




CSSC Credentialing Update

To: Preliminary Administrative Services Credential Candidates
CC: Department of Educational Leadership; CEAS Associate Dean; CSSC Staff
From: Laty Johnson, Director 
Date: July 12, 2013
RE: Changes to the Preliminary Administrative Services Credential and Lock List

The purpose of this memo is to inform you that the Commission on Teacher Credentialing (CTC) has implemented new requirements for the Preliminary Administrative Services Credential (PASC) and the changes are effective July 1, 2013. Full details of the new requirements are available at the CTC Program Sponsor Alert (PSA) 13-05: <http://www.ctc.ca.gov/educator-prep/PS-alerts/2013/PSA-13-05.pdf>.

Per the PSA link, the Credential Student Service Center (CSSC) is in the process of providing a "Lock List" to the CTC which will identify the candidates who may be eligible to file for the PASC under the prior credential guidelines. The CTC has the final authority to approve our proposed Lock List and any credential recommendations made by our office. Candidates who are placed on the Lock List will receive notification from the CSSC for the initial listing and approval status.

All candidates that have fully completed the Preliminary Administrative Services Preparation Program by July 1, 2013 are highly encouraged to file for the PASC right away. If the candidate does not have an administrator position that requires the PASC, the candidate should file for the Certificate of Eligibility (CE). The CE does not expire and must be converted to the PASC once an appropriate administrator position is obtained.

Again, all new program candidates must meet the new requirements in order to be eligible for the PASC or CE on or after July 1, 2013. Any approved Lock List name has until December 31, 2013 to fully complete the prior credential requirements or be subject to the new regulations.

Your Immediate Action is Requested

Please contact me if you have any questions about this memo, to obtain additional details about your specific credential eligibility status, or to confirm the steps to file for your credential document through the CSSC. Due to the urgency of this matter, please email me at laty.johnson@csueastbay.edu. Alternatively, you may call me at 510.885.3032.