

Preconditions for Administrative Credentials
Preliminary Administrative Services
(Adopted February 2014)

(1) Possess one of the following valid credentials:

- (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
- (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
- (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.

[Education Code section 44270\(a\)\(1\)](#) and [Title 5 of the California Code of Regulations section 80054\(a\)](#)

Program Response:

Alliant International University candidates are required to possess one of the following valid credentials as defined below at the point of admissions:

- 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
- A clear or life California designated subjects teaching credential in adult education, career technical education, vocational education, or special subjects, provided the applicant possesses a baccalaureate degree and holds an English learner authorization
- 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.

The application and supporting materials are reviewed by staff within the Application Processing Center. Upon acceptance into the program, the information is posted in our internal system, Campus Nexus Student (CNS). Documentation is also uploaded to the applicant's file in Salesforce.

Applicants are not accepted into the program without proof of a valid credential at the point of Admissions.

Once the candidate has successfully completed the program in full and it comes time for recommendation for the credential through the Commission on Teacher Credentialing, the valid credential is reviewed and verified once more by the recommending Credential Analyst.

Source:

- This requirement is presented within the Alliant Catalog under [Admissions & Registration > CSOE Admissions Requirements > California Teaching Credentials: Administrative Services Credential \(ASC\)](#).
- [Application Example – Valid Credential Verification](#)

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 possess the appropriate prerequisite credential prior to recommendation for the intern credential and the assumption of intern administrative responsibilities.

Program Response:

Alliant International University does not offer an Intern Pathway option for the Administrative Services Credential Program.

- (2)** Meet the basic skills requirement as described in Education Code section 44252(b), unless exempt by statute. [Education Code section 44252\(b\)](#) and [Title 5 of the California Code of Regulations section 80054\(a\)](#)

Program Response:

Alliant International University candidates are required to fulfill the following requirements at the point of admissions:

- Completed online application (fee: \$65)
- Bachelor’s degree from a regionally accredited institution
- Official Transcripts
- GPA Minimum 2.5 or GPA Exemption Petition
- **Passing CBEST score or CCTC approved alternative documentation that fulfills basic skills requirement**
- Proof of either (a) five years of successful full-time teaching experience OR (b) five years of successful full-time service experience under a valid pre-requisite credential.
- Possess one of the following valid credentials as defined below (a screenshot of CCTC’s online system showing evidence of proper credential can serve as documentation):
 - 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
 - A clear or life California designated subjects teaching credential in adult education, career technical education, vocational education, or special subjects, provided the applicant possesses a baccalaureate degree and holds an English learner authorization
 - 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.

- GPA Exemption Petition: candidates who do not meet the minimum GPA requirements may be required to interview with Program Director or Faculty and must submit the following:
 - Resume
 - Two Letters of Recommendation
 - 1-2-page essay
 - A brief autobiographical statement which addresses bachelor's GPA, any relevant experience in teaching or working with children and adolescents, and/or within K-12 schools and graduate level degree or coursework

At the point of application, the potential candidate includes information related to the Basic Skills Requirement. This application is then reviewed and processed by staff members in the Application Processing Center. Upon acceptance into the program, the information is posted in our internal system, Campus Nexus Student (CNS). Documentation is also uploaded to the applicant's file in Salesforce.

Applicants who meet BSR via the Exam Option are required to submit their passing BSR Exam Score Sheet.

Applicants who require a BSR coursework evaluation are required to complete a BSR Review Survey in order to be placed into a queue. Applicants are then eligible to have their coursework reviewed by our Records Assessor. Upon completion of the review, the Records Assessor completes and submits a BSR Verification Form as proof that BSR has been satisfied either by coursework option or combination option.

Applicants are not accepted into the program without proof of meeting the Basic Skills Requirement in full.

Evidence:

- [**Application Example – BSR Verification**](#)
- [**BSR Review Survey**](#)
- [**Alliant BSR Verification Form**](#)

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.

