

## Preconditions for Administrative Credentials: Preliminary Administrative Services

### (1) Valid Prerequisite Credential

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)*

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.

#### **Evidence Required**

1. *Link to the admissions criteria on the program website describing the requirements for program admission. Must include clear language listing all valid prerequisite credential options.*
2. *Link to the tracking sheet or program checklist used to verify that the candidate has a valid prerequisite 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.*

**For Intern Programs:** *The evidence above is required for intern programs provided the tracking sheet or program checklist indicates that the verification takes place prior to the recommendation for the intern credential and the assumption of intern administrative responsibilities.*

The University of La Verne LaFetra College of Education verifies that each preliminary Administrative Services Credential candidate possesses one of the following valid credentials in accordance with Education Code §44270(a)(1) and Title 5 §80054(a): a clear or life California teaching credential requiring a baccalaureate degree and professional preparation, including student teaching or the equivalent, and holding 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 candidate also holds a Commission-recognized baccalaureate degree and an English learner authorization; or a clear or life California services credential in pupil personnel services, health services for school nurse, teacher librarian services, speech-language

pathology, or clinical or rehabilitative services requiring a baccalaureate degree and professional preparation, including fieldwork or the equivalent.

For candidates [admitted under the Intern option](#), the appropriate prerequisite credential is verified prior to recommendation for the intern credential and prior to the assumption of intern administrative responsibilities.

### **Admissions Criteria**

The admissions requirements, including the valid prerequisite credential options, are published in the University Catalog: <https://catalog.laverne.edu/lafetra-college-education/graduate/pasc/#text>

### **Admission Requirements**

1. Application for admission.
2. 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.
3. Statement of purpose addressing reasons for pursuing school leadership as a profession, professional experiences and/or qualifications related to this field of study, and the role of cultural competence in school leadership.
4. Current resume.

### **Additional admission requirements for the Preliminary Administrative Credential:**

1. Possession of a valid California Clear Credential in teaching, pupil personnel services, health, or library services.
2. A minimum of five years of full-time experience in one of the areas listed above. Five years full-time experience is needed to apply for the credential. Students with four years of full-time experience can apply for admission on the condition that they meet the five years by the end of the program.
3. Basic Skills Requirement (CBEST or Equivalent).

The catalog clearly outlines the requirement that candidates hold a valid California credential and a Commission-recognized baccalaureate degree as applicable.

### **Application**

The PASC Application requires candidates to disclose and document their valid California credential, including credential type and issuance information. Candidates must upload copies of their valid credential and official transcripts verifying the baccalaureate degree through the University's application system (SLATE). See below for the specific sections on the application.

**Copy of your California Credential**

Choose File No file chosen

**Letter of Recommendation from an active School Administrator.**

Must be in PDF format, signed and dated by recommender, with School/District Letterhead.

Choose File No file chosen

**CBEST or BSR Equivalent**

Choose File No file chosen

**Bachelor's Degree Information**

Where did you receive your Bachelor's Degree?

**Transcript (Bachelor's Degree Only)**

Please upload a transcript from the institution you received your Bachelor's Degree. You may upload a copy for the time being but will be required to send official transcripts if admitted. Official Transcripts can be sent to [admissiondocs@laverne.edu](mailto:admissiondocs@laverne.edu) (<mailto:admissiondocs@laverne.edu>). If you are ordering a hard copy transcript, it should be mailed to University of La Verne, Graduate Admission, 1950 Third St, La Verne, CA 91750.

Choose File No file chosen

## Description of Verification Process

The program utilizes the University's application system (SLATE) and an admissions checklist to document verification of each candidate's valid prerequisite credential and Commission-recognized baccalaureate degree. Candidates submit required documentation through SLATE, including a copy of the valid California credential, verification of English learner authorization (if applicable), and official transcripts verifying the baccalaureate degree. The Program Chair reviews and approves all submitted materials and confirms eligibility on the program checklist prior to admission.

For [Intern candidates](#), verification occurs during the [application](#) process and prior to institutional recommendation for the intern credential and prior to the candidate assuming intern administrative responsibilities.

## Internship

An Administrative Internship credential is available with permission of the program administrator. The candidate must:

1. Be fully matriculated in the Preliminary Administrative Services Credential program.
2. Completion of [EDLD 572](#) Foundations of Educational Leadership.
3. Completion of [EDLD 570](#) Instructional Leadership or [EDLD 567](#) Fiscal Policies & School Law.
4. Completion of or concurrent enrollment in [EDLD 568](#) CalAPA Introductory Seminar.
5. Meet University and CTC Administrative Internship Credential requirements prior to being recommended for the Internship Credential.
6. Have an offer of employment for an administrative position.

