

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.

## Vision Statement for UCI Education and Leadership Preparation Programs

The UCI School of Education's vision is to improve educational opportunities in the university, community and public schools. We are dedicated to producing innovative research and cultivating the next generation of educators and leaders who will contribute to a transformational shift in education, ensuring that all students are adequately prepared as successful and productive participants in a democratic society. To this end, the UCI educator certification programs are committed to preparing candidates who:

- Implement research-based practices to meet the needs of California's diverse learners
- Demonstrate critical agency, advocacy and leadership to improve the educational experiences of underserved students in California public schools
- Reflect critically and consistently about student learning, teaching practice and school-wide systems.
- Strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being
- Challenge deficit narratives about diverse students' success at school
- Collaborate with school and local communities to leverage and enhance resources, assets and knowledge.

## 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 [education@ce.uci.edu](mailto:education@ce.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 Intent (Minimum 500 words)
  - In narrative format, please describe your:
    - Educational experience
    - Professional background
    - Current administrative assignment(s)
    - Educational and professional goals

Please visit <https://ce.uci.edu/areas/education/application/> to complete the application form and submit the required documents stated above. Please **DO NOT** include your full social security number in the application documents, and 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 statement of intent).

### 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. Based upon a candidate's individual needs, professional development activities are acquired through the candidate's work-related professional development opportunities or through the online activities offered by the program.

#### 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. Based upon a candidate's individual needs, professional development activities are acquired through the candidate's work-related professional development opportunities or through the online activities offered by the program.

## 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 \$127.50 application fee to UCI and a \$102.65 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 Site-Based 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 site-based coach who has achieved success as an educational leader and who exemplifies the CPSEL. The site-based coach typically works with 1 candidate per course. The site-based 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 for identifying and organizing each candidate's specific CPSEL-based focus areas, the site-based 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 site-based 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 Site-Based 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 Site-Based 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. At the end of each class the candidate will complete a benchmark (Induction) and summative (Final Evaluation) assessment where the candidate will discuss the role of an administrative leader in meeting the criteria of Standards 1-3 and 4-6 respectively, by identifying the personal and/or professional areas of growth and challenges they faced while working through the Standards 1-3 or 4-6. 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 site-based coach’s feedback on candidate progress. The University Coach will assign a course grade based on the site-based 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).

Course assignments are designed to provide candidates support to successfully develop their leadership skills as they work through the induction or final evaluation course. All assignments are due on time and candidates who fall behind in their assignments are in danger of being placed on academic probation or being dropped from the class and required to re-enroll.

### Induction Activities

Below is the sequence of induction activities a candidate and site-based coach will be participating in over the course of the two year Clear Administrative Services Credential Program. This list of activities is explained in further detail in the course syllabus/course overview on the candidate’s and coach’s online sites.

<b>Year 1: EDUC X399A Induction</b>	
<b>Month 1</b>	- Initial Assessment

	<ul style="list-style-type: none"> <li>• Kiersey Temperament Sorter</li> <li>• CPSEL Self-Assessment Form</li> <li>• Site-Based Coach CPSEL Assessment Form</li> </ul> <p>- Selecting Site-Based Coach</p> <ul style="list-style-type: none"> <li>• Coaching begins within the first 30 days of starting the program/course</li> </ul>
<b>Month 2</b>	<p>- Site-Based Coach Orientation &amp; Training</p> <p>- Development of Individual Induction Plan</p> <ul style="list-style-type: none"> <li>• Individual Induction Plan (CPSEL 1-3)</li> </ul>
<b>Month 3</b>	<p>- Coach's Feedback Coach's Feedback Comments &amp; Ranking Form (CPSEL 1-3)</p> <p>- Coaching Log Form (documenting around 10 to 15 out of the 40 hours of coaching within first course)</p>
<b>Month 6</b>	<p>- Coach's Feedback Coach's Feedback Comments &amp; Ranking Form (CPSEL 1-3)</p> <p>- Coaching Log Form (documenting 10 to 15 additional hours going toward the 40 hours of coaching within first course)</p>
<b>Month 8</b>	<p>- Coach's Feedback Coach's Feedback Comments &amp; Ranking Form (CPSEL 1-3)</p> <p>- Coaching Log Form (documenting additional 10 to 15 hours in order to complete 40 hours of coaching within first course)</p>
<b>Month 3-8</b>	<p>- Professional Development</p> <ul style="list-style-type: none"> <li>• 20 hours of self-select professional development</li> </ul> <p>- Leadership Development Assignments</p> <ul style="list-style-type: none"> <li>• Leadership is a Conversation</li> <li>• Positive Behavior Interventions and Support</li> <li>• Technology Trends in Education</li> <li>• Dynamics of Change Article</li> </ul> <p>- Assessments</p> <ul style="list-style-type: none"> <li>• Benchmark Assessment</li> </ul>
<b>Month 9</b>	<p>- Quality Assessments</p> <ul style="list-style-type: none"> <li>• Candidate Program Evaluation</li> <li>• Coach Program Evaluation</li> </ul>
<b>Year 2: EDUC X399B Final Evaluation</b>	
<b>Month 1</b>	<p>- Initial Assessment</p> <ul style="list-style-type: none"> <li>• CPSEL Self-Assessment Form</li> <li>• Site-Based Coach CPSEL Assessment Form</li> </ul> <p>- Selection of Site-Based Coach</p>



