



# PROGRAM SPONSOR ALERT

Date: February 2, 2016

Number: 16-01

Subject: Temporary Waiver of the 120 Day Enrollment Requirement in Clear Induction Administrative Services Credential Programs

## **Summary**

At its December 2015 meeting, the Commission took action to temporarily waive the portion of Standard 1 from the Clear Induction Administrative Services Credential program standards that requires induction begin "with enrollment and initiation of coaching within 120 days of starting an initial administrative position." This suspension is in effect from July 1, 2015 through December 31, 2016.

## **Background**

The Clear Induction Administrative Services Credential Program Standards, adopted in January 2014, includes a description of induction that includes enrollment and program commencement within 120 days of the candidate starting his/her first administrative position. The inclusion of this provision was based on research that indicates greater success when induction activities are provided early in a candidate's professional life. California's preliminary administrative services credential is valid for five years; candidates must earn a clear administrative services credential by the end of the initial five year period in order to maintain their administrative certification. By requiring participation in induction during the first year of service using the preliminary administrative services credential, the Commission's intent was to provide guidance and support in the early, critical years when new administrators are likely to need the most assistance, and, by doing so, to increase the success and effectiveness of new administrators.

Once full implementation of the standards adopted in January 2014 began on July 1, 2015, stakeholders began contacting Commission staff regarding issues of program capacity, unavailability of candidates' chosen administrative induction program, and questions regarding compliance issues in admitting more "veteran" administrators who were still serving on a preliminary administrative services credential but who were beyond their first or second year of service. Understanding that the majority of Commission-approved programs were not yet at full capacity and that it would take one to two years for them to reach full capacity, the Commission took action to temporarily waive the 120 day enrollment requirement so that programs and candidates could be compliant with the remaining requirements of the program standards. The waiver of the 120 day enrollment requirement is retroactive to July 1, 2015 and is in effect through December 2016.

### **Resources**

Administrative Services Credential - Preliminary Program Standards and Clear Induction Program Standards

<http://www.ctc.ca.gov/educator-prep/standards/SVC-Admin-Handbook-2014.pdf>

### **Contact Information**

The Professional Services Division provides a full list of topic- and program- specific dedicated email addresses at: <http://www.ctc.ca.gov/educator-prep/PSD-contact.html>.