PROGRAM SPONSOR ALERT

COMMISSION ON TEACHER CREDENTIALING
Ensuring Educator Excellence

Date:	May 23, 2014	Number:	14-05

Subject: Implementation Information for Administrative Services Credential (ASC) Programs as they Transition or Move to the 2013-14 Program Standards

Summary
The Commission on Teacher Credentialing has adopted new standards for Administrative Services Credential Programs. This Program Sponsor Alert provides guidance to institutions sponsoring Administrative Services Credential (ASC) Programs regarding the timeline for implementation of these new standards.

Background
In September 2010, the Commission began the process to revise the 2001 standards for Administrative Services Programs. Between September 2010 and February 2014, the Commission convened an advisory panel and engaged in an extensive process to update the entire set of standards that govern Administrative Services Credential programs. The new standards address two key reforms needed to ensure that new administrators are well prepared to be effective educational leaders in California schools: 1) the need for candidates to meet content and performance expectations and 2) the need for new administrators to complete an induction program and have systematic mentoring and support as they complete requirements for the Clear ASC.

The new standards include Preconditions, Administrator Content Expectations and Performance Expectations, Preliminary ASC Program Standards, California Professional Standards for Education Leaders (CPSEL), and Clear Induction Standards for the Administrative Services Credential. The California Administrator Content and Performance Expectations establish the basic knowledge and skills that new administrators should know and be able to do at the beginning of their administrator career. These Expectations serve as the foundation of learning for the preliminary administrative program standards and are closely linked to the CPSEL that enumerate the knowledge and skills that administrators should possess at the more advanced level for the clear credential.

The Preconditions, Content Expectations, Performance Expectations, and the Preliminary ASC Program Standards were adopted by the Commission in December 2013 while the CPSEL and Clear ASC Induction Program Standards were adopted by the Commission in February 2014.

The revised standards are available on the Commission's website in the following handbook documents:

- [Administrative](#) Services Credentials Program Standards (Preliminary and Clear Induction)
- The [California Professional Standards for Education Leaders](#)

Implementation Timelines

Given the important need to ensure that new administrators are prepared to help schools improve student achievement and due to the significant program-level changes embodied in the new standards, the Commission is requiring all preliminary ASC program sponsors to transition to the new standards by September 1, 2015 and is requiring all Tier II ASC programs to transition to the new ASC Induction Standards by July 1, 2015.

The Commission has established three different implementation timelines, dependent upon the type of program the institution is offering. Templates to be used during the transition activities may be found at http://www.ctc.ca.gov/educator-prep/ASC.html.

*Timeline for Transition of **Preliminary ASC Programs***

While approved ASC preliminary program sponsors will retain their approved program status during the move to the 2013 Preliminary ASC Program Standards, Preliminary ASC preparation programs will be required to provide the Commission with a transition plan describing the changes they will make to their programs in order to align them with the new standards and identifying the date in which the program will transition to the new standards. Programs should use [transition plan template](#) to outline their transition plan and must submit their transition plans to the Commission no later than September 1, 2014. One year after the date identified by the institution that it has transitioned to the new standards, a program narrative document must be submitted to the Commission for program assessment review and alignment. All Preliminary ASC programs MUST transition to new standards by September 1, 2015. New candidates may not be admitted to preliminary administrative services preparation programs based on prior standards after September 1, 2015. Candidates admitted to or enrolled in a program aligned to the previous standards must complete those programs by September 1, 2018 in order to be eligible for the Preliminary ASC.

Timeline for Implementation of Preliminary Administrative Services Program Standards	
December 2013	Adoption of ASC Preconditions, Preliminary Program Standards, Content Expectations and Performance Expectations.
September 1, 2014	Transition Plan due for Preliminary ASC Programs. • Transition plans must identify date by which the program will have begun implementation of program aligned to the new standards. • Program Assessment document will be due one year from the date that the institution transitions to the new standards.
September 1, 2015	All Preliminary ASC Programs must have transitioned to the revised standards and no new candidates may be admitted to Preliminary ASC Programs based on prior standards.
September 1, 2016	Program Assessment Documents due for all programs that have transitioned to new standards.
September 1, 2018	Final date for candidates to complete coursework in the Preliminary ASC Program based on prior standards.

