

How to File for the Administrative Services Credential 2010-2011



Teacher Credential Go-to-Guide

This guide is created in order to assist you throughout your credential program here at Santa Clara University.


Santa Clara University offers many programs that are approved by the State of California and enable students to obtain a credential or certificate. All credentials or certificates are issued by the Commission on Teacher Credentialing (CTC) located in Sacramento. Credential laws are passed by the government and the California state legislature and implemented by this Commission.

As an employee of Santa Clara University, I serve as a liaison between the University, the CTC, and you the student. My responsibility is to participate in statewide conferences and workshops to insure that our programs here at Santa Clara University are compliant with state standards. I am also here to provide you with the most up to date information on the latest credentialing procedural changes. I will be the individual to assist you throughout your program and also when you have completed your program and ready to file for your credential.

Please feel free to stop by my office if you have any questions regarding credentialing requirements. I am also always available via email.

You have chosen to study and work in a field which impacts hundreds of other individuals. Allow me to make this process an easy one for you by submitting all materials required, honoring deadlines, and most importantly....asking questions.

Minh Virasak



Senior Records and Credentials Analyst

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FAQs: Frequently Asked Questions:

How do I transfer/waive courses from another institution?

Some credential courses are transferable if you have taken them at another institution. Once you have been admitted to a credential program, you can start the transfer/waiver process. To transfer or waive a course, you will need to submit the following items:

- ❖ Course syllabus
- ❖ Course description
- ❖ Official transcripts (if not already on file)

Transfer/Waiver form (available online at:

<http://www.scu.edu/ecp/student-services/ecpforms.cfm>

Please note that all classes requested to be transferred must be graduate level work, from an accredited institution, and completed within the last 5 years.

When I complete my program, when will my credential be issued?

Once you complete your program at Santa Clara University, you are NOT automatically issued a credential. You will need to follow the appropriate process to file for your credential.

What type of credential am I filing for?

Once you have completed your program at Santa Clara University, you can file for a Certificate of Eligibility if you do not plan to pursue an administrative position right away.

If you have already secured a position as an administrator, you can file for a Tier 1 Administrative Services credential.

When do I get my credential and is it mailed to my house?

Pending your answers to the Personal Fitness questionnaire and your online payment to the CTC, it will take approximately 10 business days to get your credential issued. Please know that the CTC does not mail anything to your house, but all credentials can be seen at the following website:

<https://teachercred.ctc.ca.gov/teachers/index.jsp>

How long does my credential last?

The Tier 1 credentials are valid for five years and are NOT renewable. In order to keep a valid credential, you will have to complete the necessary requirements to “clear” your credential and obtain a Tier 2. If you file for a Certificate of Eligibility, this document does not have an expiration date.

How do I clear my credential?

Santa Clara University offers a pathway for students with Tier 1 Administrative Services credential to obtain their Tier II Administrative Services Credential. To apply to this program, please visit our website at: www.scu.edu/ecp/admissions.

Steps to obtaining your Tier 1 – Administrative Services Credential

_____ Step 1: Transcripts and transfer coursework

Upon admission to the Education Administration program, please submit any requests for Transfer or Waiver credit. If you are transferring coursework from another institution, please complete appropriate forms and attach all necessary documents. The form can be found online at:

<http://www.scu.edu/ecppm/student-services/ecpforms.cfm>

_____ Step 2: Advisement

During your first quarter at Santa Clara University, you will need to set up an appointment with a faculty advisor. During this session, you will need to complete a program plan to map out your coursework here.

_____ Step 3: Basic Skills Requirement

The California Basic Educational Skills Test (CBEST) is a basic skills test that is required for all credential programs. This test is offered approximately six times per year. More information on this test can be found at the following website: www.ctcexams.nesinc.com. Official transcripts of this test must be submitted at the time you file for your credential.

_____ Step 4: Verification of BA/BS Degree

Official transcripts with your BA/BS conferral date are required. If you have submitted these transcripts at the time of admission, then you will not need to re-order another set of transcripts.