### (2) Basic Skills Requirement

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\(a\)](#)

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.

**Evidence Required**

1. *Link to the admissions criteria on the program website describing the requirements for program admission. Must include clear language regarding the need to meet BSR before program admission.*
2. *Link to the tracking sheet or program checklist used to verify BSR has been met.*
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.*

**For Intern Programs:**

- *The evidence above is required for intern programs provided that the tracking sheet or program checklist used must verify BSR has been met prior to the recommendation for the intern credential and the assumption of intern administrative responsibilities.*

The University of La Verne LaFetra College of Education requires all candidates for the Preliminary Administrative Services Credential, including Intern candidates, to meet the Basic Skills Requirement (BSR) in accordance with Education Code §44252(b) and Title 5 §80054(a), unless exempt by statute. Candidates must provide verification of having satisfied the Basic Skills Requirement through a Commission-approved basic skills examination or an approved equivalent (CL-667).

For candidates admitted under the Intern option, verification that the Basic Skills Requirement has been met occurs prior to institutional recommendation for the intern credential and prior to the assumption of intern administrative responsibilities.

**Admissions Criteria**

The requirement to meet the Basic Skills Requirement prior to admission is published in the University Catalog: <https://catalog.laverne.edu/lafetra-college-education/graduate/pasc/#text>

**Application**

The application requires candidates to disclose and document satisfaction of the Basic Skills Requirement and to upload supporting documentation through the University’s application system (SLATE).

**Description of Verification Process**

Candidates upload documentation verifying satisfaction of the Basic Skills Requirement through the University’s application system (SLATE). The Program Chair reviews and approves submitted materials and confirms verification of the Basic Skills Requirement on the program’s admissions checklist prior to admission. Candidates are not admitted to the program until the Basic Skills Requirement has been verified and documented. For Intern candidates, verification is completed prior to institutional recommendation for the intern credential and prior to the assumption of intern administrative responsibilities.

**(3) Verification of Five Years Successful Full-Time Teaching Experience**

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) and (b).

**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.

**Evidence Required**

1. *Link to the program completion or exit criteria on the program website describing the requirements for program completion, that includes clear language regarding years of experience needed prior to recommendation for the preliminary or intern credential.*
2. *Link to the tracking sheet or program checklist used to verify full-time teaching experience prior to the Preliminary Administrative Services Credential recommendation.*
3. *Brief description of the process the program uses to ensure that this requirement is met, including the title of the individual responsible for verifying this requirement is met.*

**For Intern Programs:**

- *The evidence listed above meets the evidence requirements for intern programs.*

The University of La Verne LaFetra College of Education requires verification of five years of successful, full-time experience prior to institutional recommendation for the Preliminary Administrative Services Credential in accordance with Title 5 §80054(g). Experience must consist of one of the following:

- (a) five years of successful, full-time teaching experience with an employing agency as defined in Title 5 §80054(g)(1) and (2)(A);
- (b) five years of successful, full-time experience in pupil personnel services, school nurse services, teacher librarian services, speech-language pathology, or clinical or rehabilitative services with an employing agency as defined in Title 5 §80054(g)(1) and (2)(A); or
- (c) a combination of (a) and (b).

For candidates admitted under the Intern option, appropriate experience is verified prior to institutional recommendation for the intern credential and prior to the assumption of intern administrative responsibilities.

**Program Completion**

Program completion requirements, including verification of five years of successful full-time experience prior to credential recommendation, are published in the University Catalog:

<https://catalog.laverne.edu/lafetra-college-education/graduate/pasc/#programrequirementstext>

**Tracking Sheet / Program Checklist**

Verification of the required experience is documented on the program's credential recommendation checklist. Experience verification is tracked through the University's credential recommendation review process prior to institutional recommendation.

**University of La Verne  
Preliminary Administrative Services Credential Checklist**

Student					ID	
E-Mail						
Prerequisite Clear Credential					Expiration Date	
Full-Time Experience at					# of Years (at least 5 yrs)	
BSR/CBEST		CalAPA	Cycle 1: <small>(school district)</small>	Cycle 2:	Cycle 3:	

**Description of Verification Process**

The Credential Analysts Office verifies completion of five years of successful full-time experience through official employment documentation submitted by the candidate. Verification must be provided on district or employing agency letterhead or on Form CL-777 and must be signed by the superintendent, assistant superintendent, director of personnel, or director of human resources. Experience must be verified by employing agency personnel other than the applicant.