*Timeline for Transition of **Alternative Guidelines-based Tier II Program** to ASC Clear Induction Programs*
Since the differences between the new Clear ASC Induction Program Standards and the current standards for Alternative Guidelines-based Tier II programs are not substantial, approved ASC program sponsors will retain their approved program status during the move to the 2014 Clear Induction Administrative Services Credential Program Standards. <u>However, all Alternative Guidelines-based Tier II Programs will be required to transition to the new Clear Induction Program Standards no later than July 1, 2015</u>. Guidelines-based programs must address new components of the program standards through the completion and submission of a transition document.

*Timeline for Transition of **Standards-based Tier II Programs** to ASC Clear Induction Programs*
Due to the significant changes that will need to be made by current Tier II standards-based programs to meet the Administrative Services Clear Induction Standards, existing Standards-based Tier II programs must complete the initial program review (IPR) approval process. The Commission will begin accepting IPR proposals on July 1, 2014 with no final date for submission, however, approved programs using the 2001 standards will no longer be recognized after June 30, 2017. <u>All Standards-based Tier II Programs will be required to transition to the new Clear Induction Program Standards no later than July 1, 2015</u>. Approved fees for IPR submission will be in effect.

Timeline for Implementation of Clear Administrative Services Program Standards	
February 2014	Adoption of Clear Induction Standards and updated CPSEL
July1, 2014	Commission begins accepting IPR proposals for an ASC Clear Induction program
	Transition Plans are due from commission-approved Guidelines-based Tier II programs
June 30, 2015	Last date for candidates to enter a Tier II program (standards or guidelines) based on the 2001 standards
July 1, 2015	Date by which current Tier II programs expire. To continue to recommend individuals for the Clear Administrative Services Credential, the program must meet the 2014 standards.
July 1, 2016	Program Assessment/narrative documents due for all former Guidelines-based Tier II programs.
June 30, 2017	Date by which candidates must complete Tier II programs using the 2001 standards.

Completion of Accreditation Components during Transition

Preliminary Administrative Services (P) programs are TRANSITIONING to new standards and must submit a transition document, followed by a new program narrative to complete a Program Assessment that results in approval to grant preliminary ASC credentials.

Guidelines-based Clear Administrative Services (G) are TRANSITIONING to new standards and must submit a transition document, followed by a new program narrative to complete a Program Assessment review that results in approval to grant clear ASC credentials.

Standards-based Clear Administrative Services (S) programs are SUNSETTING and must write to new standards and complete an Initial Program Review to receive program approval to grant clear ASC credentials.

Timelines and activities may be different for each cohort depending on the type of administrator preparation program. The table below uses these abbreviations:

Preliminary = P   Tier II Guidelines-based = G   Tier II Standards-based = S

	Program Assessment (PA)	Site Visit (SV)

Red	Institution's PA due Dec. 15, 2017
	Ed Admin:
	  P = early PA, due Dec. 15, 2016
	  G = early PA, due Dec. 15, 2016
	  S = IPR may take the place of PA in the current Accreditation cycle *
		SV in 2019-2020
		• All Ed Admin programs will be transitioned and reviewed the same as other sponsored programs.

Orange	Institution's PA will be due Dec. 15, 2016
	  P = PA due Dec. 15, 2016
	  G = PA due Dec.15, 2016
	  S = IPR may take the place of PA in the current Accreditation cycle *
		SV in 2018-2019
		• All Ed Admin programs will be transitioned and reviewed the same as other sponsored programs.

Yellow	Institution's PA due Dec. 15, 2015
	Ed Admin:
	  P = Transition plan due Sept. 1, 2014 with PA postponed until Dec. 15, 2016
	  G = Transition plan due July 1, 2014 with PA postponed until Dec. 15, 2016
	  S = IPR will take the place of PA in the current Accreditation cycle*
		SV in 2017-2018
		• All Ed Admin programs will be transitioned and reviewed the same as other sponsored programs.
		• Any remaining candidates earning their credential through a program based on the prior ASC standards will be interviewed regarding program experiences.

