



**Las Virgenes Unified School District**  
 Center for Educational Excellence Credential Programs  
 PASC Intern Program Preconditions

I, the undersigned Superintendent of the Las Virgenes Unified School District, which sponsors the LVUSD Preliminary Administrative Services Credential Program, submit this letter of verification as evidence that the LEA shall adhere to the following requirements of the Commission on Teacher Credentialing (CTC) in order to sponsor an approved Preliminary Administrative Services Credential Intern Program.

PRECONDITION LANGUAGE	EVIDENCE
<p><b>(i) Valid Prerequisite Credential</b>            Possess one of the following valid prerequisite credentials:            a. a clear or life California teaching credential that requires a baccalaureate degree and a program of professional preparation, including student teaching or the equivalent, and holds an English learner authorization; or             b. a clear or life California designated subjects teaching credential in adult education, career technical education, vocational education or special subjects, provided the applicant also possesses a baccalaureate degree, and holds</p>	<p>1. Link to the admissions criteria on the program website describing the requirements for program admission. Must include clear language listing all valid prerequisite credential Options.</p> <p>As described on the <a href="#">PASC Website</a>, all LVUSD PASC candidates will possess one of the valid credentials listed above prior to being enrolled in the program in accordance with Education Code section 44270.1(a)(1) and Title 5 of the California Code of Regulations section</p>



an English learner authorization; or

c. a clear or life California services credential in pupil personnel services, health services for school nurse, teacher librarian services, or speech-language pathology or clinical or rehabilitative services requiring a baccalaureate degree and a program of professional preparation, including field work or the equivalent.

80054(d)(1).

Links to evidence: [Intern Handbook](#), [Website](#)

2. Link to the tracking sheet or program checklist used to verify that the candidate has a valid prerequisite credential.

All candidate files are reviewed upon application by the Program Director and Credential Analyst to ensure that the candidate meets the minimum eligibility requirements. These requirements are cross-verified with a second credential analyst within the organization prior to engaging the candidate in the interview process. A [CHECKLIST](#) is included in each candidate's file to track submission of all prerequisites for the PASC Credential.

3. Brief description of the process the program uses to verify that this requirement is met, including the title of the individual responsible for verifying this requirement is met.

As described in the [Intern Handbook](#) under the "Eligibility"



**For Intern Programs:**

An entity that operates a program of preparation for the Preliminary Administrative Services Credential with an Intern option shall require each candidate who is admitted into an Intern Program to possess the appropriate valid prerequisite credential prior to recommendation for the intern credential and the assumption of intern administrative responsibilities.

section, all candidate files are reviewed upon application by the Program Director and Credential Analyst to ensure that the candidate meets the minimum eligibility requirements before admitted into the Program.

The Basic Skills Requirement is assessed by asking the candidate to submit verification of passage of one of the assessments in the [CTC BSR Leaflet, CHECKLIST](#) , [Website](#) prior to admissions into the program. The Credential Analyst will ensure that this requirement has been met by marking it on the candidate application checklist.

**For Intern Programs:**

- The evidence above is required for intern programs provided the tracking sheet or [program checklist](#) indicates that the verification takes place *prior to the recommendation for the intern credential* and the assumption of intern administrative responsibilities.



**(2) Basic Skills Requirement**

Meet the basic skills requirement (BSR) as described in Education Code section 44252(b), unless exempt by statute.

1. Link to the admissions criteria on the program website describing the requirements for program admission. Must include clear language regarding the need to meet BSR before program admission.

The LVUSD PASC Program will require verification of the experience outlined in Precondition 5 in accordance with California Education Code section 44270(a)(2) and Title 5 of the California Code of Regulations section 80054(a)(4). Link to the information: <https://www.centeredx.org/pasc>

The Credential Eligibility Guidelines are outlined in the candidate handbook: [Intern Handbook](#)

2. Link to the tracking sheet or program checklist used to verify BSR has been met.

A [CHECKLIST](#) is included in each candidate's file to track submission of all prerequisites for the PASC Credential including verification of BSR being met.



<p><b>For Intern Programs:</b> An entity that operates a program of preparation for the Preliminary Administrative Services Credential with an Intern option shall require each candidate who is admitted into an Intern Program to verify the basic skills requirement has been met prior to recommendation for the intern credential and the assumption of intern administrative responsibilities.</p>	<p>3. Brief description of the process the program uses to verify that this requirement is met, including the title of the individual responsible for verifying this requirement is met.</p> <p>As described in the <a href="#">Intern Handbook</a> under the “Eligibility” section, all candidate files are reviewed upon application by the Program Director and Credential Analyst to ensure that the candidate meets the minimum eligibility requirements.</p> <p><b>For Intern Programs:</b></p> <ul style="list-style-type: none"> <li>• The evidence above is required for intern programs provided that the tracking sheet or program <a href="#">CHECKLIST</a> used must verify BSR has been met <i>prior to the recommendation for the intern credential</i> and the assumption of intern administrative responsibilities.</li> </ul>
<p><b>(3) Verification of Five Years Successful Full-Time Teaching Experience</b></p>	<p>1. Link to the program completion or exit criteria on the program website describing the requirements for program</p>



Verification of one of the following prior to being recommended for the preliminary credential:

- a. Five years of successful, full-time teaching experience with an employing agency as defined in Title 5 of the California Code of Regulations section 80054(g)(1) and (2)(A);
- b. five years of successful, full-time experience in the fields of pupil personnel, school nurse, teacher librarian, or speech-language pathology, or clinical or rehabilitative services with an employing agency as defined in Title 5 of the California Code of Regulations section 80054(g)(1) and (2)(A); or
- c. a combination of (a) and (b).

completion, that includes clear language regarding years of experience needed prior to recommendation for the preliminary or intern credential.