The Credential Analyst is responsible for reviewing and approving the employment verification documentation prior to institutional recommendation for the Preliminary Administrative Services Credential. Candidates are not recommended for the credential until verification of the required experience is complete and documented.

For Intern candidates, verification of appropriate experience is completed prior to institutional recommendation for the intern credential and prior to the assumption of intern administrative responsibilities.

**(4) Completion of Commission-approved Program**

Completion of a Commission-approved Preliminary or Intern Administrative Services Credential program based on Administrative Services Credential program standards as described in Title 5 of the California Code of Regulations section 80054(a)(2).

**Evidence Required**

1. Link to program completion requirements on the program website. Must include clear language regarding completion of the program prior to recommendation for the credential.
2. Brief description of the process the program uses to verify that the candidate has completed a Commission-approved preliminary or intern Administrative Services Credential program, including the title of the individual responsible for verifying this requirement is met.

**For Intern Programs:**

- The evidence listed above meets the evidence requirements for intern programs.

The University of La Verne LaFetra College of Education requires completion of a Commission-approved Preliminary or Intern Administrative Services Credential program based on the Administrative Services Credential Program Standards in accordance with Title 5 §80054(a)(2) prior to institutional recommendation for the credential.

**Program Completion Requirements**

Program completion requirements, including successful completion of all required coursework and program components prior to institutional recommendation for the credential, are published in the

University Catalog: <https://catalog.laverne.edu/lafetra-college-education/graduate/pasc/#programrequirements>

### **Tracking Sheet / Program Checklist**

Verification of program completion is documented on the program's credential recommendation checklist and through the University's credential review process.

### **Description of Verification Process**

Completion of the Commission-approved Administrative Services Credential program is verified through the University's credential recommendation review process. All required coursework and program components are documented on the candidate's official transcript.

At the conclusion of the program, a Credential Analyst reviews the candidate's academic record using the Degree Program Evaluation (DPE) system to confirm that all Commission-approved program requirements have been satisfied.

The Credential Analyst is responsible for verifying program completion and submitting the institutional recommendation to the Commission for the Preliminary or Intern Administrative Services Credential. Candidates are not recommended for the credential until all program requirements have been completed and documented.

### **(5) Verification of Offer 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). 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 an administrative position.

#### **Evidence Required**

1. *Link to program completion or exit criteria on program website. Must include clear language regarding how the Preliminary Administrative Services Credential would be issued, and, under what circumstances a Certificate of Eligibility would be issued.*
2. *Brief description of the process the program uses to verify that the candidate has an offer of employment to be issued the Preliminary Administrative Services Credential or that the candidate is eligible for the Certificate of Eligibility, including the title of the individual responsible for verifying this requirement is met.*

#### **For Intern Programs:**

- *The evidence listed above meets the evidence requirements for intern programs.*

The University of La Verne LaFetra College of Education verifies 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 Preliminary Administrative Services Credential.

Verification of employment must be provided through official documentation from the employing agency confirming the candidate's administrative position.

If a candidate has satisfied Preconditions 1 through 4 but does not have an offer of employment in an administrative position, the University will recommend the candidate for a Certificate of Eligibility. The

Certificate of Eligibility verifies completion of all requirements for the Preliminary Administrative Services Credential and authorizes the holder to seek employment in an administrative position.

**Program Completion / Issuance Criteria**

Information regarding issuance of the Preliminary Administrative Services Credential and the Certificate of Eligibility is published in the University Catalog: <https://catalog.laverne.edu/lafetra-college-education/graduate/pasc/#programrequirements>

Candidates with verified employment are recommended for the Preliminary Administrative Services Credential. Candidates who have completed all program and statutory requirements but do not have verified employment are recommended for a Certificate of Eligibility in accordance with Commission requirements.

**Description of Verification Process**

Candidates submit official verification of employment in an administrative position to the Credential Analysts Office. Documentation must be provided by the employing agency and confirm the administrative position.

A Credential Analyst reviews and verifies the employment documentation prior to institutional recommendation for the Preliminary Administrative Services Credential. Candidates without verified employment are recommended for the Certificate of Eligibility upon confirmation that all other program and statutory requirements have been met.

The Credential Analyst is responsible for submitting the institutional recommendation to the Commission.