

Notre Dame de Namur University
School of Education
Response to Preliminary Administrative Services Preconditions
Date: March 15, 2023
Revision Submitted: August 28, 2023

Precondition	NDNU Response
(1) Possess one of the following valid credentials: 1. (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 2. (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 3. (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)	The NDNU Preliminary Administrative Services Credential Program provides information about the requirement for the valid credentials an applicant must hold in order to be admitted to the program in the following locations: Preliminary Administrative Services Credential website: https://www.ndnu.edu/school-of-education/masa/ NDNU Catalog https://ndnu.edu/documents/academics/NDNU-2022-2023-Graduate-Catalog.pdf Insert link to page 44 Insert link to page 46 Applicants submit verification of a) a clear or life California teaching credential, designated subjects teaching credential, or services credential; b) evidence of completion of basic skills requirement; c) verification of a minimum of 3 years of successful full-time teaching or service experience or a combination of these, including evidence that applicant will have 5 years of experience prior to being recommended for the Preliminary Administrative Services Credential as part of the application packet. The Program Director notes and verifies these documents are in the application packet on the Program Planner at the time of the applicant interview. A copy of this planner is provided to the applicant and a copy is placed in the applicant's file. When application file is converted to the admitted candidate's permanent file it is housed in the School of Education Office. The documents as well as the Program Planner remain in the file. The Program Director continues to track

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.	required documents each semester when the candidate's file is part of the advising process for the coming semester. Any updates are shared with the Credential Analyst. Artifacts and Evidence pASC MA School Administration Program Planner NDNU does not currently have a Preliminary Administrative Services Intern option.
(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)	The NDNU Preliminary Administrative Services Credential Program provides information about the basic skills requirement an applicant must meet in order to be admitted to the program in the following locations: Preliminary Administrative Services Credential website: https://www.ndnu.edu/school-of-education/masa/ NDNU Catalog https://ndnu.edu/documents/academics/NDNU-2022-2023-Graduate-Catalog.pdf Insert link to page 44 Insert link to page 46 Applicants submit verification of a) a clear or life California teaching credential, designated subjects teaching credential, or services credential; b) evidence of completion of basic skills requirement; c) verification of a minimum of 3 years of successful full-time teaching or service experience or a combination of

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.	these, including evidence that applicant will have 5 years of experience prior to being recommended for the Preliminary Administrative Services Credential as part of the application packet. The Program Director notes and verifies these documents are in the application packet on the Program Planner at the time of the applicant interview. A copy of this planner is provided to the applicant and a copy is placed in the applicant's file. When application file is converted to the admitted candidate's permanent file it is housed in the School of Education Office. The documents as well as the Program Planner remain in the file. The Program Director continues to track required documents each semester when the candidate's file is part of the advising process for the coming semester. Any updates are shared with the Credential Analyst. Artifacts and Evidence pASC MA School Administration Program Planner NDNU does not currently have a Preliminary Administrative Services Intern option.
(3) Verification of one of the following prior to being recommended for the preliminary credential 1. (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); 2. (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	The NDNU Preliminary Administrative Services Credential Program provides information about the required (a) five years of successful, full time teaching experience with an employing agency, defined in Title 5 of the California Code of Regulations, 80054(g)(1) and (2)(A) or (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 in Title 5 of the California Code of Regulations, 80054(g)(1) and (2)(A); or (c) a combination of (a) or (b) that an applicant must meet in order to be admitted to the program in the following locations: Preliminary Administrative Services Credential website:

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)

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.

