



# INSTITUTE FOR LEADERSHIP DEVELOPMENT

## Preliminary Administrative Services Credential Program

### VERIFICATION OF QUALIFYING PREREQUISITE EXPERIENCE

*Title 5 Regulation Updates – (Effective July 1, 2013)*

*To be recommended for a Preliminary Administrative Services Credential or Certificate of Eligibility, candidates must first meet the following prerequisites:*

- **Credential Requirement:** *Candidates must hold a valid clear or life teaching credential or a clear services credential that meets prerequisite standards.*
- **Experience Requirement:** *Candidates must have a minimum of five years of full-time experience in teaching or qualifying student services roles within a school setting. Full-time experience is defined as teaching/serving a minimum of four hours per day on a daily basis for at least 75% of a school year. Experience may be accrued in increments of a minimum of one semester.*

Name of Candidate \_\_\_\_\_

Program Start Date \_\_\_\_\_

**Organization/School District:** \_\_\_\_\_ \*

| School site location | Dates(From-To) | Grade levels | Job title |
|----------------------|----------------|--------------|-----------|
| _____                | _____ - _____  | _____        | _____     |
| _____                | _____ - _____  | _____        | _____     |
| _____                | _____ - _____  | _____        | _____     |
| _____                | _____ - _____  | _____        | _____     |

\*use a new form for each additional organization/school district

### VERIFICATION (must be signed by a designated personnel officer for the organization/school district)

Based on the records of my organization/school district for this candidate, I verify that the information about the candidate's qualifying experience listed above is accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of organization/school district

\_\_\_\_\_  
Address of organization/school district

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip