<div align="center">
Commission on Teacher Credentialing
Preliminary Administrative Services Credential Preconditions

CSU, Channel Islands
School of Education
</div>

All credential programs at CSUCI utilize standardized spreadsheets for tracking and monitoring whether candidates have met the preconditions and requirements for eligibility at each stage. An admissions spreadsheet for each admission cycle includes the admissions requirements, and documents whether the candidate has met it. The program requirements and field requirements are met in the context of courses where faculty monitor completion in order to pass the course. At the end of the program, a credential recommendation request requires candidates to submit documentation of any remaining requirements prior to being recommended for the preliminary Administrative Services Credential, and this information is also tracked in a spreadsheet. Relevant documents and files are securely stored in a digital format for each student.

Precondition 1. Valid prerequisite credentials:
The Preliminary Administrative Services Credential program at CSUCI ensures that candidates possess one of the following valid credentials prior to admission to the program:

> 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.

In applying for the program, an applicant must provide a copy of a valid California credential, from an approved program that required an appropriate baccalaureate degree, and a program of professional preparation. The person responsible for verifying this is the CSUCI credential counselor (Nitzia Castaniero, or the designated credential counselor), who evaluates program applications. Evidence of a valid California Designated Subjects teaching credential is acceptable provided the applicant also possesses a baccalaureate degree. Applicants must hold an English learner authorization (CLAD, BCLAD or BLA), or show that authorization was embedded into coursework across the arc of the credential program. Alternatively, a valid California services credential in Pupil Personnel Services, Health Services, Library Media Teacher Services, or Clinical or Rehabilitative Services requiring a baccalaureate degree and a profession preparation program including field practice or the equivalent may be submitted to the School of Education.

Required Evidence:
Link to the admissions criteria on the program website -
https://education.csuci.edu/programs/principal-credential-admission-required-courses.htm

Link to the program admissions tracking sheet -
https://docs.google.com/spreadsheets/d/1USj8CEYadBCBrNhGgbj7_bUsJt0AA_0c/edit?usp=sharing&ouid=106923425494608234695&rtpof=true&sd=true

Link- CSUCI Catalog, Preliminary Administrative Services Credential Program
https://catalog.csuci.edu/preview_program.php?catoid=56&poid=13147&hl=administrative&returnto=search

Precondition 2: Meet the basic skills requirement (BSR)
The Preliminary Administrative Services Credential program at CSUCI ensures that candidates meet the Basic Skills Requirement as described in Education Code section 44252(b), unless exempt by statute. The CSUCI Credential Counselor is responsible for verifying this requirement at admission. The CSUCI credential counselor (Nitzia Castaniero, or the designated credential counselor), verifies that all admissions requirements have been met. Applicants have the option of meeting basic skills through any of the means outlined here:
https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-(cl-667)
Candidates who wish to meet Basic Skills through coursework or a combination of coursework and exam are invited to request an evaluation of their transcripts by a credential counselor. Our university catalog will be updated to provide this information.

Required evidence:
Admissions criteria on the program website -
https://education.csuci.edu/programs/principal-credential-admission-required-courses.htm

Link to the program admissions tracking sheet -
https://docs.google.com/spreadsheets/d/1USj8CEYadBCBrNhGgbj7_bUsJt0AA_0c/edit?usp=sharing&ouid=106923425494608234695&rtpof=true&sd=true

Link- CSUCI Catalog, Preliminary Administrative Services Credential Program
https://catalog.csuci.edu/preview_program.php?catoid=56&poid=13147&returnto=4361
(Note: The University Catalog is currently in the process of being updated to reflect the new information about Basic Skills)

Precondition 3: Verification of Five Years Successful Full-time Experience
CSUCI Verifies one of the following before candidates are recommended for a 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).

The admissions policy for the CSU Channel Islands Preliminary Administrative Services Credential program, establishes that prior to admission applicants must provide evidence of meeting the experience requirement. Documentation of at least three years of full-time successful teaching experience or work in the credentialed area (substitute or part-time service does not apply) must accompany a candidate's application.

Admissions criteria on the program website -
https://education.csuci.edu/programs/principal-credential-admission-required-courses.htm

https://education.csuci.edu/programs/principal-credential.htm

Students are informed in the Catalog that, "Prior to recommendation for the Certificate of Eligibility or Preliminary Administrative Services Credential, the appropriate University Personnel determine eligibility based on fully documented evidence that each student has demonstrated satisfactory performance on the full range of standards set forth by the CTC."

Link- CSUCI Catalog, Preliminary Administrative Services Credential Program
https://catalog.csuci.edu/preview_program.php?catoid=56&poid=13147&returnto=4361
(note: the university catalog will be changed to reflect the above requirement.

https://education.csuci.edu/programs/principal-credential.htm

The program is two years in length, so most students are expected to reach the five-year experience requirement prior to completion. Upon completion of the program, and prior to being recommended for the Certificate of Eligibility or Preliminary Administrative Services Credential, a candidate must provide documented evidence of five years of successful, full-time teaching experience with an approved employing agency, or 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. This documentation is submitted as part of their request for a Certificate of Eligibility or Preliminary Administrative Services Credential recommendation, and is evaluated by the CSUCI credential counselor (Nitzia Castaniero, or the designated credential counselor), who evaluates program applications and program credential recommendation requests.

Required evidence:
Link to the admissions criteria on the program website-
https://education.csuci.edu/programs/principal-credential.htm

Link to the credential recommendation process
https://docs.google.com/document/d/19fIsHqiOPQvCKqqSkJVmdnVPCdreSmD4/edit?usp=sharing&ouid=106923425494608234695&rtpof=true&sd=true

Link to the tracking sheet used to recommend candidates for the COE or PASC
https://docs.google.com/spreadsheets/d/1zG97cIvoKKuAsQwKHgvqUw3NLItenIyx/edit?usp=sharing&ouid=106923425494608234695&rtpof=true&sd=true

Precondition 4: Program Completion
CSUCI ensures that candidates have completed our Commission-approved preliminary Administrative Services Credential Program based on Administrative Services Credential Program Standards. Prior to recommendation for the Certificate of Eligibility or Preliminary Administrative Services Credential, the appropriate University personnel determine eligibility based on fully documented evidence that each student has demonstrated satisfactory performance on the full range of standards set forth by the CTC including passage of all three cycles of the California Administrator Performance Assessment (CalAPA). Upon applying for recommendation for the Certificate of Eligibility or Preliminary Administrative Services Credential, the CSUCI credential counselor (Nitzia Castaniero, or the designated credential counselor), verifies that all program requirements have been met.

Required evidence:
Link to program completion requirements on the program website-
https://education.csuci.edu/programs/principal-credential.htm

Link- PASC Program Roadmap: https://education.csuci.edu/programs/documents/ma-pasc.pdf

Link- CSUCI Catalog, Preliminary Administrative Services Credential Program
https://catalog.csuci.edu/preview_program.php?catoid=49&poid=11437&returnto=3474
(Note, the university catalog is being updated to reflect the above information)

Precondition 5: Verification of an offer of employment
Prior to recommendation for the credential, CSUCI credential counselor (Nitzia Castaniero, or the designated credential counselor) verifies 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 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), CSUCI will recommend the candidate 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.

Required evidence:
Link to program completion requirements on the program website-
https://education.csuci.edu/programs/principal-credential.htm

Link to the credential recommendation process
https://docs.google.com/document/d/19fIsHqiOPQvCKqqSkJVmdnVPCdreSmD4/edit?usp=sharing&ouid=106923425494608234695&rtpof=true&sd=true