Program Response:

Alliant International University does not offer an Intern Pathway option for the Administrative Services Credential Program.

- (3) Verification of one of the following prior to being recommended for the preliminary credential
- (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);
 - (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
 - (c) a combination of (a) or (b).

[Education Code section 44270\(a\)\(2\)](#) and [Title 5 of the California Code of Regulations section 80054\(a\)\(4\)](#)

Program Response:

Alliant International University candidates are required to fulfill the following requirement at the point of admissions:

- Proof of either (a) five years of successful full-time teaching experience OR (b) five years of successful full-time service experience under a valid pre-requisite credential.

Source:

This requirement is presented within the Alliant Catalog under [Admissions & Registration > CSOE Admissions Requirements > California Teaching Credentials: Administrative Services Credential \(ASC\)](#).

Valid, full-time experience is shown through official letter on school or school district letterhead and is signed by an authorized representative or designee from the school or school district.

Applicants may qualify to enter the Administrative Services Program if they have not completed the full five years of full-time experience, but are within their final year of experience and will complete the full-time experience requirement by the conclusion of the Preliminary Program, prior to recommendation for the Administrative Services Credential.

The application and supporting materials are reviewed by staff within the Application Processing Center. Upon acceptance into the program, the information is posted in our internal system, Campus Nexus Student (CNS). Documentation is also uploaded to the applicant's file in SalesForce.

Applicants are required to submit verification of full-time experience via a valid letter from the school/school district authorizing personnel on school/school district letterhead. This letter must come directly from either the Principal/Head of School/Administrator or HR Department and must verify the time spent within the school/school district while in as full time position.

Applicants are not accepted into the program without proof of five years full time experience at the point of Admissions.

Evidence:

- [Application Example – Work Experience Verification](#)

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 appropriate experience as described above prior to recommendation for the intern credential and the assumption of intern administrative responsibilities.

Program Response:

Alliant International University does not offer an Intern option for the Administrative Services Credential Program.

- (4) Has completed a Commission-approved preliminary or intern Administrative Services Credential Program based on Administrative Services Credential Program Standards (rev. 7/2013). [Education Code section 44270\(a\)\(3\)](#) and [Title 5 of the California Code of Regulations section 80054\(a\)\(2\)](#)

Program Response:

Alliant International University candidates are required to successfully complete the Administrative Services Program in full, including all pedagogy courses, field experience courses, as well as the administrator performance assessment through CalAPA.

As candidates complete program course requirements, the Academic Advisor documents this progress through the Campus Nexus Student (CNS) system. Documented evidence of this progress is tracked within the Degree Process Audit. The Academic Advisor confirms that the coursework portion of the program has been completed while, at the same time, the Credential Analyst confirms that any additional program and/or state requirements, such as APA, have been met in full through our internal checklist prior to the point of recommendation.

Source:

- The basic course requirements of the program are presented within the Alliant Catalog under **Programs > [Administrative Services Credential](#).**
- [Degree Progress Audit](#)

- (5) 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. [Education Code section 44270\(a\)\(4\)](#) and [Title 5 of the California Code of Regulations section 80054\(a\)\(6\)](#)

Program Response:

Upon successful completion of the program course and performance assessment requirements, program completers are eligible for one of the following CTC documents, all of which are vetted through the Credential Analyst:

- 1) Preliminary Administrative Services Credential
 - a. Successful completion of the Administrative Services Credential Program
 - b. Verification of employment in an administrative role through a completed and signed **CL-777** document.
 - c. Verification of a valid, clear pre-requisite credential.
 - d. Verification of 5 years of full time teaching or service experience.
 - e. Verification of the Basic Skills Requirement.
- 2) Certificate of Eligibility
 - a. Successful completion of the Administrative Services Credential Program
 - b. Verification of a valid, clear pre-requisite credential.
 - c. Verification of 5 years of full time teaching or service experience.
 - d. Verification of the Basic Skills Requirement.