

Title 5 of the California Code of Regulations Administrative Services Credential

Title 5 §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 (6).
- (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, library media 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 Credentials Program Standards* (rev. 9/2011) available on the Commission's website and hereby incorporated by reference taken in California and accredited by the Committee on Accreditation; or
 - (B) ~~a professional preparation program in administrative services, including successful completion of a supervised field work or the equivalent, taken outside California that is comparable to a program accredited by the Committee on Accreditation. The program must be from a regionally accredited institution of higher education and approved by the appropriate state agency where the course work was completed; or~~
 - (C) ~~one-year~~ internship program in administrative services based on the *Administrative Services Credentials Program Standards* (rev. 9/2011) 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 administrator preparation standards listed in subsections (A) and (B).
- (3) ~~Passage of the California Basic Education Skills Test (CBEST)~~ Meet the basic skills requirement as described in Education Code Section section 44252(b), unless exempt by statute;

(4) Verification of one of the following as defined in (g)(2)(A):

(A) ~~three~~ five years of successful, full-time teaching experience with an employing agency as defined in subsection (g)(1) in the public schools, including, but not limited to, service in state or county operated schools, or in private schools of equivalent status; or

(B) ~~three~~ five years of successful, full-time experience in the fields of pupil personnel, health school nurse, library media teacher librarian, or speech-language pathology or clinical or rehabilitative services with an employing agency as defined in subsection (g)(1) in the public schools, including, but not limited to, service in state or county operated schools, or in private schools of equivalent status; or

(C) a combination of (A) and (B)

(5) ~~One of the following:~~

~~(A) a recommendation from a California regionally accredited institution of higher education verification of completion from that has a preliminary administrative services 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); or~~

~~(B) an individual who completed his or her professional preparation program outside of California as described in (a)(2)(B), may apply directly to the Commission for the preliminary Administrative Services Credential; and~~

(6) Verification of an offer of employment in a full- or part-time administrative position in a ~~public school or private school of equivalent status~~ an employing agency as defined in subsection (g)(1).

(7) An individual who has completed requirements (1) through (5) but does not have an offer of employment ~~may~~ shall apply for a Certificate of Eligibility which verifies completion of all requirements for the preliminary Administrative Services Credential and ~~authorizes~~ 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 ~~issued initially only until the date of expiration of the valid prerequisite credential as defined in (a)(1) of this section but for not more than five years. dated as follows: A Preliminary Administrative Services Credential that expired in less than five years shall be renewed until the date of expiration of the valid prerequisite credential as defined in (a)(1) of this section but for not more than five years.~~

(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 ~~professional~~ clear Administrative Services Credential shall include (1) through (4):

(1) Possession of a valid preliminary administrative services credential;

(2) 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) in a California public school or California private school of equivalent status, while holding the preliminary administrative services credential;

(3) Completion of one of the following:

(A) an individualized program of advanced administrative services preparation based on the Administrative Services Credentials Program Standards (rev. 9/2011) 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 college or university; and or

(B) demonstrate Mastery of Commission-accredited Fieldwork Performance Standards for the clear administrative services credential; or

(C) pass a national administrator performance assessment adopted by the Commission; and

(4) ~~A recommendation from a California regionally accredited institution of higher education that has a professional clear administrative services~~ 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).

(e) A ~~professional~~ clear Administrative Services Credential issued on the basis of the completion of all requirements in subsection (d) shall be dated per Title 5 Section 80553. 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 ~~professional~~ 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 Experience: This is defined as teaching 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 teaching with other school employment will be accepted.

(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.

Note: Authority cited: Section 44225, Education Code. Reference: Sections 44065, 44252(b), 44265.3, 44260.1, 44269, 44270, 44270.1, 44270.5, 44227(b), 44372, and 44373, 44510 through 44517, 56365, and 56366, Education Code.