<https://www.ndnu.edu/school-of-education/masa/>

NDNU Catalog

<https://ndnu.edu/documents/academics/NDNU-2022-2023-Graduate-Catalog.pdf>

Insert link to page 44

Insert link to page 46

Applicants submit verification of a) a clear or life California teaching credential, designated subjects teaching credential, or services credential; b) evidence of completion of basic skills requirement; **c) verification of a minimum of 3 years of successful full-time teaching or service experience or a combination of these, including evidence that applicant will have 5 years of experience prior to being recommended for the Preliminary Administrative Services Credential as part of the application packet.** The Program Director notes and verifies these documents are in the application packet on the Program Planner at the time of the applicant interview. A copy of this planner is provided to the applicant and a copy is placed in the applicant's file. When application file is converted to the admitted candidate's permanent file it is housed in the School of Education Office. The documents as well as the Program Planner remain in the file. The Program Director continues to track required documents each semester when the candidate's file is part of the advising process for the coming semester. Any updates are shared with the Credential Analyst.

Artifacts and Evidence

[pASC MA School Administration Program Planner](#)

NDNU does not currently have a Preliminary Administrative Services Intern option.

(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\(a\)\(2\)](#)

Candidates for an Administrative Service Credential must successfully complete NDNU's Commission- approved Preliminary Administrative Services Credential Program in order to be recommended for the credential. The Credential Analyst is charged with checking that all requirements are met.

Process to verify candidate fulfills each of the preconditions and the program record-keeping/document tracking: Applicant files are reviewed to confirm submission of a) a clear or life California teaching credential, designated subjects teaching credential, or services credential; b) evidence of completion of basic skills requirement; c) verification of 3 years of successful full-time teaching or service experience or a combination of these, including evidence that applicant will have 5 years of experience prior to being recommended for the Preliminary Administrative Services Credential.

During each candidate's final semester in the program, the Credential Analyst contacts the candidate to review completion requirements and submit the Credential Audit Form for pASC. Upon receipt of the form, the Credential Analyst completes an audit of the candidate's file for completeness. If any documents are missing, e.g. verification of completion of 5 years of full-time teacher or service experience, the Credential Analyst works with the candidate to obtain the needed verification. Using the Check List, the Credential Analyst reviews each candidate's file. All requirements must be checked off as "Completed" in order for the candidate to be recommended for the Preliminary Administrative Services Credential. The checklist remains part of the candidate's permanent file.

Artifacts and Evidence

[pASC MA School Administration Program Planner](#)

	pASC Checklist Credential Audit Form pASC & SPED
(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)	Candidates pursuing the credential must have a valid teaching or services credential and a job offer in an administrative capacity as required by the CTC. The CTC verification forms must be submitted to the Credential Analyst to process the application for the credential. If a candidate does not have a job offer but has completed preconditions 1-4, NDNU will recommend 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. Artifacts & Evidence NDNU Catalog https://ndnu.edu/documents/academics/NDNU-2022-2023-Graduate-Catalog.pdf Insert link to page 46 Credential Analyst Checklist pASC

Preliminary Administrative Services Credential Program Planner
Master of Arts in School Administration

Name:

Address:

City:

State:

Zip Code:

Preferred Phone:

NDNU Email:

Personal Email:

Institutions Attended/Degree/Credential

1.

2.

3.

_____ Verification of valid clear or life California credential (teaching, designated subjects, or service credential)

_____ Verification of a minimum of 3 years classroom teaching or service experience

_____ Verification of CTC Basic Skills requirement

_____ APA Passed

Prerequisite coursework: _____ Psychology _____ Sociology

Course Requirements

Completion of these 30 units will fulfill requirements for the Preliminary Administrative Services Credential and the MA in School Administration.

Core Courses	Course Schedule
EDU 4600 Financial Management (3 units)	
EDU 4604 Human Resource Management in School/District (3 units)	
EDU 4606 Leadership Concepts (3 units)	
EDU 4609 Organization and Management (3 units)	
EDU 4700 Trends in Curriculum Development (3 units)	
EDU 4703 Educational Assessment/Evaluation (3 units)	

Practicum-based Courses	
EDU 4621 School Parent Community Relations (3 units)	
EDU 4624 School Law, Governance, Politics (3 units)	
EDU 4627 Instructional Leadership (3 units)	
Capstone Course	
EDU 4881 Action Research/Capstone (3 units)	

Administrative Services Credential Program

Completion of these 30 units will fulfill requirements for the Preliminary Administrative Services Credential and the MA in School Administration.

