Preliminary Administrative Services Credential (Tier I) Process

Now that I have completed all the coursework, what do I do to receive the Preliminary Administrative Services Credential (Tier I)?

In order to be recommended for the Tier I 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, 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](http://www.ctc.ca.gov/credentials/leaflets/414.pdf))
  - For section #2 Type of Credential, choose “Administrative Services” from the drop down menu under Services Credential and choose “Preliminary” 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 Extension Records at 949-824-5418 or go to [http://unex.uci.edu/services/academic/transcripts/](http://unex.uci.edu/services/academic/transcripts/)

- Copy of the CBEST card
  - If you do not have a copy, you may obtain a copy from CBEST at [http://www.cbest.nesinc.com/CA18_addscoreinfo.asp](http://www.cbest.nesinc.com/CA18_addscoreinfo.asp) or your school district.

- Copy of valid 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 three years of successful employment on a valid California teaching or services credential (Note: Verification needs to be on letterhead from your school district’s Human Resources.)

- Verification of employment as an administrator (Note: Verification needs to be on letterhead from your school district’s Human Resources.)

- A valid credit or debit card will be necessary to make payment directly to the Commission on Teacher Credentialing via CTC website. You will receive email instructions after your application has been submitted by the credential analyst.

- A $125 check made payable to UC Regents. UCI charges $125 for processing the Tier I. This fee is in addition to the $72.00 fee paid to the CTC.
☐ Completed Exit Survey. Please call Education Programs at (949) 824-7945 or send an email to unex-educate@uci.edu to request the survey. This brief, point-and-click survey must be completed before the credential analyst receives your application packet. The credential analyst will be informed electronically of your completion of the survey. You do not need to submit separate documentation of having completed this survey.

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  

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 for the State, you will receive an email requesting payment from the CTC. 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. The credential document will be emailed to you several days later.

What if I have completed the coursework, 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?  
Similar to your teaching credential, you will have to clear your Preliminary Administrative Services Credential within 5 years. In order to clear the credential you must complete a Professional Clear Administrative Services Credential (Tier II) program and be recommended for the clear credential. See the UC Irvine Extension website, http://unex.uci.edu/certificates/education/admin_services2/, for more information on the Tier II program.

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

Who can I contact for more information?  
UC Irvine Extension, 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