

Stefan Bean, Ed.D.
County Superintendent of Schools



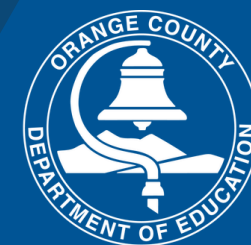
PRELIMINARY
ADMINISTRATIVE
SERVICES CREDENTIAL

PASC



**INSTITUTE FOR
LEADERSHIP
DEVELOPMENT**

Kate Crawford
Coordinator
krcrawford@ocde.us



PROGRAM OVERVIEW

- Application-focused educational experience
- Candidate preparation for effective leadership in diverse settings
- Emphasis on critical reflection and personal growth
- Focus on practical application of learned theories in professional practice
- Cohort model supports ongoing network development

THEORY TO PRACTICE MODEL



Conceptual Framework

PROGRAM INFORMATION

15 MONTH PROGRAM

6 COURSES:

- Development and Implementation of a Shared Vision
- Equity Driven Leadership
- Ethics and Integrity
- Instructional Leadership
- Management and the Learning Environment
- External Context and Policy

HYBRID SCHEDULE

- Combination of synchronous, asynchronous and in person learning
- Convenient Friday evening and Saturday sessions
 - Fridays 5pm - 8pm (virtual)
 - Saturdays 8am - 12pm* (in person at OCDE)
- Approximately one weekend per month
- No course sessions held in June or July

*mid-program check-point class 8am-4pm

PROGRAM ELIGIBILITY CRITERIA:

- Bachelor's degree
- Valid prerequisite credential as defined by the CTC
- Basic Skills Requirement / CBEST
- 3-5 years of successful experience
 - Teaching or Student Services
 - K-12 setting

COST

- Tuition cost: \$7,500 - (payment options available)
- Application fee : \$300 (non-refundable)*
- Cal APA fees : \$125+\$150+\$150 = \$425

COHORT CALENDAR



OUR INSTRUCTORS

- hold a valid **Administrative Services Credential**
- have a minimum of **5 years of administrative experience** but a collective experience of **20+ years**
- support **diversity, equity and inclusion among candidates**

EXPERTISE THEY BRING:

Sitting superintendents

Current members of an executive cabinet

University professors

CalAPA assessors

Continuous improvement leaders



PROGRAM COMPLETION



FIELDWORK

CORE COMPONENTS

Application of theoretical knowledge:

- school settings
- emphasizing leadership
- management
- community & family engagement

Leadership competencies

development aligned with the CAPEs.

STRUCTURE

Minimum of four fieldwork activities across different CAPE standards

Mandatory activities in:

- Cape 3 - Management & Learning Environment
- Cape 4 - Family & Community Engagement

FIELDWORK LOGS

Expanded fieldwork opportunities for candidates from 3 to over 250 fieldwork options. Each activity completed requires reflection and a focus on equity-driven leadership.

GUIDANCE & ASSESSMENT

Candidates utilize the CAPE Self-Assessment Tool to identify developmental needs and select appropriate fieldwork activities.

Continuous monitoring by Cohort Advisor, ensuring alignment with individual leadership development goals.

IMPACT

Direct exposure to administrator responsibilities, supporting student learning in culturally responsive settings, engagement, and well-being.

Comprehensive preparation for roles in P-12 settings, ready to engage effectively and in a culturally proficient manner with school and wider community.

