

University of California, Irvine  
Division of Continuing Education's  
Clear Induction Administrative Services  
Credential

Student Handbook

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## Overview

The Clear Induction Administrative Services Credential (Clear ASC) is designed for full-time school administrators who hold the Preliminary Administrative Services Credential and now need to clear that preliminary credential by obtaining the Clear Administrative Services Credential.

The Clear ASC is an individualized, job-embedded, two-year program with enrollment in a program expected upon placement in an administrative position, but no later than one year from activation of the preliminary credential (CTC PSA 16-13). As required by the California Commission on Teacher Credentialing (CTC), this primarily coaching-based program includes an individual induction plan, professional learning opportunities, and ongoing assessment.

The Clear ASC is offered jointly by UC Irvine Division of Continuing Education (DCE) and UC Irvine School of Education and is a CTC approved Clear ASC program. As required by the CTC, in order to be eligible for a Clear Induction ASC program, one must possess a valid California Preliminary Administrative Services Credential and be a full-time administrator prior to enrollment into the program.

The Preliminary Administrative Services Credential is valid for five years. The intent of state law is that the holder will begin work on the Clear Induction Administrative Services Credential shortly after being hired in school administration.

The length of the Clear ASC program is two academic years which includes two required courses (EDUC X399A Induction and EDUC X399B Final Evaluation). Each required course is nine months long.

## Program Requirements

The requirements to obtain the Clear ASC through UCI DCE:

- Possess a valid Preliminary Administrative Services Credential
- Employed in a full-time administrative position throughout the entire two year program
- At the time of recommendation, complete a minimum of two years of successful full-time employment in a private or public school in a position requiring the Preliminary Administrative Services Credential (as verified by employing school or district)
- Obtain a grade of “B” or better in Education X399A (Induction) and Education X399B (Final Evaluation)
- Complete 40–60 hours of Professional Development as required by the CTC
- Complete exit survey

## Admission Process

*You must apply and be officially admitted to the program prior to beginning coursework. The application packet includes the following:*

- A completed application form (Please fill out all sections of the application form. Failure to complete all sections of the application form could result in delaying the admissions process.)
- Copy of valid and clear California teaching or service credential or credentials
  - A copy from the CTC website is acceptable documentation

- Copy of basic skills requirement (i.e. CBEST, CSET with Writing Skills test, CSU Early Assessment Program, CSU Placement Examinations, Out of State Basic Skills Examination, SAT, or ACT)
  - If you do not have a copy of your CBEST, you may obtain a copy at <http://www.ctcexams.nesinc.com/results.asp> or your school district.
  - The list of Basic Skills examinations from other states accepted by the Commission can be found at <http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf>.
  
- Copy of valid California Preliminary Administrative Services credential
  - A copy from the CTC website is acceptable documentation.
  - If your Preliminary Administrative Services Credential is not currently posted on the CTC website, but your Certificate of Eligibility is, you may still be eligible for admission to the Clear ASC program. Please contact Education Programs at [unex-educate@uci.edu](mailto:unex-educate@uci.edu) or (949) 824-7945.
  
- Official verification of employment as a full-time administrator
  - Verification needs to be on school district letterhead or you may submit the CTC's form, found on the CTC website at <http://www.ctc.ca.gov/credentials/leaflets/cl777.pdf>. The verification form needs to be signed by your school district's Director of Human Resources, Director of Personnel, Superintendent, or Assistant Superintendent.
  
- Statement of Personal History and Goals
  - In writing please provide your personal history (in terms of employment) and your goals as an educator (approximately one page in length). Address to Clear Administrative Services Credential Program.

Please visit <https://ce.uci.edu/areas/education/application/> to complete the application form and submit the required documents stated above. Please submit the required documents in PDF format. Applicants will be notified of acceptance to the credential program by email within four weeks upon receipt of a completed application (application form, supporting documents, and personal history and goals).

