

**Update on Changes to the Administrative Services  
Credential Standards for the APA  
November 2018**

**Overview of this Report**

In June 2018, the Commission on Teacher Credentialing (CTC) adopted new program standards language regarding program responsibilities in implementing the Administrative Performance Assessment (CalAPA). This report discusses expectations regarding the immediate implementation of this new text.

**Staff Recommendation**

This item is information only.

**Background**

At their June 2018 meeting, the Commission approved additional text to the Preliminary Administrative Services Program Standards via Agenda item 3D ([Commission Item - June 2018 Administrative Standards](#)) that outlined program responsibilities in implementing the administrator's performance assessment, the CalAPA, that would be required for all candidates enrolling in a program after June 1, 2018. Since the implementation of the assessment would begin with the summer and fall enrollment, application of the new responsibilities went into effect immediately.

Programs were then asked to address these new responsibilities in practice, while creating evidence of implementation throughout the year, with the expectation for all updates to be in place for the 2019-2020 year. For example, specific support structures for candidates have been adopted, so a program might create a new page for the Program Handbook to discuss this topic, but new Program Handbooks may not be printed again until spring of 2019. The program could design the page, implement its content, but not have it included in the Program Handbook until next spring 2019.

**New Standards and Accreditation**

For five of the seven Accreditation cohorts, the immediate implementation with evidence in place by summer of 2019 is easily accomplished. Red, Violet, Indigo, Blue and Green cohorts do not have documents due to be submitted for review in this year and can use the 2018-19 year to put documentation in place.

However, the Yellow cohort members are hosting site visits this year, while the Orange cohort members are participating in Program and Common Standards Review. Site visit teams would be reviewing them during this year of implementing-but-still-organizing-evidence.

- To aid the Orange cohort, guidance was distributed prior to their Program Review deadline with suggested possible places where documentation could be included in their Program Review submission. The guidance sheet was designed to help Orange cohort members identify where the new program standards fit into the existing Program

Review structure. Since the guidance only suggested possible placements, the programs were also free to add evidence in other locations as well. Program Reviewers were then asked to review the program's implementation of the new standards, and identify where insufficient evidence of that implementation currently existed. As a result, the program has additional time (until the submission of their Program Addendum and site visit activities) to post evidence. In this way, Orange programs have the same year-long timeline for evidence placement that was granted other cohorts.

This guidance document was also shared with the Yellow cohort to identify where new evidence could be placed for their site visit team.

- In addition, to aid the Yellow cohort, a list of possible interview questions was created for site visit teams. Taking into consideration that institutions sponsoring PASC programs would be interviewed during this year's accreditation site visits sometime between October 2018 (just three months after implementation) and May 2019 (eleven months after implementation), the questions reflect the range of expected implementation amongst Yellow cohort programs. Possible questions for fall institutions with PASC programs were more focused on early timeline items, less likely to address all the implementation requirements while a program with a spring site visit has questions reflecting the entirety of the new standards.

Accreditation staff met to discuss the implications of the new program standards' immediate implementation in October, to ensure a common understanding of what site visit evidence should be available and what questions stakeholder groups would be prepared to answer depending on the site visit date. Site visit consultants were then responsible for helping their site visit teams navigate the new standards during the site visit. As always, administrators will be available during site visits for consultation.

### **Next Steps**

This is an informational item and no action is necessary at this time.