

PROGRAM SPECIFIC PRECONDITIONS FOR PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIALING PROGRAMS
EVIDENCE GUIDANCE

*Please note: Program specific preconditions can no longer be met through a statement of assurance by institutional leadership (Unit Head); they require actual evidence of implementation. *Please insert bookmarks in documents so that readers can find the specific part of the document or handbook.*

CLEAR ADMINISTRATIVE SERVICES CREDENTIALING PROGRAM

PRECONDITION LANGUAGE	EVIDENCE GUIDANCE
<p>Precondition 1: Possess a valid California preliminary Administrative Services Credential.</p>	<p><i>Examples of Acceptable Evidence</i></p> <ul style="list-style-type: none"> • Link or Bookmark* to the specific section in the program admissions criteria (website, catalog, or handbook) describing the requirements for program admission. <p><i>Examples of Insufficient Evidence:</i></p> <ul style="list-style-type: none"> • Statement of assurance by program director or unit head.
<p>Precondition 2: Verification of an offer of employment in a full or part-time administrative position in an employing agency as defined in Title 5 of the California Code of Regulations section 80054(g)(1).</p>	<p><i>Examples of Acceptable Evidence</i></p> <ul style="list-style-type: none"> • Link or Bookmark* to the specific section in the program admissions criteria (website, catalog, or handbook) describing the requirements for program admission. Must include clear language regarding any administrative position being offered. <p><i>Examples of Insufficient Evidence:</i></p> <ul style="list-style-type: none"> • Statement of assurance by program director or unit head.
<p>Precondition 3: An entity that operates a program for the Clear Administrative Services Credential shall provide for the development of a written individualized program of professional development activities (clear credential induction plan) for the advanced preparation program based upon individual needs. The plan shall be developed in consultations among the candidate, employer and university/program representative.</p>	<p><i>Examples of Acceptable Evidence</i></p> <ul style="list-style-type: none"> • Link or Bookmark* to the specific clear credential induction plan template used by the program. Must include clear language regarding professional development activities based on individual needs and developed in collaboration

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	<p>among candidate, employer and program representative.</p> <p><i>Examples of Insufficient Evidence:</i></p> <ul style="list-style-type: none"> • Statement of assurance by program director or unit head.
<p>In addition to the Commission’s General Preconditions as well as Precondition 1, 2, and 3 above, a Commission-approved program shall determine prior to recommendation of a candidate for a clear Administrative Services Credential that the candidate has met the following requirements established in California State laws, regulations, and/or Commission policy.</p>	
<p>Precondition 4: Verification of two years of successful experience in a full-time administrative position as defined in Title 5 of the California Code of Regulations section 80054(g)(2)(B) with an employing agency as defined in section 80054(g)(1).</p>	<p><i>Examples of Acceptable Evidence</i></p> <ul style="list-style-type: none"> • Link or Bookmark* to the specific section in the program completion or exit criteria (website, catalog, or handbook) receives describing the requirements for program completion. Must include clear language regarding verification of two years of successful experience in a full-time administrative position. <p><i>Examples of Insufficient Evidence:</i></p> <ul style="list-style-type: none"> • Statement of assurance by program director or unit head.
<p>Precondition 5: Has completed a Commission-approved Clear Administrative Services Credential (CASC) Induction Program based on Administrative Services Credential Program Standards (rev. 6/2014).</p>	<p><i>Examples of Acceptable Evidence</i></p> <ul style="list-style-type: none"> • Link or Bookmark* to the specific section in the program completion or exit criteria (website, catalog, or handbook) describing the requirements for program completion. Must include clear language regarding completion of a CASC induction program.

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	<p><i>Examples of Insufficient Evidence:</i></p> <ul style="list-style-type: none">• Statement of assurance by program director or unit head.
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