### Schedule and Sequence of Courses

The Clear ASC program is two academic years in length which includes two required courses. Each required course is nine months long and these courses may not be taken concurrently.

Required Courses (10 units)					
Course #	Title	Winter	Spring	Summer	Fall
EDUC X399A	Induction (5 units)	X		X	X
EDUC X399B	Final Evaluation (5 units)		X	X	X

## Course Descriptions

### **EDUC X399A Induction (5 units)**

This coaching-based course, with an emphasis on job-embedded support, is designed for individuals who have assumed an administrative role under a Preliminary Administrative Services Credential and who now need to complete a Clear Administrative Services Credential program. Candidates will enroll in the academic year-long EDUC X399A Induction course (5 units of credit) prior to enrolling in the academic year-long EDUC X399B Final Evaluation course (5 units of credit). Successful completion of these two courses, over two academic years, comprises the course work required for the Clear credential. The central structure of the Clear Induction ASC program is the coaching experience. At the beginning of the Induction course, each candidate selects a qualified, trained coach which he/she will work with throughout the two-year program. Typically working in the same school and/or school district as the candidate, coaches are selected for skills and interest in fostering today's educational leaders. During the Induction course, candidates will complete approximately 20 hours of professional development as required in all Clear Induction ASC programs. The professional development is offered online through the course website; however, a limited number of professional development hours can be acquired through the candidate's work-related professional development opportunities.

### **EDUC X399B Final Evaluation (5 units)**

This coaching-based course is designed for individuals who have successfully completed the academic year-long EDUC X399A Induction course (5 units of credit) after attaining an administrative role under a Preliminary Administrative Services Credential and who need to complete the Clear Administrative Services Credential program. Candidates will enroll in EDUC X399B Final Evaluation (5 units of credit) after successfully completing EDUC X399A Induction. In the Final Evaluation course, candidates typically continue working with the same coach he/she selected in the initial course. At the start of the Final Evaluation course, candidates work with their coach to revise the personalized Action Plan. The Action Plan for Final Evaluation reflects the second 3 of 6 (4, 5, and 6) California Professional Standards for Education Leaders (CPSEL). During the Final Evaluation course, candidates will complete approximately 20 additional hours of professional development as required in all Clear ASC programs. The professional development is offered online through the course website; however, a limited number of professional development hours can be acquired through the candidate's work-related professional development opportunities.

## Fees

Each course is \$3,200, making the total cost of tuition \$6,400. There are two application fees which you pay for after you complete your coursework and when you are applying for the credential (a \$125 application fee to UCI and a \$102.50 application fee to the CTC). Please note fees are subject to change.

## Coaching

A definite strength of the program is that Candidates work with 2-3 coaches over the course of the program. The Candidate is assigned a University Coach/Instructor immediately upon the start of the initial course (another University Coach/Instructor could be assigned upon the start of the final course). The candidate will interact with the university coach/instructor synchronously and asynchronously through his/her online course sites. In addition to interacting with the university coach, the candidate will select a Supporting Mentor/Coach (to be approved by the University Coach/ Instructor) from his/her school district to interact

with throughout the two-year program. The candidate will select a supporting mentor/coach who has achieved success as an educational leader and who exemplifies the CPSEL. The supporting mentor/coach typically works with 1 candidate per course. The Supporting Mentor/Coach must be a stellar site or district office administrator with whom the candidate can develop a professional and collegial mentor/mentee relationship (the supporting mentor/coach is selected within 30 days of the start of the program). Using the program-developed Individual Induction Plan/Action Plan for identifying and organizing each candidate's specific CPSEL-based focus areas, the supporting mentor/coach and candidate will meet regularly to determine progress of the candidate and steps for further growth (a minimum of 40 hours per year). The supporting mentor/coach will formally provide feedback to the candidate and program. The university coach will serve as the university course instructor to provide guidance and support to both the candidate and the supporting mentor/coach throughout the program.

