

**EVIDENCE GUIDANCE FOR PRECONDITIONS  
PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIALING PROGRAMS**

*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.*

PRECONDITION LANGUAGE	EVIDENCE GUIDANCE
<p><b>Precondition 1:</b> Possess one of the following valid credentials:</p> <ul style="list-style-type: none"> <li>a. a clear or life California teaching credential that requires a baccalaureate degree and a program of professional preparation, including student teaching or the equivalent, and holds an English learner authorization; or</li> <li>b. a clear or life California designated subjects teaching credential in adult education, career technical education, vocational education or special subjects, provided the applicant also possesses a baccalaureate degree, and holds an English learner authorization; or</li> <li>c. a clear or life California services credential in pupil personnel services, health services for school nurse, teacher librarian services, or speech-language pathology or clinical or rehabilitative services requiring a baccalaureate degree and a program of professional preparation, including field work or the equivalent.</li> </ul> <p><b>Precondition 1 For Intern Programs:</b> An entity that operates a program of preparation for the preliminary Administrative Services Credential with an Intern option shall require each candidate who is admitted into an Intern Program to possess the appropriate prerequisite credential prior to recommendation for the intern credential and the assumption of intern administrative responsibilities.</p>	<p><i>Examples of <b>Acceptable</b> Evidence</i></p> <ul style="list-style-type: none"> <li>• Link or Bookmark to the specific section in the admissions criteria (website, catalog, or handbook describing the requirements for program admission. Must include clear language listing all valid base credential options.</li> <li>• Additional evidence for programs with intern pathway: Link or Bookmark* to the specific section in the admissions criteria (website, catalog, or handbook) describing the requirements for program admission and eligibility for the intern credential.</li> </ul> <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> <li>• Brief description of the process the program uses to ensure that these requirements are met at admissions.</li> </ul> <p><i>Examples of <b>Insufficient</b> Evidence:</i></p> <ul style="list-style-type: none"> <li>• Statement of assurance by program director or unit head.</li> <li>• Description of the process without actual evidence of the requirement in practice (no evidence in candidate materials or handbooks or contrary evidence)</li> </ul>

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**Precondition 2:** Meet the basic skills requirement (BSR) as described in Education Code section 44252(b), unless exempt by statute.

**Precondition 2 For Intern Programs:** An entity that operates a program of preparation for the preliminary Administrative Services Credential with an Intern option shall require each candidate who is admitted into an Intern Program to verify the basic skills requirement has been met prior to recommendation for the intern credential and the assumption of intern administrative responsibilities.

*Examples of **Acceptable** Evidence*

- Link or Bookmark to the specific section in the admissions criteria (website, catalog, or handbook) describing the requirements for program admission. Must include clear language regarding the need to meet BSR before program admission.
- Additional evidence for programs with intern pathway: Link or Bookmark to the specific section in the admissions criteria (website, catalog, or handbook) describing the requirement to meet BSR before program admission and eligibility for the intern credential.

AND

- Brief description (2-3 sentences) of the process used to ensure that all candidates have satisfied the BSR at admission.

*Examples of **Insufficient** Evidence:*

- Statement of assurance by program director or unit head.
- Description of the process without actual evidence of the requirement in practice (no evidence in candidate materials or handbooks)

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<p><b>Precondition 3:</b> Verification of one of the following prior to being recommended for the preliminary credential</p> <ol style="list-style-type: none"> <li>a. Five years of successful, full-time teaching experience with an employing agency as defined in Title 5 of the California Code of Regulations section 80054(g)(1) and (2)(A);</li> <li>b. five years of successful, full-time experience in the fields of pupil personnel, school nurse, teacher librarian, or speech-language pathology. or clinical or rehabilitative services with an employing agency as defined in Title 5 of the California Code of Regulations section 80054(g)(1) and (2)(A); or</li> <li>c. a combination of (a) and (b).</li> </ol> <p><b>Precondition 3 for Intern Programs:</b> An entity that operates a program of preparation for the preliminary Administrative Services Credential with an Intern option shall require each candidate who is admitted into an Intern Program to verify appropriate experience as described above prior to recommendation for the intern credential and the assumption of intern administrative responsibilities.</p>	<p><i>Examples of <b>Acceptable</b> Evidence</i></p> <ul style="list-style-type: none"> <li>• Link or Bookmark to the specific section in the program completion or exit criteria (website, catalog, or handbook) describing the requirements for program completion, that includes clear language regarding years of experience needed prior to recommendation for the preliminary credential.</li> <li>• Additional evidence for programs with intern pathway: Link or Bookmark to the specific section in the program completion or exit criteria (website, catalog, or handbook) describing the experience requirement before recommendation for the intern credential.</li> </ul> <p><i>Examples of <b>Insufficient</b> Evidence:</i></p> <ul style="list-style-type: none"> <li>• Statement of assurance by program director or unit head.</li> <li>• Description of the process without actual evidence of the requirement in practice (no evidence in candidate materials or handbooks)</li> </ul>
<p><b>Precondition 4:</b> Has completed a Commission-approved preliminary or intern Administrative Services Credential Program based on Administrative Services Credential Program Standards (rev. 6/2014).</p>	<p><i>Examples of <b>Acceptable</b> Evidence</i></p> <ul style="list-style-type: none"> <li>• 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 preliminary or intern program prior to recommendation for the credential.</li> </ul> <p><i>Examples of <b>Insufficient</b> Evidence:</i></p> <ul style="list-style-type: none"> <li>• Statement of assurance by program director or unit head.</li> <li>• Description of the process without actual evidence of the requirement in practice (no evidence in candidate materials or handbooks)</li> </ul>

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<p><b>Precondition 5:</b> 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). If a candidate has satisfied preconditions 1 through 4 but does not have an offer of employment, the Commission-approved program shall recommend for a Certificate of Eligibility which verifies completion of all requirements for the preliminary Administrative Services Credential and allows the holder to seek employment in and administrative position.</p>	<p><i>Examples of <b>Acceptable</b> Evidence</i></p> <ul style="list-style-type: none"><li>• 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 any administrative position being offered (or the certificate of eligibility will be recommended).</li></ul> <p><i>Examples of <b>Insufficient</b> Evidence:</i></p> <ul style="list-style-type: none"><li>• Statement of assurance by program director or unit head.</li><li>• Description of the process without actual evidence of the requirement in practice (no evidence in candidate materials or handbooks)</li></ul>
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