work of the initial Individualized Induction Plan (IIP) on the candidate's needed PASC program requirements within the context of their job assignment as a new administrator.
- Count the PASC work completed as part of the initial IIP as part of the candidate's two-year participation in a job-embedded induction program. Once the CalAPA is completed and

passed, additional IIP and induction supports will continue, based on the needs of the candidate, for the two years of the induction program.

- Guide coaches to provide both timely job-embedded support to their candidates as part of the Induction program as well as support the new administrator in improving their long-term professional practice through the completion of the CalAPA. Provide clear expectations to coaches regarding their key role in supporting the new educator to complete the performance assessment, coursework, clinical practice/fieldwork, or other outstanding PASC program requirements including participation in webinars regarding the requirements of the CalAPA provided by Commission staff.
- Maintain the expectation of a two-year induction program participation, unless evidence suggests participation in induction beyond two years would improve the candidate's professional practice. The outstanding PASC requirements become part of the Induction experience and are not "added on" to the program.
- Maintain partnerships with each PS-VTW employee's PASC program to ensure adequate support and accurate information is provided to these candidates.

Coach Responsibilities:

- Participate in training/informational webinars regarding the requirements of the CalAPA provided by Commission staff.
- Support the new administrator in completing the performance assessment, coursework, clinical practice/fieldwork, and/or other outstanding PASC program requirements
- Provide timely job-embedded support to their candidates as part of the Induction program, while improving their long-term professional practice through the completion of the CalAPA
- Coach the candidate in the development of the initial IIP which identifies the remaining portions of the preliminary program needing completion. Once the CalAPA is completed and passed, subsequent IIP and coaching will continue, based on the needs of the candidate and the requirements of the CASC program.
- Contact the candidate's preliminary program, as needed, to obtain guidance about the CalAPA and credential requirements.
- If the preliminary program information is not sufficient, contact Commission staff through the office hours identified above to ask questions and obtain guidance regarding both preliminary program completion and CalAPA requirements.

The next page provides a flowchart for Commission-approved Administrator Induction programs to use in planning how to serve each new teacher based on their path into a Clear Administrative Services Credential (CASC).

Administrator Induction Pathways to a Clear Administrative Services Credential (CASC)

A new administrator enrolls in a Commission-approved CASC program. Program notes and records the 1) document and 2) the renewal code(s). Is the document a Certificate of Eligibility (CE), a Preliminary Credential (P5), a One-Year Non-Renewable (OYNR) or a waiver (PS-VTW)?

