

Preconditions for Administrative Credentials: Clear Administrative Services

(1) Prerequisite Credential

Possess a valid California preliminary Administrative Services Credential. [Education Code section 44270.1\(a\)\(1\)](#) and [Title 5 of the California Code of Regulations section 80054\(d\)\(1\)](#)

Evidence Required

1. *Link to the admissions criteria on the program website describing the requirements for program admission. Must include clear language listing the Preliminary Administrative Service credential or Certificate of Eligibility requirement.*
2. *Link to the tracking sheet or program checklist used to verify that the candidate has a valid Preliminary Administrative Service credential or Certificate of Eligibility.*
3. *Brief description of the process the program uses to verify that this requirement is met, including the title of the individual responsible for verifying this requirement is met.*

The University of La Verne LaFetra College of Education verifies that each Clear Administrative Services Credential candidate possesses a valid California Preliminary Administrative Services Credential in accordance with Education Code §44270.1(a)(1) and Title 5 §80054(d)(1). Verification occurs prior to institutional recommendation for the Clear Administrative Services Credential and is conducted by the Credential Analysts Office.

Note: The CASC program is currently not marketed and is not published in the current catalog. The most recent published requirements appear in the 2020–2021 catalog. The University maintains processes to verify this requirement should the program resume enrollment.

[2020-2021 catalog](#) (pg 212):

Clear Administrative Services Credential (CASC) Induction Program

Program Length: 2 Years

Not eligible for financial aid.

Program Chair: Rich Whitney

Senior Adjunct Faculty: E. Janeane Dimpel,
Melinda Early, Patricia D. Whitman

The University of La Verne Clear Induction Administrative Services Credential program is an online, individualized, job-embedded, two-year coaching program based on two academic semesters per year, each semester consisting of two units of individual coaching and two units of professional learning (a minimum of 20-30 hours of coaching per semester and 30 hours of professional learning per semester). Each candidate will continuously work throughout the regular school year with his/her coach to complete the requirements of the program. Each year of the program, the candidate will develop an Individualized Induction Plan based on district requirements, candidate's growth needs, and the credential standards (CPSELs).

Admission Requirements:

A bachelor's degree from a regionally accredited institution with a preferred GPA of 2.75 or above in undergraduate work and a cumulative GPA of 3.0 or above in any graduate work.

Letter of Introduction (statement of purpose).

Current résumé.

Positive letter of reference from an active school district administrator.

Proof of valid Preliminary Administrative Services Credential.

Verification of employment in a full-time public or private school administrative position (form).

Total Program: 16 semester hours

The requirements are also verified using the following completion requirement form:

Sent to Credential Analyst

**University of La Verne
CASC Processing Checklist**

Student/SSN:

Address:

Credential Course Requirements	Course Equivalencies (if applicable)
EDLD. 585A Professional Learning	2SH _____
EDLD. 586A Executive Coaching	2SH _____
EDLD. 585B Professional Learning	2SH _____
EDLD. 586B Executive Coaching	2SH _____
EDLD. 585C Professional Learning	2SH _____
EDLD. 586C Executive Coaching	2SH _____
EDLD. 585D Professional Learning	2SH _____
EDLD. 586D Executive Coaching	2SH _____

Administrative Services Credential Program

Valid Preliminary Administrative Services Credential: yes ___ no ___

Verification Letter of 2 years Administrative Experience on District Letterhead: yes ___ no ___

ULV Official Transcripts: yes ___ no ___

Chair Signature _____

Date _____

(2) Verification of Employment

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

Evidence Required

1. *Link to the admissions criteria on the program website describing the requirements for program admission, including language that a candidate's offer of employment must include a position that requires an Administrative Services Credential.*
2. *Link to the tracking sheet or program checklist used to verify that the candidate has an offer of employment in a position that requires an Administrative Services Credential.*
3. *Brief description of the process the program uses to verify that this requirement is met, including the title of the individual responsible for verifying this requirement is met.*

The University verifies that each candidate holds an offer of employment in a full-time or part-time administrative position with an employing agency as defined in Title 5 §80054(g)(1) prior to institutional recommendation for the Clear Administrative Services Credential. Employment verification must be provided on employing agency letterhead or on Form CL-777 and signed by the superintendent, assistant superintendent, director of personnel, or director of human resources. The Credential Analyst reviews and approves this documentation prior to recommendation.

Note: The CASC program is currently not marketed and has no active candidates; however, the University maintains procedures to verify employment as described above should enrollment resume.

(3) Individual Induction Plan (IIP)

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 representative. [Education Code Section 44270.1 \(a\)\(3\)](#) and [Title 5 of the California Code of Regulations section 80054\(d\)\(1\)](#)

Evidence Required

1. *Link to the Individual Induction Plan (IIP) template used by the program. The IIP must include clear language regarding professional development activities based on individual needs and developed in collaboration among candidate, employer, and program representative.*
2. *Brief description of the process the program uses to verify that candidates create and complete their IIP, including the title of the individual responsible for verifying this requirement is met.*

The Clear Administrative Services Credential program provides for development of a written Individual Induction Plan (IIP) in accordance with Education Code §44270.1(a)(3) and Title 5 §80054(d)(1). The IIP is developed collaboratively among the candidate, employer (district mentor), and university representative (executive coach), and includes professional growth goals aligned to the CPSEL, planned activities, and evidence of completion. The Executive Coach and Program Chair are responsible for verifying development and completion of the IIP prior to institutional recommendation.