_____ Step 5: Are you staying in the classroom?

Once you have completed the Education Administration program at Santa Clara University, you are eligible for a Tier 1 Administrative Services credential. If you do not plan to become an administrator and would like to stay in the classroom to teach, you need to file for a **Certificate of Eligibility** only. If this is your pathway, please skip to step 8.

Your Certificate of Eligibility will never expire and can be converted to a Tier 1 credential upon obtaining a position as an administrator.

_____ Step 6: Renewal of existing credential

Your Tier 1 Administrative Services credential will operate on the same timeline as your current pre-requisite credential. This means you will need to renew your current credential before you file for your Tier 1. This way, both credentials will have the same time line.

For example, if you currently hold a Clear Multiple Subjects Credential that expires 3 months from now, and you file for your Tier 1, both will expire in 3 months time.

_____ Step 7: Verification of Administrative position

You will need to provide verification that you have an administrative position in order to file for your Tier 1. Please submit a CL-777 form completed by your supervisor. The form is located on page 11.

_____ Step 8: Work Experience

You will need to submit a letter from your district verifying that you have worked for at least 3 years full-time in the field where you currently hold your teaching credential. This letter needs to state your title, hire date, and must be on school/district letterhead.

_____ Step 9: Complete program requirements

During your advisement meeting with your faculty advisor, you will be given a course Program Plan map. This document will assist you in choosing the correct courses to take and when they are offered.

_____ Step 10: File for your credential

Once ALL your coursework, program requirements, and tests are complete, you are ready to file for your credential! Starting on page 8, you will find the credential packet you need to submit. Please submit all forms and documents needed along with this credential packet. Please note all documents need to be official, not photocopies.

Please only drop off your documents when you have a complete credential packet which includes all documents. Incomplete packets will not be processed.

_____ Step 11: Last Steps

Once your completed credential packet is received, your credential will be recommended online through the CTC website within 5 business days. Then, within 10 business days, the CTC will email you with a Personal Fitness questionnaire and a request for payment. You will need to complete the questionnaire and pay (\$55.00) for your credential with a credit card. Pending your answers on the questionnaire and receipt of payment, the CTC will issue your certificate/credential within 10 business days. Essentially, you will receive your credential within 25 days or less when you submit your packet.

Steps to obtaining your Tier 2 – Administrative Services Credential

_____ Step 1: Advisement

During your first quarter at Santa Clara University, you will need to set up an appointment with a faculty advisor. During this session, you will need to complete a program plan to map out your coursework here.

_____ Step 2: Work Experience

You will need to submit a letter from your district verifying that you have worked for at least 2 years full-time in an administrative position while holding your Tier 1 credential. This letter needs to state your title, hire date, and must be on school/district letterhead.

_____ Step 3 Complete program requirements

During your advisement meeting with your faculty advisor, you will be given a course Program Plan map. This document will assist you in choosing the correct courses to take and when they are offered.

_____ Step 4: File for your credential

Once ALL your coursework, program requirements, and tests are complete, you are ready to file for your credential! Starting on page 8, you will find the credential packet you need to submit. Please submit all forms and documents needed along with this credential packet. Please note all documents need to be official, not photocopies.

Please only drop off your documents when you have a complete credential packet which includes all documents. Incomplete packets will not be processed.

_____ Step 5: Last Steps

Once your completed credential packet is received, your credential will be recommended online through the CTC website within 5 business days. Then, within 10 business days, the CTC will email you with a Personal Fitness questionnaire and a request for payment. You will need to complete the questionnaire and pay (\$57.00) for your credential with a credit card. Pending your answers on the questionnaire and receipt of payment, the CTC will issue your Tier 2 Credential within 10 business days. Essentially, you will receive your credential within 25 days or less when you submit your packet.

Congrats! Your Tier 2 credential is valid for 5 years. Every 5 years, you must log onto the CTC website to renew and pay for your credential. No extra coursework is needed.

