



# Credential Information Alert

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**DATE:**

December 30, 2025

**NUMBER:**

25-11

**SUBJECT: Administrative Services Credential: Occupational and Physical Therapists**

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**Summary:**

The purpose of this Credential Information Alert (CIA) is to notify stakeholders that [Assembly Bill \(AB\) 1009](#) (Chapter 375, Statutes of 2025) establishes a new pathway for individuals prepared in Occupational Therapy or Physical Therapy to qualify for the Administrative Services Credential. These individuals will follow the same application routes available to other California prepared applicants such as completing the California Preliminary Administrative Credential Examination (CPACE) or an approved California administrative services preparation program.

**Key Provisions:**

AB 1009 expands eligibility for the Preliminary Administrative Services Credential to include individuals who hold a valid California license as an Occupational Therapist (OT) issued by the California Board of Occupational Therapy or as a Physical Therapist (PT) issued by the Physical Therapy Board of California. These applicants must still meet all other requirements for the credential, including verification of qualifying experience and completion of a Commission-approved Administrative Services preparation program or passage of the CPACE, as well as employment in an administrative position. Individuals may apply for a Certificate of Eligibility if they do not yet have an administrative position.

Full-time experience as a school-based Occupational Therapist or Physical Therapist may be used to satisfy the Administrative Services Credential experience requirement.

**Limitations to Supervision and Evaluation of Teaching Staff**

Although AB 1009 authorizes OT and PT professionals to qualify for the Administrative Services Credential, the bill provides that the Preliminary Administrative Services credential for such individuals does not authorize the holder to provide supervision or evaluation of teachers. However, the local educational agency is afforded flexibility in Education Code section

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44270(a)(1)(D)(ii) to allow the individual to provide supervision or evaluation of teachers, *if* the LEA determines that the individual has met specific qualifications. Use of this Local Assignment Option is at the discretion of the local level and is not under the purview of the Commission.

The Preliminary Administrative Services credential issued under these provisions will use new authorization code **R540** and has the following description text:

*This credential authorizes the holder to provide the following services in grades twelve and below, including preschool, and in classes organized primarily for adults: develop, coordinate, and assess instructional programs; evaluate certificated and classified personnel (excluding teachers); provide students discipline, including but not limited to suspension and expulsion; provide certificated and classified employees discipline (excluding teachers), including but not limited to suspension, dismissal, and reinstatement; supervise certificated and classified personnel (excluding teachers); manage school site, district, or county level fiscal services; recruit, employ, and assign certificated and classified personnel; and develop, coordinate, and supervise student support services including but not limited to extracurricular activities, pupil personnel services, health services, library services, and technology support services. This authorization shall not authorize the supervision or evaluation of teachers.*

**Online Submissions Directly by Educators:**

Online application submission is available for OT/PT professionals who have achieved a passing score on the California Preliminary Administrative Credential Examination. Interested individuals who have never submitted a direct application through the CTC Online system may review the steps on the Commission's [Submit an Online Application](#) page. Submission will require logging in to the CTC Online system. Assistance can be found on the [Login Help](#) page on the Commission's website.

- Applicants applying directly who do not have employment in an administrative position should select the **Prepared Via Exam (CPACE) for Occupational Therapists/Physical Therapists – Certificate of Eligibility** option in the Preparation Route field.

General Application Category*	Administrative Services Credentials
Type of Credential/Permit Requested*	Administrative Services Credential – Prepared Via Exam
Preparation Route*	Prepared Via Exam(CPACE) for Occupational Therapists/Physical Therapists–Certificate of Eligibility

- Applicants applying directly who have employment in an administrative position should select the **Prepared Via Exam (CPACE) for Occupational Therapists/Physical Therapists – Preliminary** option in the Preparation Route field. The administrative position should be verified by uploading a completed form [CL-777](#) with the online application.

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General Application Category*	Administrative Services Credentials
Type of Credential/Permit Requested*	Administrative Services Credential – Prepared Via Exam
Preparation Route*	Prepared Via Exam (CPACE) for Occupational Therapists/Physical Therapists – Preliminary

### Courtesy Submissions by LEAs:

LEAs may submit an application on behalf of an educator through the online portal. This is available for OT/PT professionals who have achieved a passing score on the California Preliminary Administrative Credential Examination. These submissions are considered courtesy applications and are not formal online recommendations as submitted by Commission-approved programs. As such, the Commission will complete an evaluation of requirements. Each courtesy submission should include all materials that demonstrate satisfaction of all requirements.

- Application for initial issuance of a Certificate of Eligibility – LEAs should select the program type **COURTESY**, the **CE** Term, and authorization code **R54P**.
- Application for initial issuance of a Preliminary document - LEAs should select program type **COURTESY**, the **P5** term, and authorization code **R540**. The specific alignment of the Administrative Credential end date with the base credential will be set by Certification analysts.

Any Commission-approved program sponsor making a recommendation for an individual that completed their program should not select the Program Type of COURTESY.

### Online Submissions Directly by CA Commission-approved Administrative Preparation Programs:

This option is available for OT/PT candidates who have completed a Commission-approved Administrative Services preparation program, just as with all other candidates pursuing the Preliminary Administrative Services Credential or Certificate of Eligibility.

Program sponsors submit recommendations through the CTC Online system. The recommendation serves as verification that the candidate has met all program requirements for the Preliminary Administrative Services Credential or Certificate of Eligibility. Candidates will receive an email notification when the recommendation has been submitted and may then complete the online application and fee payment through their CTC Online Educator Account.

### Effective Date

The provisions of AB 1009 take effect January 1, 2026.

### References:

AB 1009:

[https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=202520260AB1009](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202520260AB1009)

Administrative Services Credential- California Prepared leaflet:

[https://www.ctc.ca.gov/credentials/leaflets/admin-services-credential-california-\(cl-574c\)](https://www.ctc.ca.gov/credentials/leaflets/admin-services-credential-california-(cl-574c))

CL-977 Verification of Employment as an Administrator:

<https://docs.ctc.ca.gov/Document/Download/29878>

Submit an Online Application:

<https://www.ctc.ca.gov/credentials/ctc-online-services-help/application-payment-help/submit-online-app>

CTC Online – Login Help:

<https://www.ctc.ca.gov/credentials/ctc-online-services-help/login-help>

**Contact Information:**

Questions regarding credential requirements can be directed to the Commission's Division of Licensure Certification through the online form found at

<https://educatortools.ctc.ca.gov/ContactUs>.