



Credential Information Alert

DATE: March 5, 2014

NUMBER: 14-09

SUBJECT: Deadline for Submitting a Clear Administrative Services Credential Application Based on Completion of the Administrator Training Program

Summary:

This Credential Information Alert serves as a reminder that the Commission must receive applications for Clear Administrative Services Credentials based on completion of the Administrator Training Program (ATP) by April 1, 2014.

Key Provisions:

The deadline for using the ATP for credentialing purposes is April 1, 2014. All requirements for the Clear Administrative Services Credential must be completed by that date in order to use the ATP to meet the program requirement for the clear credential. Also, applications must be received at the Commission on or before April 1, 2014 regardless of the filing date on the application form. The last issuance date for a Clear Administrative Services Credential on the basis of an ATP program will be April 1, 2014.

Many of the county offices who offered the ATP have transitioned and are approved to offer the Guidelines-based Administrative Services Clear Program. See the References section for a link to the list of approved programs. If the experience requirement for the clear credential is not met by April 1, 2014, the educator may contact one of these programs to seek an evaluation of the ATP for possible equivalency of the content towards the Guidelines-based program. It is the program sponsor's discretion to do a review for equivalency.

Important Dates:

April 1, 2014 – Last issuance date for an application for a Clear Administrative Services Credential using the ATP option.

April 1, 2014 – Last day applications for a Clear Administrative Services Credential using the ATP option may be received at the Commission (receipt date). Applications received after this will be returned with information that, following staff evaluation, the educator does not qualify as the application was received after April 1 (regardless of the filing date). The fee is earned upon receipt and cannot be used towards other certification nor can it be refunded.

Background:

Education Code (EC) §44513 allows the Commission to accept the professional development completed through the ATP to fulfill the program requirement for a Clear Administrative Services



Credential, and EC §44517 provides a sunset date for accepting the ATP towards certification. See the References section for the link to the Coded Correspondence as well as Administrative Services Credential Information leaflets.

Source: EC §§44513 and 44517

References:

Guideline-based Clear Administrative Services Programs:

http://cig.ctc.ca.gov/cig/CTC_apm/ASC_pg.php

Coded Correspondence 12-09 – Using the ATP for a Clear Administrative Services Credential:

<http://www.ctc.ca.gov/notices/coded/2012/1209.pdf>

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

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

Administrative Services Credential for Administrators Prepared in California (CL-574C):

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

Contact Information:

Questions concerning the Administrative Services Credential Requirements and Application Process:

Commission's Information Services Unit by telephone at (916) 322-4974 Monday through Friday from 12:30 pm to 4:30 pm or by email at: credentials@ctc.ca.gov.

Questions concerning Administrator Training Programs:

Program issues: Judy Sinclair, California Department of Education Title II Leadership Office, by telephone at 916-323-5846 or by email at jsinclair@cde.ca.gov.