	<ul style="list-style-type: none"> <li>• Coaching begins within the first 30 days of starting the 2<sup>nd</sup> year in the program/course</li> </ul>
<b>Month 2</b>	<ul style="list-style-type: none"> <li>- Site-Based Coach Orientation &amp; Training</li> <li>- Development of Individual Induction Plan               <ul style="list-style-type: none"> <li>• Individual Induction Plan (CPSEL 4-6)</li> </ul> </li> </ul>
<b>Month 3</b>	<ul style="list-style-type: none"> <li>- Coach's Feedback Comments &amp; Ranking Form (CPSEL 4-6)</li> <li>- Coaching Log Form (documenting around 10 to 15 out of the 40 hours of coaching within second course)</li> </ul>
<b>Month 6</b>	<ul style="list-style-type: none"> <li>- Coach's Feedback Comments &amp; Ranking Form (CPSEL 4-6)</li> <li>- Coaching Log Form (documenting 10 to 15 additional hours toward the 40 hours of coaching within second course)</li> </ul>
<b>Month 8</b>	<ul style="list-style-type: none"> <li>- Coach's Feedback Comments &amp; Ranking Form (CPSEL 1-3)</li> <li>- Coaching Log Form (documenting additional 10 to 15 hours in order to complete 40 hours of coaching within second course)</li> </ul>
<b>Month 3-8</b>	<ul style="list-style-type: none"> <li>- Professional Development               <ul style="list-style-type: none"> <li>• 20 hours of self-select professional development</li> </ul> </li> <li>- Leadership Development Assignments               <ul style="list-style-type: none"> <li>• Two Kinds of People You Should Never Negotiate With</li> <li>• 5 Strategies That Help Teachers Do Their Best</li> <li>• What Great Leaders Do Differently</li> <li>• The Ten-Minute In-Service</li> <li>• Principal Leadership</li> <li>• Schools and Creativity</li> <li>• How to Manage Time with 10 Tips that Work</li> <li>• Time Management</li> </ul> </li> <li>- Assessments               <ul style="list-style-type: none"> <li>• Summative Assessment</li> </ul> </li> </ul>
<b>Month 9</b>	<ul style="list-style-type: none"> <li>- Quality Assessments               <ul style="list-style-type: none"> <li>• Candidate Program Evaluation</li> <li>• Coach Program Evaluation</li> <li>• Exit Survey</li> </ul> </li> </ul>
<b>Recommendation for Clear Administrative Services Credential</b>	

**What happens if I am not meeting program or academic requirements 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 [education@ce.uci.edu](mailto:education@ce.uci.edu) to discuss the procedures for dropping and options for returning to the credential program at a future date.

### 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 via DocuSign at <https://powerforms.docusign.net/8b7726cd-a373-44be-9ba0-bcaff935eaf6?env=na3&acct=0d071fbe-b378-4a6a-be90-aea14adff69e&accountId=0d071fbe-b378-4a6a-be90-aea14adff69e>
  - Fill out section #1 (Please provide an email address that is not an AOL or a School District email address).
  - For section #2 Application Type Requested, select “Upgrade (Clear Credential or Child Development Permit)”.
  - For section #3 Choose Document Type, select “Administrative”.
  - Fill out section #6 – 9
- One official sealed transcript reflecting grades for all required courses
  - For directions on how to request an official transcript, go to <https://ce.uci.edu/resources/academic/transcripts/>. Transcript requests need to be ordered online through your online account by requesting a digital transcript via Parchment. The digital transcript must be sent to UCI School of Education’s Credential Office at [SOEcredential@uci.edu](mailto:SOEcredential@uci.edu).  
*Please make sure your grades have been posted **PRIOR** to ordering your transcript. Please allow up to two weeks after the course’s end date for your instructor to submit the final grades.*
- 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.)
- UCI charges \$127.50 for processing the Clear Credential. Please pay \$127.50 via [https://secure.touchnet.net/C21570\\_ustores/web/store\\_main.jsp?STOREID=339&SINGLESTORE=tr](https://secure.touchnet.net/C21570_ustores/web/store_main.jsp?STOREID=339&SINGLESTORE=tr)

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**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 \$102.65 directly to the Commission on Teacher Credentialing through the CTC website. This payment of \$102.65 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.**

### Contact Information

UCI Division of Continuing Education, Education Programs  
(949) 824-7945  
[education@ce.uci.edu](mailto:education@ce.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:**

UCI School of Education  
Credential Office  
[SOEcredential@uci.edu](mailto:SOEcredential@uci.edu)

## Student Resources

### **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.

### **Additional Resources**

For additional resources including career resources, drop and refunds, campus resources, financial information, student conduct, legal information, and DCE alumni chapter, please visit our student resources website at <https://ce.uci.edu/resources/>.

If you are unable to locate the resource you need, please contact the Education Programs at [education@ce.uci.edu](mailto:education@ce.uci.edu) for assistance. For course related questions, please contact your instructor directly through the Canvas inbox.