Name: _____

Student # _____

Requirement	Completed	Substitution	Initial
☐ Base Credential	☐ _____		
☐ Five years full-time teaching experience	☐ Letter or CL-41-exp. form		
☐ Prerequisites or equivalent, three units each, at the undergraduate or teaching credential level are required to be completed by the mid-point of the program.	☐ Psychology ☐ Sociology		
Courses			
☐ Core requirement	☐ EDU 4606 (280) Leadership Concepts		
	☐ EDU 4609 (290) Org & Management		
	☐ EDU 4604 (270) HR		
	☐ EDU 4600 (230) Fin. Management		
	☐ EDU 4700 Trends in Curriculum		
	☐ EDU 4703 Educational Assessment/Evaluation		
	☐ Fieldwork requirement	☐ EDU 4621 (351) School Parent/Community Relations	
☐ EDU 4624 (353) School Law, Governance & Politics			
☐ EDU 4627 (355) Program Initiation and Implementation			
☐ Capstone Course	☐ EDU 4881 Acton Research/Capstone		

Credential:

APA	☐
With Admin job-- job letter	☐ Preliminary—starts 5 year “clock” toward clear

Without above	☐ Certificate of Eligibility—place holder, does not start “clock”
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*For forms and more information on the administrative credential, see the CTC website
<http://www.ctc.ca.gov/credentials/leaflets/cl574c.pdf>

NOTRE DAME DE NAMUR UNIVERSITY
School of Education and Leadership
APPLICATION for CREDENTIAL RECOMMENDATION to the CTC
Special Education OR Administrative Services

Teaching credentials are not issued automatically upon completing the program. All California educational credentials are issued by the California Commission on Teacher Credentialing (CTC) on the basis of a recommendation from NDNU. You must complete, sign, and submit this application form in order to be recommended to the CTC.

Directions: Preliminary Credential

1. Complete the attached NDNU *Application for Credential Recommendation* and submit to Terrance Hanna in the NDNU Credentials Office (Gellert Library) by email to thanna@ndnu.edu, postal mail or in person. Your student account will be assessed \$80 by the Business Office. Only one audit fee is required for both the credential and the Masters degree.
Exempt from fee:
 - Applications for Internship credentials
 - Candidates who have earned a previous preliminary (non-internship) credential at NDNU
2. After submission of your *Application for Credential Recommendation*, the Credential Analyst will audit your file for completeness. Any course substitutions (based on experience, or on courses taken elsewhere) need a course substitution form signed by your advisor and relevant official transcripts in your credential file.
 - a. SPED Candidates: Be sure you have a) submitted a copy of a valid CPR card (Adults/children/infants) (email to thanna@ndnu.edu) b) completed the US Constitution requirement (course, exam or CSU grad), and c) passed the RICA. You will be notified of any missing documentation or requirements.
 - b. Administrative Services Candidates: Be sure you have a) selected preliminary or Certificate of Eligibility b) submitted verification of 5 years of full time teaching experience on preliminary teaching credential (not counting internship)
3. Within approx. 10-14 days of NDNU recommendation, the CTC will send you an email to the address they have on file. To check or change your CTC email address go to www.ctc.ca.gov. Electronically complete the form they send and pay the State of California credential fee. (currently \$100) **You must complete this step to be issued a credential by the CTC.** In 10-14 days after payment of the state fee, you will receive your credential from the CTC by email. Your "official" credential is on the CTC website ctc.ca.gov, which is available for employers to check. The CTC now offers a "suitable for framing" document on their website under "How to view and print your document."

Directions: SPED Internship Credential:

Same as above, except no CPR card, RICA or \$80 NDNU audit fee required.

Requirements: University Internship Credential

1. Exams (CBEST and CSET), coursework and fieldwork prerequisites must be completed.
2. Must have fingerprints cleared (see below), US Constitution requirement met, negative TB test on file.

