



PROGRAM SPONSOR ALERT

Date: May 5, 2016

Number: 16-07

This PSA replaces PSA 14-05 in regards to Program Assessment information

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

Summary

The Commission on Teacher Credentialing adopted new standards for Preliminary Administrative Services Credential programs in December 2013 and for the Clear Administrative Services Credential programs in February 2014. This Program Sponsor Alert provides guidance to institutions sponsoring Administrative Services Credential (ASC) Programs regarding the final step in transitioning to these new standards.

Background

In September 2010, the Commission began the process to revise the 2001 standards for Administrative Services Programs. The Commission adopted Preconditions, Content Expectations, Performance Expectations, and the Preliminary ASC Program Standards in December 2013 and revised CPSEL and Clear ASC Induction Program Standards in February 2014. 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 preliminary candidates to meet content and performance expectations and 2) the need for new administrators to complete an induction program that includes systematic mentoring and support as they complete requirements for the Clear Administrative Services Credential. 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](#)

Revised California Administrative Performance Expectations (CAPE)

Since the adoption of the CAPE in 2013 and the revised CPSEL in 2014, the Commission directed staff to work with practitioners to strengthen the alignment between the two documents. The Commission is scheduled to revisit, and adopt a revised set of CAPE at its June 16-17, 2016 meeting.

Implementation Timelines

Preliminary Programs: Approved ASC preliminary program sponsors retained their approved program status and completed a transition plan in 2014 to describe program changes they would be implementing to meet the new program standards. After one year of implementation (2015-16), these programs will now participate in Program Review as the final step of their transition process.

Alternative Guidelines-based programs: These approved ASC program sponsors completed a transition plan in 2014 to describe program changes they would be implementing to meet the Clear Induction Administrative Services Credential Program Standards. After one year of implementation (2015-16), these programs will participate in Program Review as the final step of their transition process.

Standards-based Clear Administrative Services programs: Former Standards-based (Tier II) Clear programs were required to submit program narratives and complete the Initial Program Review (IPR) approval process demonstrating how these programs would address the new standards. Completion of IPR and Committee of Accreditation approval of their new program design fulfilled their transition process.

New Preliminary or Clear Administrative Services programs: Programs receiving approval from the Committee on Accreditation for a program based on the 2013 Preliminary and/or 2014 Clear Induction standards are not required to submit additional transition documents.

Timeline of Participation in the Program Review Process

Preliminary and former Guidelines-based programs will participate in the Program Review process dependent upon their color cohort group:

- Programs participating in site visits in 2015-2016 (Blue) will have provided final implementation evidence as part of the site review process and then join their accreditation cohort group's scheduled Program Review submission in 2022-23.
- Programs belonging to accreditation cohort groups who will be completing Program Review in the next two years (Yellow and Orange) will join their accreditation cohort group's scheduled submission. The Yellow cohort group will submit in 2017-18 and Orange in 2018-19.
- All other programs (Red, Green, Indigo, and Violet) will complete the Program Review process in 2016 as the final step in transitioning to the new program design. Submissions will be accepted beginning July 1, 2016 and must be received by Friday, December 30, 2016. The Program review must include completion of a matrix reflecting the CAPE that are expected to be approved by the Commission at its June 2016 meeting. A template of the matrix will be available by June 30, 2016 on the Commission's website.

For information regarding which institutions are part of each color cohort group, visit the CTC website at <http://www.ctc.ca.gov/educator-prep/program-accred-sch-act.html>.

Program Review Components

A Program Review template, developed specifically for programs to use in planning and submitting their Program Review reports will be available at upcoming technical assistance meetings/Think Tanks and on the CTC website's Administrative Services Credentialing page.

Staff support during the development of institutions' Program Review will be shared with the field during several stakeholder meetings, including but not limited to the following:

- CISC phone meetings
- CAPEA Spring conference 2016
- "Think Tank" meetings in May 2016 located throughout the state in 6 regional locations
- Commission staff will be available via phone and email as needed

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

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