Administrative Services Credential Packet

****Submit the CTC checklist and the petition form along with your required documents to the Graduate Services Office – Loyola 130****

Administrative Services – Certificate of Eligibility Checklist

Student Name _____

	Program Requirements	Credential Analyst Approval
1	360	
2	361	
3	362	
4	363	
5	364	
6	365	
7	366	
8	367	
9	368	
10	369	
11	370	
12	371	
Other Program Requirements		
13	Petition Form	
14	CTC Checklist (pg 11)	

Administrative Services – Tier I Checklist

Student Name _____

	Program Requirements	Credential Analyst Approval
1	360	
2	361	
3	362	
4	363	
5	364	
6	365	
7	366	
8	367	
9	368	
10	369	
11	370	
12	371	
Other Program Requirements		
13	Petition for Credential	
14	CTC Checklist (pg 11)	



Administrative Services California Prepared Preliminary or Certificate of Eligibility

All of the following:

- California Basic Skills (see CL-667). Possession of a teaching or services credential issued prior to the implementation of CBEST does *not* exempt an individual from this requirement.
- Possession of one of the following prerequisite credentials:
 - Teaching credential that required a bachelor's degree and completion of a professional preparation program, including student teaching;
 - Services credential (Pupil Personnel, Clinical or Rehabilitative, Speech Language Pathology, School Nurse, Teacher Librarian). Please note that the *Preliminary* School Nurse Services Credential and all Health Services Credentials are not valid prerequisites for the Administrative Services Credential;
 - Designated Subjects Teaching Credential (Adult Education, Vocational Education, or Career Technical Education) *as long as* the individual possesses a bachelor's or higher degree from a regionally-accredited college or university
- One of the following (individuals who pass an administrative examination, such as the School Leaders Licensure Assessment, must apply directly to the Commission):
 - Commission-approved program of specialized and professional preparation in administrative services;
 - One-year Commission-approved administrative services internship program consisting of supervised in-service training
- Three years of full-time experience (teaching or services) appropriate to the prerequisite credential held
- Verification of employment in an administrative position (see CL-777) or obtain a Certificate of Eligibility (not required for candidates passing administrative examination)
- Formal recommendation from a Commission-approved program via the online recommendation system

Administrative Services Credential (CL-574C):

<http://www.ctc.ca.gov/credentials/leaflets/cl574c.pdf>

Administrative Services – Tier II Checklist

Student Name _____

	Program Requirements	Credential Analyst Approval
1	400A	
2	400B	
3	407 -1	
4	407 -2	
5	407 -3	
6	407 -4	
Other Program Requirements		
7	Petition for Credential	
8	CTC Checklist (pg 13)	



Administrative Services Preliminary to Clear

All of the following:

- Must have been issued a California Preliminary Administrative Services Credential (preliminary does not need to be valid at time of application)
- Possession of one of the following prerequisite credentials (not required for out-of-state prepared administrators who hold out-of-state teaching credentials):
 - Teaching credential that required a bachelor's degree and completion of a professional preparation program, including student teaching;
 - Services credential (Pupil Personnel, Clinical or Rehabilitative, Speech Language Pathology, School Nurse, Teacher Librarian). Please note that the *Preliminary School Nurse Services Credential* and all Health Services Credentials are not valid prerequisites for the Administrative Services Credential;
 - Designated Subjects Teaching Credential (Adult Education, Vocational Education, or Career Technical Education) *as long as* the individual possesses a bachelor's or higher degree from a regionally-accredited college or university
- One of the following (additional options available, but require direct application to the Commission):
 - Commission-approved individualized program of advanced preparation designed in cooperation with your employer and the program sponsor; or
 - Meet Mastery of Fieldwork Performance Standards through a Commission-approved program. (This is a streamlined assessment option to allow candidates to forego the course work component of the program and allow them to demonstrate their knowledge, skills and abilities through the assessment component of the program.); or
 - A Commission-approved alternative program based on Commission-adopted guidelines
- Two years of successful experience in a full-time administrative position in a California public school, nonpublic school, or private school of equivalent status, while holding the Preliminary Administrative Services Credential
- Formal recommendation from a Commission-approved program via the online recommendation system

Administrative Services Credential – California Prepared (CL-574c):
<http://www.ctc.ca.gov/credentials/leaflets/cl574c.pdf>

Administrative Services Credential – Out-of-State Prepared (CL-574):
<http://www.ctc.ca.gov/credentials/leaflets/cl574.pdf>