**The Supporting Mentor/Coach will be responsible for:**

- Mentoring/Coaching the candidate for two academic years through an individualized job-embedded plan of leadership development, based on the California Professional Standards for Educational Leadership, which has been collaboratively developed by the candidate, the supporting mentor/coach, and university coach.
- Providing formative and summative feedback to the candidate and the program.
- Utilizing the online coach's website.
- Completing the initial orientation and supporting training provided on the coach's website.
- Determining a final recommendation for granting a Clear Administrative Services Credential to the candidate as a result of successful completion of all UCI DCE requirements.

Candidates are required to submit a signed Supporting Mentor/Coach Application/Agreement Form which outlines expectations, responsibilities, and process at the beginning of the program.

The program prides itself on the coaching model that serves as its foundation. The coaching model is somewhat of a hybrid approach, utilizing research-based models such as: "Mentoring Matters" (*A Practical Guide to Learning-Focused Relationships* by Lipton and Wellman) which emphasizes coaching, collaboration, conversations, etc.; "Cognitive Coaching" (Costa and Garmston); and "Adult Learning Theory" (Knowles).

## Assessment

To further support candidate growth and provide meaningful feedback, there is a multi-layered approach of assessment throughout the program. After the Candidate utilizes his/her baseline assessments to develop the Individual Induction Plan (IIP) collaboratively with the Site-based Coach, the IIP is ultimately assessed by the University Coach / instructor. The Site-Based Coach is required to provide feedback on (and rate) the level of growth on the IIP at various assigned points throughout the program. The University Coach/instructor also reviews and assesses the Candidate's overall growth through the IIP process. The University Coach/Instructor oversees the professional learning and assesses the benchmark and summative assessments. The Program Director and program staff review the Program Assessments to evaluate and continually improve the program.

## Grading

Candidates will be graded in relation to their growth and the submission of required assignments during the courses. Growth will be measured according to candidate development toward mastery of the CPSEL selected as Goals/Focus Areas and determined, in part, by the Supporting Mentor/Coach's feedback on candidate progress. The University Coach will assign a course grade based on the Supporting Mentor/Coach's feedback, the quality of required submitted assignments, and the University Coach's own evaluation of the student according to all submitted documentation. Candidates must obtain a grade of "B" or better in Education X399A (Induction) and Education X399B (Final Evaluation).

## What happens if I am not meeting program requirements or if I do not earn a "B" or better in a course in the program?

Candidates not making sufficient progress are notified officially by the Education Programs Department and provided with an opportunity to discuss options for assistance and to respond to Department decisions. It is possible a candidate would need to extend the completion of a course in order to have more coaching hours and support or would need to retake a course in the program by re-enrolling and paying again for that course.

## What if I lose my administrative position while in the program?

As required by the CTC, candidates must be "on-the-job, in real-time" while participating in this credential program. Candidates who lose their administrative position during the program must notify UCI DCE's Education Program at (949) 824-7945 or [unex-educate@uci.edu](mailto:unex-educate@uci.edu) to discuss the procedures for dropping and options for returning to the credential program at a future date.

## Contact Information

UCI Division of Continuing Education, Education Programs

(949) 824-7945

[unex-educate@uci.edu](mailto:unex-educate@uci.edu)

## **For specific questions regarding registration or issues accessing your online course:**

UCI Division of Continuing Education, Student Services

(949) 824-5414

[dce-services@uci.edu](mailto:dce-services@uci.edu)

## **For specific questions regarding your recommendation for the CTC-issued Clear Administrative Services Credential:**

Sarah Singh, Credential Analyst & Graduate Counselor

UCI School of Education

(949) 824-6673

[sksingh@uci.edu](mailto:sksingh@uci.edu)

## Directions for Clear Administrative Services Credential Recommendation

In order to be recommended for the Clear Credential with the Commission on Teacher Credentialing (CTC), an applicant will need to submit an application packet to the Credential Analyst & Graduate Counselor in the University of California, Irvine School of Education office.

