PROGRAM SPONSOR ALERT

Date:	September 10, 2020	**Number:** 20-14
Subject:	**Guidance to Administrative Services Induction Programs Regarding the Support of Candidates Impacted by COVID-19**	

Summary

This document provides Administrative Services Credential (ASC) programs with guidance in structuring support for administrators enrolled in administrator induction programs for the 2020-2021 academic year who have requirements yet to complete that were deferred due to COVID 19, including the California Administrator Performance Assessment (CalAPA).

Background

Due to the impact of the COVID-19 pandemic which caused California's public schools to move from face to face instruction to distance learning beginning in March 2020, many administrative services candidates were unable to complete all of the required components of their preliminary programs, including the CalAPA. At its April 2020 meeting, the Commission took action to allow these candidates to move forward in seeking employment by providing certain credential flexibilities. On May 29, 2020, the Governor issued Executive Order N-66-20 (EO-N-66-20) which contained additional flexibilities for prospective California educators. The Commission revisited the topic of program flexibilities at its August 2020 meeting, in part to provide guidance to induction programs serving candidates who continue working to complete outstanding program and assessment requirements.

Together the actions mentioned above resulted in opportunities for preliminary candidates on track to complete a program in spring/summer 2020 – but prevented from doing so due to the pandemic – to be employed in 2020-21 while working with their induction programs to complete specified remaining requirements from their preliminary programs. The candidate who has preliminary *program* requirements to complete (e.g., coursework, field hours) may be recommended for a Program-Sponsored Variable Term Waiver (PS-VTW), while the candidate who has performance assessment (CalAPA) requirements to complete may be recommended

---

for a Preliminary ASC Credential (P5) with a renewal code of APA. This provides the candidate with five years to complete those outstanding Preliminary ASC requirements that were allowed to be deferred due COVID-19; therefore, programs may allow the candidate time to settle into their new leadership position before addressing their outstanding requirements.

Preliminary ASC Program Standards Identify Performance Assessment Support Structures for Teacher and Administrator Induction Programs
The Preliminary Administrative Services Credential (PASC) program standards address the structure of support for candidates completing a performance assessment. At its August 2020 meeting, the Commission discussed Program Standard 8, emphasizing the importance for induction programs to understand and use it to guide their work with administrative services induction candidates who still need to complete the CalAPA cycles. The Commission approved the following aspects of Program Standard 8 for induction programs to use as guidance in their work with these induction candidates.

Preliminary Administrative Services Program Standard 8

Component of the Preliminary Administrative Services Program Standard 8	Importance for the Clear/Induction Administrative Services Credential Program (CASC) to understand this Component
8B: Candidate Preparation and Support	Important for the CASC Program to be aware of this standard component.
(1) The program implements the following support activities for candidates: Defines required forms of support, acceptable, but not required support, and unacceptable forms of support	Essential for the CASC Program to understand this standard component as it identifies appropriate supports for the candidate.
(2) The program provides candidates with timely feedback on formative assessments and experiences preparatory to the APA. The feedback includes information relative to candidate demonstration of competency on the domains of the California Administrator Performance Expectations (CAPEs).	Essential for the CASC Program to understand when a candidate must complete the APA.
(3) The program provides opportunities for candidates who are not successful on the assessment to receive remedial assistance and prepares them to retake the assessment. The program only recommends candidates who have met the passing score on the CalAPA for a preliminary administrative services credential and have met all credential requirements.	Important for the CASC Program to be aware of this standard component but also important for candidates to contact their Preliminary Program and/or the Commission's Performance Assessment staff for support in the event that a candidate is not successful on the assessment. For candidates serving on a PS-VTW, the Preliminary Program will assist the new administrator if remediation is necessary.

Additionally, as part of their preliminary program, administrative services credential candidates traditionally self-select a school site where they would like to complete their performance assessment. The preliminary program must approve the selection before work on the CalAPA begins. A portion of the Preliminary Administrative Services Credential Program Standard 7 outlines criteria that a selected school site must meet. If the criteria are not present in the candidate's self-selected site, it will be necessary for the induction program to assist the candidate in locating an alternative setting for the completion of the performance assessment.

Preliminary Administrative Services Program Standard 7

Component of the Preliminary Administrative Services Program Standard 7	Important for the Administrator Induction Program to Understand this Component
Second half of the standard which outlines the seven criteria a school site must exhibit before permission can be granted for a candidate to complete their Performance Assessment cycles there.	Essential for the Induction Program to understand when a candidate must complete the APA.

Candidate Transition Plans

The Preliminary Administrative Services Credential (PASC) program is expected to prepare a Transition Plan at the end of the candidate's PASC experience, which candidates take with them to their induction program. These documents chronicle incomplete aspects of the preliminary program and are taken into consideration when developing the candidate's Individual Induction Plan. Given the current situation faced by many candidates who still have program and performance assessment requirements to complete in their first years as employed administrators, these plans now take on even greater importance in guiding the new administrator's induction experience. Preliminary programs and induction programs will need to work closely with one another in order to ensure that the needs of all their candidates are met.

Commission Support for Candidates with a P5-TPA or P5-APA Renewal Code

Commission staff is committed to support administrative services induction programs in applying the above preliminary program standards in the induction context. Performance Assessment staff have developed plans to provide information for induction programs through introductory webinars, sharing of assessment handbooks, office hours, and meetings throughout the year. Announcements regarding these supports can be found in the weekly PSD e-News.

References

Administrator Induction Programs

- *Program Guidance for COVID-19: Administrative Services (Preliminary and Induction)*

- *Administrative Services Credential Program Standards Handbook*

- *[California Performance Assessments for Teachers and Leaders](#)*

Contact Information

For preparation program information, contact accreditation@ctc.ca.gov.

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

For programmatic questions about CalAPA, email CalAPA@ctc.ca.gov

For information about administration and scoring of the CalAPA, visit ctcpa.nesinc.com.

For information about applying to score the CalAPA, contact Evaluation Systems at

es-calapa-recruiter@pearson.com.

To subscribe to the PSD e-News, visit https://www.ctc.ca.gov/commission/newsletters/psd-news