



PROGRAM SPONSOR ALERT

Date:	June 17, 2013	Number:	13-08
Subject:	Guidance to the Field on the Implementation of Program Guideline 3 of the Alternative Clear Administrative Services Credential Programs (Guidelines-based)		

Summary

This Program Sponsor Alert (PSA) provides guidance to institutions sponsoring Alternative Clear Administrative Services Credential Programs, also known as Guidelines-based Programs, regarding the implementation of Guideline 3 (Initial Assessment of Candidate Competence) that requires program sponsors to assess candidates within the candidate's first 90 days of employment in his/her initial administrative position.

Background

Multiple Pathways to Clear

An administrator seeking to complete requirements for the clear Administrative Services Credential (ASC) may select from three of four separate preparation pathway options established by California law. The three pathways are completed through programs accredited or approved by the Commission, based on standards or guidelines adopted by the Commission. A fourth pathway, established by California law, allows the passage of an exam to satisfy the requirement; however, no examination has ever been identified, so the fourth pathway has never been activated.

Guidelines-based Programs

One of the three established pathways is through a guidelines-based clear credential program. This pathway was created through legislation enacted in 2002, and allows for the establishment of an individualized program focusing on support, mentoring and assistance for the new administrator. The Commission approves the alternative programs offered under this option based on the Program Provider Guidelines for Alternative Clear Administrative Services Credential Programs contained in Part 5A of the Administrative Services Credential Handbook (link below).

These alternative programs were originally referred to as “approved” rather than “accredited” as they completed different processes in their initial and ongoing program reviews. Based on Commission action taken in 2006, approved Guidelines-based Clear Administrative Services

Credential Programs are now included in the ongoing accreditation cycle and are considered accredited programs.

Within the **California Guidelines for Clear Administrative Services Credential Guidelines-based Programs**, Guideline 3 states, in part:

Within the candidate's first 90 days of employment in a position requiring possession of an administrative services credential, the program sponsor initially assesses candidates based on the program's general administrator performance expectations.

This 90-day rule was intended to ensure that candidates are served as quickly as possible, since research has shown that an induction experience is more beneficial when it occurs early in one's career. In most cases, the program requirement to conduct an initial assessment within the first 90 days of employment means that a candidate must also enroll in a guidelines-based program within his/her first 90 days of employment in a position requiring possession of an administrative services credential.

Implementing Guideline 3

Institutions sponsoring an ASC clear guidelines-based program are expected to have established policies within their program implementation, agreements with partnering districts, and in-house procedures to ensure that potential candidates are identified, affiliated, and assessed within the required 90 days as required. Examples of structures that support this effort might include Memorandums of Understanding with partnering districts, multiple program orientations in a variety of venues, presentations to local preliminary preparation programs, and widespread advertising of the program's availability.

However, despite all these efforts, it is feasible that a candidate may contact a clear guidelines-based program after his/her initial 90 days of employment have passed. Rather than deny services to such candidates, the institution/program sponsor may have alternative procedures and policies that allow admission to such candidates if certain criteria are fulfilled (e.g. completion of a waiver request by the employing district's superintendent or human resources department). The criteria for providing services to such candidates will be determined by the institution/program sponsor and subject to approval by the Commission through its accreditation processes.

Looking Forward

Both the preliminary and clear administrative services credential program standards are currently under revision, with draft standards possibly adopted as early as August 2013. The proposed standards call for one pathway to a clear credential via an induction experience, and it is expected that the standards adopted by the Commission will also include a specified time period after initial employment in a position requiring an administrative credential to enroll in the program. Once the new standards are adopted, it is anticipated that institutions may continue to implement a waiver process for the inclusion of candidates who have served in an administrative position longer than the time specified in the standards adopted by the Commission, as long as that institution continues to enforce policies, agreements, and procedures that strive to include candidates within the limit specified in the standards.

References

Administrative Services Handbook <http://www.ctc.ca.gov/educator-prep/standards/SVC-Admin-Handbook.pdf>

CTC Credentials Leaflet *Administrative Services Credential for Administrators Prepared in California* <http://www.ctc.ca.gov/credentials/leaflets/cl574c.pdf>

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

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