The application packet needs to include the following documents:

- Completed credential application (download from the Commission on Teacher Credentialing website at <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>)
  - For section #2 Credential Type, choose “Administrative” from the drop down menu under Services Credential and choose “Clear” from the drop down menu under Term. Please include an email address that is not an AOL or a School District email address.
- ONE official sealed transcript reflecting grades for all required courses
  - To request an official transcript, call UCI DCE’s Records at (949) 824-5418 or go to <https://ce.uci.edu/resources/academic/transcripts/>
- Official verification of at least two years of successful employment as a full-time school administrator (Note: Verification needs to be on school district letterhead. Verification needs to be signed by your school district’s Director of Human Resources, Director of Personnel, Superintendent, or Assistant Superintendent.)
- A \$125 check or money order made payable to UC Regents. UCI charges \$125 for processing the Clear Credential.

***Mail the application packet along with the payment of \$125 to the address listed below:***

Sarah Singh  
Credential Analyst & Graduate Counselor  
UC Irvine School of Education  
3200 Education  
Irvine, CA 92697-5500

***After your recommendation has been submitted by UCI’s Credential Analyst and Graduate Counselor, you will receive email instructions from the CTC regarding payment:***

- A valid credit or debit card will be necessary to make payment of \$102.50 directly to the Commission on Teacher Credentialing through the CTC website. This payment of \$102.50 must be paid within 90 days of recommendation. If payment is not received within the 90 days, the recommendation is dropped out of the CTC’s system and you would have to be re-recommended by UCI’s Credential Analyst and Graduate Counselor.



### ***How do I prove to my school district that I will be receiving the credential?***

Once all required documents are submitted and the credential analyst has processed your credential recommendation with the CTC, you will receive an email requesting payment from the CTC. For more detailed directions on how to pay for your credential after UCI has recommended you, go to <http://www.ctc.ca.gov/credentials/online-services/pdf/recommend-tips.pdf>. After payment is received and the CTC completes your application process, you will receive a second email confirming the payment for your credential. You can use this email as verification for your district that your credential is being processed. Recommendations completed online are normally processed within 10 working days and posted to the CTC website. Employers and education agencies seeking proof that a document has been granted by the Commission may use the “Search for an Educator” button on the CTC website at <http://www.ctc.ca.gov/> and key in the SS# and DOB of the person whom they wish to verify to view the electronically displayed information for the official record.

**IMPORTANT: It is extremely important that you apply for your credential soon after completing the required coursework. We will not make a credential recommendation if the coursework has not been completed within the last 5 years.**

### **UCI Disability Services**

If you need support or assistance because of a disability, you may be eligible for accommodations or services through the Disability Service Center (DSC) at UCI. Please contact the DSC directly at (949) 824-7494 or TDD (949) 824-6272. You can also visit the DSC’s website: [www.disability.uci.edu/](http://www.disability.uci.edu/). The DSC will work with your instructor to make any necessary accommodations. Please note that it is your responsibility to initiate this process with the DSC.

### **Grievances**

All Division of Continuing Education (DCE) students are subject to the [UCI Code of Student Conduct](#). Implementation of some aspects of the Code of Conduct may be modified to accommodate the unique needs of our students. However, students with a grievance regarding their treatment within DCE have several avenues to pursue their concerns (as outlined on the [Office of Academic Integrity and Student Conduct website](#)): instructor of their course, Director of their Academic Program, Office of the Registrar and the Dean’s Office. Students also have access to the [UCI Office of the Ombudsman](#), which can assist students with thinking through the problem and devising a plan for resolving issues. Although it generally makes sense to attempt to resolve any difficulties at the lowest possible level of the academic hierarchy, students may initiate the grievance policy by contacting their instructor, academic staff, or DCE management. Any grievance from applicants to appeal an admissions decision is directed to the department director for processing.