



# Credential Information Alert

**DATE:** July 16, 2013

**NUMBER:** 13-08

**SUBJECT: Application Process for Educators Who Completed Clear Administrative Services Credential Requirements Without Holding a Preliminary Administrative Services Credential**

## **Summary:**

This Credential Information Alert (CIA) provides clarification on the application process for individuals who hold an Administrative Services Certificate of Eligibility (CE) and meet the experience and Tier II program (university-based program, guidelines-based, or State Board of Education-Approved Administrator Training Program - AB 430) requirements for the Clear Administrative Services Credential but have never held a Preliminary Administrative Services Credential.

## **Key Provisions:**

The Commission received questions regarding the options available to an educator who completed the required two years of full-time administrative experience but never held a Preliminary Administrative Services Credential. This occasionally happens when an individual holds an Administrative Services CE and neither the employing agency or the educator has not applied for a preliminary credential.

In cases described above, the educator may apply for the preliminary and clear credentials simultaneously as follows:

### *AB 430 Program Completers*

Submit two paper applications and appropriate fees for each of the preliminary and clear credentials, a copy of this CIA to alert Commission staff of the processing circumstances, and supporting materials as follows:

- a) Preliminary application: A completed *Verification of Employment as an Administrator* form (CL-777) indicating the initial date of employment in an administrative position. The Commission will not “backdate” the preliminary credential issuance date to cover any service. The CL-777 is required to verify that the educator was offered an administrative position at least two years ago.



- b) Clear application: Verification of program completion (Modules 1, 2 and 3) certificates and verification of two years of full-time administrative experience.

The preliminary credential will be issued first, and the clear credential will be issued on a subsequent day. Normal processing times will apply for the paper application. There is no preferential processing or special routing available; the applications will be processed in the regular application workload.

Commission-approved Tier II Program Completers

- a) Submit a paper application for the preliminary credential, appropriate fee, a copy of this CIA to alert Commission staff of the processing circumstances, and a completed CL-777 indicating the initial date of employment in an administrative position. The Commission will not “backdate” the preliminary credential issuance date to cover any service. The CL-777 is required to verify that the educator was offered an administrative position at least two years ago.
- b) Once the preliminary credential has been issued and posted to the Commission’s online look-up system, the program sponsor may submit an online application for the clear credential.

Normal processing times will apply for the paper application. There is no preferential processing or special routing available; the applications will be processed in the regular application workload.

**References:**

Education Code sections 44270 and 44270.5

Title 5 section 80054

**Resources:**

Administrative Services Credentials for Administrators Prepared in California Leaflet CL-574C  
<http://www.ctc.ca.gov/credentials/leaflets/cl574c.pdf>

Administrative Services Credentials for Administrators Prepared Out-of-State Leaflet CL-574  
<http://www.ctc.ca.gov/credentials/leaflets/cl574.pdf>

Information on the Administrator Training Program including approved programs and providers may be accessed through the California Department of Education (CDE) website at [www.cde.ca.gov](http://www.cde.ca.gov)

**Contact Information:**

Questions on this subject may be directed to the Commission’s Information Services Unit at (916) 322-4974 from 12:30 PM to 4:30 PM Monday through Friday or by email at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).