Note: The program is currently inactive; however, the IIP template and coaching structure remain in place should the program resume.

During the first semester of Executive Coaching, candidates log on to the Blackboard site for the course for direction on how to develop their **Individualized Induction Plan** with the assistance of their executive coach.

**University of La Verne
Individual Induction Plan, Year One**

Candidate:

Coach:

Date:

District Mentor:

1. CPSEL STRENGTHS— Based upon feedback from my district mentor and my university coach, and the results of my Professional Leadership Assessments, the Kiersey Temperament Sort, the Personal Values Statement, and my assessment against the CPSEL Rubrics, my strengths as an educational leader are:

2. CPSEL Growth Needs—I will focus on the following areas of growth to improve my skills as a leader:

3. Professional Growth Goals and Objectives for this year:

4. If I am able to implement my goals and objectives, I will see the following changes in my leadership practices with staff and students:

Implementation Plan for my Goals and Objectives

Start Date	Activities	Evidence of Completion	Resources Needed

Candidates complete assessments of their leadership strengths and areas of need. They also ask their district assigned mentors to do so. In collaboration with their coach, candidates develop an Individualized Induction Plan that is based upon strengths, needs, and the CPSEL continuum that are found in the Description of Practice workbooks.

The IIP is meant to be a living document and is discussed during each coaching session with modification as needed. At the end of the first year of coaching, the candidate is asked to evaluate progress toward IIP goals, and develop a Year 2 IIP to reflect progress and ongoing needs.

Executive Coaches have numerous resources for guiding IIP development and implementation:

1. Webinar training on the Descriptions of Practice.
2. Detailed descriptors/ forms for each step of the IIP process-
3. Ongoing assistance from program chairperson on implementation of these tools.

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:

(4) Verification of Experience

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). [Education Code Section 44270.1 \(a\)\(2\)](#) and [Title 5 of the California Code of Regulations section 80054\(g\)\(1\) and \(g\)\(2\)\(B\)](#)

Evidence Required

1. *Link to program completion requirements on the program website. Must include clear language regarding the requirement for candidates to have completed two years of successful experience in a full-time administrative position.*
2. *Brief description of the process the program uses to verify, prior to recommendation of a candidate for a Clear Administrative Services Credential, that candidate had two years of successful experience in a full-time administrative position. The description must also include the title of the individual responsible for verifying this requirement is met.*

Prior to institutional recommendation, the University verifies that the candidate has completed two years of successful full-time administrative experience as defined in Title 5 §80054(g)(2)(B). Verification must be provided by the employing agency and reviewed by the Credential Analyst prior to recommendation.

Note: Although the program is not currently enrolling candidates, the University maintains this verification process for future implementation.

**University of La Verne
CASC Processing Checklist**

Student/SSN:

Address:

Credential Course Requirements	Course Equivalencies (if applicable)
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EDLD. 586B Executive Coaching	2SH _____
EDLD. 585C Professional Learning	2SH _____
EDLD. 586C Executive Coaching	2SH _____
EDLD. 585D Professional Learning	2SH _____
EDLD. 586D Executive Coaching	2SH _____

Administrative Services Credential Program

Valid Preliminary Administrative Services Credential: yes ___ no ___

Verification Letter of 2 years Administrative Experience on District Letterhead: yes ___ no ___

ULV Official Transcripts: yes ___ no ___

Chair Signature _____

Date _____

(5) Completion of Requirements

Has completed a Commission-approved Clear Administrative Services Credential Induction Program based on Administrative Services Credential Program Standards (rev. 7/2013). [Education Code Section 44270.1 \(a\)\(3\)](#) and [Title 5 of the California Code of Regulations section 80054\(d\)\(3\)\(A\)](#)

Evidence Required

1. *Link to program completion requirements on the program website.*
2. *Brief description of the process the program uses to verify, prior to recommendation of a candidate for a Clear Administrative Services Credential, that candidate completed the program. The description must include the title of the individual responsible for this verification, the title of the individual responsible for ensuring the recommendation (if different), and the process by which the recommendation is made.*

The University verifies completion of the Commission-approved Clear Administrative Services Credential Induction Program prior to institutional recommendation in accordance with Education Code

§44270.1(a)(3) and Title 5 §80054(d)(3)(A). Program completion is verified by the Program Chair, and final recommendation is processed by the Credential Analyst. Candidates are not recommended until all program requirements are completed and documented.

Note: The CASC program is currently inactive; however, institutional systems for verifying completion and processing recommendations remain in place.