

Preliminary Administrative Services Credential Process

Please note these filing directions should only be used by an applicant who started UCI Division of Continuing Education's (formerly called UCI Extension) Preliminary Administrative Services program prior to Fall 2013 and did not previously submit an online application at the time of admissions through UCI Division of Continuing Education's online application system.

Now that I have completed all the coursework and comprehensive exam, what do I do to receive the Preliminary Administrative Services Credential?

In order to be recommended for the Preliminary 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's 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 "Preliminary" or "Certificate of Eligibility" 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 UC Irvine Division of Continuing Education's Academic Records at 949-824-5418 or go to <http://unex.uci.edu/services/academic/transcripts/>.
- Copy of basic skills requirement (i.e. CBEST, CSET with Writing Skills Test, or Out of State Basic Skills Examination)
 - 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 and current California teaching or services credential
 - If you do not have a copy, you may print a copy from the CTC website or obtain a copy from your school district.
- Official verification of at least five years of successful employment on a valid California teaching or services credential (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.)
- Verification of employment as an administrator (Note: Verification needs to be on school district letterhead or you may submit the CTC's CL-777 found at

<http://www.ctc.ca.gov/credentials/leaflets/cl777.pdf>. Verification needs to be signed by your school district's Director of Human Resources, Director of Personnel, Superintendent, or Assistant Superintendent.)

- If you are filing for your Certificate of Eligibility, you will not submit this documentation.
- A \$125 check or money order made payable to UC Regents. UCI charges \$125 for processing the Preliminary 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 from the CTC requesting payment. 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.

What if I have completed the coursework and comprehensive exam, but I do not yet have a job as an administrator?

It is still very important to submit all of the documents required above EXCEPT for the verification of employment as an administrator to the credential analyst. The credential analyst will apply for a *Certificate of Eligibility*, which has no expiration date. You will indicate on your downloaded CTC application you are applying for your Certificate of Eligibility under Term. Once you obtain an administrative position, you and your school district will need to file for your Preliminary Administrative Services Credential with the CTC.

What will I do to renew the Preliminary Administrative Services Credential?

In order to clear the credential you must complete a Clear Administrative Services Credential program and be recommended for the clear credential. See the UCI DCE's website, https://ce.uci.edu/areas/education/admin_services2/ for more information on the Clear Administrative Services Credential program. *Note: To be admitted to UCI DCE's Clear Credential, you must enroll in the program within one year of your initial hire as an administrator.*

IMPORTANT: It is extremely important that you apply for either your credential or the Certificate of Eligibility immediately after completing the required coursework and comprehensive exam. We will not make a credential recommendation if the coursework and comprehensive exam have not been completed within the last 5 years.

Who can I contact for more information?

UC Irvine Division of Continuing Education
Education Programs
949-824-7945 or unex-educate@uci.edu

Sarah Singh, Credential Analyst & Graduate Counselor
UC Irvine School of Education
949-824-6673 or sksingh@uci.edu