Green	Institution's PA due Dec.15, 2014
	Ed Admin:
	  P = Transition plan due Sept. 1, 2014 with PA due in 2016
	  G = Transition plan due July 1, 2014 with PA due in 2016
	  S = IPR will take the place of PA in the current Accreditation cycle*
		SV in 2016-2017
		• New programs in effect for a year (at a minimum)
		• Program document *could* still be in PA process
		• Current candidates should be interviewed, regardless of completion of a previous model or the new model, however depth of questions may vary.
		• Any completers from new program will be interviewed.
		• Completers from prior program should <u>not </u>be interviewed.

	Program Assessment (PA)	Site Visit (SV)

Blue	Institution's PA was submitted in fall of 2013.
	
	P = Transition plan due Sept. 1, 2014 with PA due in 2016
	G = Transition plan due July 1, 2014 with PA due in 2016
	S = IPR may take the place of PA in the current Accreditation cycle *
		SV in 2015-1216
		• Individual conversations with assigned state consultant determines various aspects of SV process
		   o New programs possibly in effect for mere months (P/G/S)
		   o Program Summary (due 6 months before the SV) addressing old or new program standards
		   o Transition documents (P/G) submitted in 2014; IPR documents received after July 2014
		   o PA documents unavailable for SV (due later in 2016)
		• Current candidates should be interviewed, regardless of completion of a previous model or the new model, however depth of questions may vary
		• No completers from new program yet
		• No interviews needed from completers of prior program

Indigo	Institution's PA due Dec. 15, 2019
	Ed Admin:
	P = PA, due Dec. 15, 2016
	G = PA, due Dec. 15, 2016
	S = IPR may take the place of PA in the current Accreditation cycle *
		SV in 2014-2015
		• Individual conversations determine various aspects of SV process
		   o Most programs in last year of old programs (P/G/S)
		   o There is a possibility that new programs may be offered during the 2014-15 year (P/G)
		   o Program Summary (due 6 months prior to SV) should describe the old program design
		   o Transition documents (P/G) submitted in 2014 to be used to judge new programs' adherence to standards
		   o IPR document (S) for new program approval should be used to judge new program's adherence to standards
		   o SV is done as a "light review" (verifying that candidates have no complaints, employers feel completers were well prepared, etc.)

Violet	Institution's PA due Dec. 15, 2018 Ed Admin: P = PA, due Dec. 15, 2016 G = PA, due Dec. 15, 2016 S = IPR may take the place of PA*	SV in 2020-2021 • All Ed Admin programs will be transitioned and reviewed the same as other sponsored programs

* See http://www.ctc.ca.gov/educator-prep/forms/request-ipr-in-lieu-pa.pdf *for information on how the IPR document can be used in place of a Program Assessment document.*

Templates are available for the transition documents and IPR program narratives. Programs may access these templates by visiting the Administrator Preparation page of the CTC website: http://www.ctc.ca.gov/educator-prep/ASC.html.

CTC Support Structures for Sponsoring Institutions
Due to the significant changes in program design and implementation, the CTC is working with CAPEA and CCSESA to jointly sponsor a series of three meetings in five venues around the state during 2014, to aid program sponsors in understanding the new structures and determining the changes needed in program design. The morning session of each meeting will focus on a preliminary program component while the afternoon session will present a clear induction component for discussion. These meetings are not designed to provide program sponsors with "answers" but rather to provide a forum for discussion with colleagues to determine the best pathway for each program sponsor. A copy of the meeting dates, venues, and discussion topics is available at http://www.ctc.ca.gov/educator-prep/ASC.html

References
Administrative Services Handbook http://www.ctc.ca.gov/educator-prep/standards/SVC-Admin-Handbook-2014.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

Contact Information

For program information, contact Gay Roby, consultant at GRoby@ctc.ca.gov

For individual credential information, contact the Credentials Division at credentials@ctc.ca.gov