3. Must submit completed, signed IAF form to Placement Coordinator who will send written approval of specific internship to Credentials Office.
4. Must submit verification of district's internship offer (letter, contract or email from HR).
5. Check "internship" box on form and **specify district and contact name** . (continued next page)

CTC Certificate of Clearance with LiveScan fingerprints: You must have your fingerprints cleared **through the CTC** to be eligible for a credential. To check if you have been cleared by the CTC go to www.ctc.ca.gov , and click "look up an educator" If you have a credential, sub credential, or "certificate of clearance" you have been cleared. If not, follow the procedures listed here: [How to apply for a certificate of clearance](#). You may have done fingerprints before for private school or a public school district, but the CTC requires fingerprints to be submitted and cleared through the CTC in order to issue credentials.

Notes:

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- **Don't forget to sign and date form**●

Master's candidates: Masters Degree candidates MUST ASLO complete Graduate Audit Form for the graduate degree. See Office of the Registrar (650-508-3521) for information.

Graduation: Program completers are invited to participate in the **Spring Commencement Ceremonies!** If you are a Credential-only student and would like to participate, you must submit a completed [Petition to Walk Form](#) to the Credentials Office no later than February 1. Masters-only and Masters/Credential students should contact the Registrar's Office (650-508-3521) for forms and deadlines. Questions about guest tickets, gowns and academic regalia, parking, etc. should be directed to the Graduation Center (650-508-3725)

Certificate of eligibility (for ASC Candidates): Because the Administrative Services Credentials are two tiered and candidates in have 5 years to complete the "clear" requirements, candidates should apply for the preliminary credential ONLY if they have secured employment as an administrator. In order to avoid "starting the clock" on Clear requirements, Administrative Services program completers without an administrative position or employment offer may be issued a "Certificate of Eligibility" for the preliminary credential by the CTC [a "placeholder" of sorts, which verifies completion of requirements and does not expire] and may apply for the preliminary credential when an administrative position is secured. Once the preliminary credential is issued, the 5 year "clock" for completing clear requirements starts ticking.

SPED Clear Credential: To clear your credential typically requires a two year induction (BTSA) program through your employing school district. Under limited circumstances, those working in private schools may complete a CTC-approved university- or district-based clear program.

Address Changes: Please be sure to update mailing address changes with the REGISTRAR'S OFFICE.

Questions? Credentials Office: Gellert Library
Terrance Hanna, Credentials Analyst
Email: thanna@NDNU.edu Phone: (650) 508-3545

Please keep copies of basic skills and subject matter competency verification, fingerprint forms, course substitution forms, etc., submitted to the Credentials Office or the University. Many of the documents required for your credential will be required later for employment.

Credential Recommendations will be processed when ALL requirements have been met and all financial obligations, including \$80 processing fee, are cleared through the Business Office.

Information:

Last Name	First Name	Initial/Middle	Other last names used
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Personal Email address	Social Security Number
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Phone number	Date of Birth	NDNU ID#	Completion Semester
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A. SPED ☐ **Mild/moderate (MMSN)** ☐ **Moderate/Severe (Extensive Support Needs—ESN)**
Candidates:

Credential type for which you are CURRENTLY applying: (Internship or Preliminary)

☐ Preliminary (for those who have completed program/CTC requirements)
☐ Internship —(No audit fee)

Required: 1. Name of School District _____

2. Contact name and phone _____

3. District employment offer letter or form CL-777.1

☐ attached ☐ submitted previously

Confirm requirement completion: CBEST: ☐ Passed test ☐ Substituted courses ☐ combo ☐ other

CSET: ☐ Passed test ☐ Substituted major ☐ courses ☐ combo

B. Administrative Services Credential Candidates: ☐ **Preliminary** ☐ **Certificate of Eligibility**
Required: Letter or verification of 5 years of full-time teaching experience

Candidate Signature	Date
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Fee Exemption ☐ Internship ☐ Prior NDNU Credential _____	CREDENTIALS /BUSINESS OFFICE Review \$80 NDNU audit fee Business Office billing
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