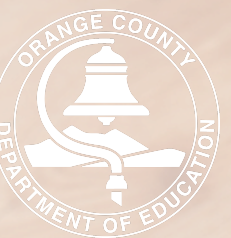
TRIAD MEETINGS

CANDIDATE

SUPERVISOR

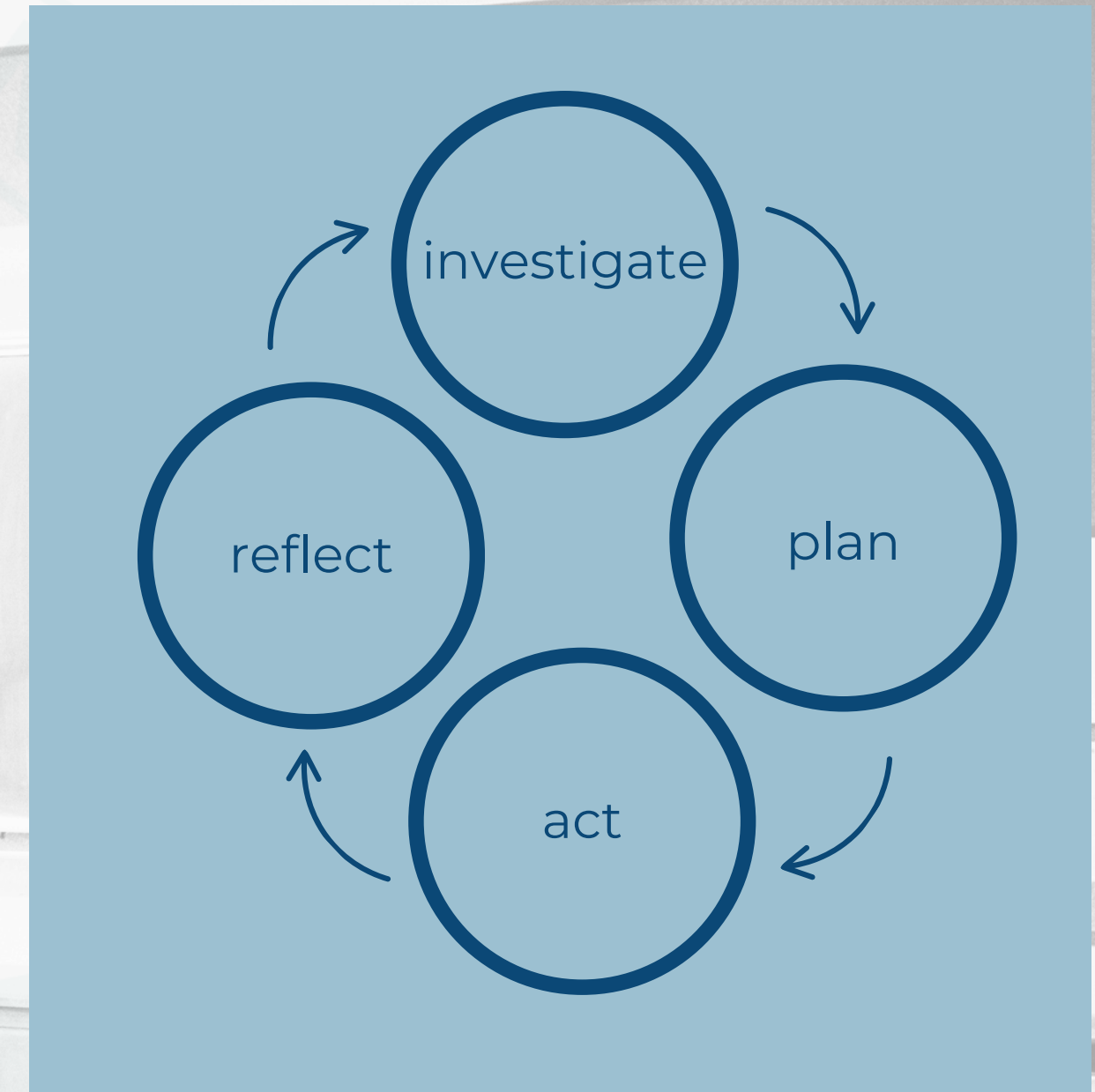
OCDE PROGRAM
STAFF

- Align on expectations and goals for candidate growth through fieldwork
- Emphasize reflective practice and tailored leadership development
- Provide personalized support and feedback on fieldwork activities
- Ensure relevance to candidates' administrative roles and aspirations



Passage of the California Administrator Performance Assessment (CalAPA) is a mandatory requirement by the CTC.

Focusing on school site leadership, candidates demonstrate their knowledge and skills of the California Administrator Performance Expectations (CAPEs) in preparation to serve as a school leader.



CalAPA Cycle 1

Analyzing Data to Inform School Improvement and Promote Equity:

- Focus on Visionary Leadership identifying school needs & setting actionable goals.



CalAPA Cycle 2

Facilitating Communities of Practice:

- Emphasis on Instructional Leadership implementing strategies for teaching excellence



CalAPA Cycle 3

Supporting Teaching Growth:

- Community Engagement & Diversity fostering inclusive educational environments.

CalAPA Support
TWO ORIENTATIONS FOR EACH CYCLE
HOTLINE FORM
OFFICE HOURS
RESOURCES ON CANVAS

CREDENTIAL COMPLETION

After meeting all requirements, candidates are recommended for a Commission-Approved credential:

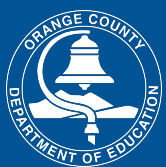
Certificate of Eligibility:

For candidates not currently in an administrative role.

This certificate is equivalent to a Preliminary Administrative Services Credential and does not expire.

Preliminary Administrative Services Credential:

For those in an administrative position (confirmed by your HR department). Once activated, this credential will expire within five years, and candidates must enroll in a Clear Administrative Services Credential (CASC) program within one year.



IMPORTANT INFORMATION

TENTATIVE DATES

june 1

Final course
schedule and
application link
available

aug 7

Application
deadline

*Cohort start date
in August 2026*

oct 1

First tuition
payment
due

APPLICATION REQUIREMENTS

- Completed application
- \$300 non-refundable application processing fee
- Completed Tuition Payment Agreement
- Letter of interest
- Resume
- Evidence of Basic Skills Requirement met
- Supervisor's recommendation
- Verification of Experience

Only complete applications will be processed

PAYMENT OPTIONS

- Four scheduled payments
- Monthly payroll deduction*
- Full payment with Schools First Federal Credit Union Curriculum Loan check
- Payment in full

**Dependent on district participation*





Thank
you

for more information,
please contact:

Kate Crawford
kcrawford@ocde.us



Stefan Bean, Ed.D.
County Superintendent of Schools