The program requirements for Coursework, Fieldwork, and the Performance Assessment are outlined in the candidate handbook: [Intern Handbook, Website](#)

2. Link to the tracking sheet or program checklist used to verify full-time teaching experience prior to the Preliminary Administrative Services Credential recommendation.

A [CHECKLIST](#) is included in each candidate's file to track submission of all prerequisites for the PASC Credential including verification of BSR being met.

3. Brief description of the process the program uses to ensure that this requirement is met, including the title of the individual responsible for verifying this requirement is met.

[Prior to recommending a candidate for a Preliminary Administrative Services credential, our Credential Analyst](#)



<p><b>For Intern Programs:</b> An entity that operates a program of preparation for the preliminary Administrative Services Credential with an Intern option shall require each candidate who is admitted into an Intern Program to verify appropriate experience as described above prior to recommendation for the intern credential and the assumption of intern administrative responsibilities.</p>	<p>will verify completion of all program requirements, which are based on Administrative Services Credential Program Standards (rev. 7/2013). Education Code Section 44270.1 (a)(3) and Title 5 of the California Code of Regulations section 80054(d)(3)(A)</p> <p>The program requirements for Coursework, Fieldwork, and the Performance Assessment are outlined in the candidate handbook: <a href="#">Intern Handbook</a></p> <p><b>For Intern Programs:</b></p> <ul style="list-style-type: none"> <li>• The evidence listed above meets the evidence requirements for intern programs.</li> </ul>
<p><b>(4) Completion of Commission-approved Program</b></p>	<p>1. Link to program completion requirements on the program website. Must include clear language regarding completion</p>



Completion of a Commission-approved Preliminary or Intern Administrative Services Credential program based on Administrative Services Credential program standards as described in Title 5 of the California Code of Regulations section 80054(a)(2).

of the program prior to recommendation for the credential.

The program requirements for Coursework, Fieldwork, and the Performance Assessment are outlined in the candidate handbook: [Intern Handbook](#)

**All candidates will need to complete the credential application during the final month of the program.**

2. Brief description of the process the program uses to verify that the candidate has completed a Commission-approved preliminary or intern Administrative Services Credential program, including the title of the individual responsible for verifying this requirement is met.

Prior to recommending a candidate for a Preliminary Administrative Services credential, LVUSD will verify completion of all program requirements, which are based on Administrative Services Credential Program Standards (rev. 7/2013). Education Code Section 44270.1 (a)(3) and Title 5 of the California Code of Regulations section 80054(d)(3)(A). They will need to complete the [Credential](#)



	<p><a href="#">Application</a> form and submit to our Credential Analyst so their credential can be recommended.</p> <p>The program requirements for Coursework, Fieldwork, and the Performance Assessment are outlined in the candidate handbook: <a href="#">Intern Handbook</a></p> <p><b>For Intern Programs:</b></p> <ul style="list-style-type: none"> <li>• The evidence listed above meets the evidence requirements for intern programs.</li> </ul>
<p>(5) Verification of Offer of Employment</p> <p>Verification of an offer of employment in a full or part-time administrative position in an employing agency as defined in Title 5 of the California Code of Regulations section 80054(g)(1).</p> <p>If a candidate has satisfied preconditions 1 through 4 but does not have an offer of employment, the Commission-approved</p>	<p>1. Link to program completion or exit criteria on program website. Must include clear language regarding how the Preliminary Administrative Services Credential would be issued, and, under what circumstances a Certificate of Eligibility would be issued.</p> <p><a href="#">The program requirements for Coursework, Fieldwork, and the Performance Assessment are outlined in the</a></p>



program shall recommend for a Certificate of Eligibility which verifies completion of all requirements for the Preliminary Administrative Services Credential and allows the holder to seek employment in and administrative position.

[candidate handbook: Handbook under “Eligibility”](#)

2. Brief description of the process the program uses to verify that the candidate has an offer of employment to be issued the Preliminary Administrative Services Credential or that the candidate is eligible for the Certificate of Eligibility, including the title of the individual responsible for verifying this requirement is met.

All LVUSD PASC participants will be required to present a letter of verification of an offer of employment in a full or part-time administrative position in an employing agency prior to being recommended for a Preliminary Administrative Services Credential in accordance with Title 5 of the California Code of Regulations section 80054(g)(1). Education Code section 44270(a)(4) and Title 5 of the California Code of Regulations section 80054(a)(6). If verification is not received, the candidate will be recommended for a Certificate of Eligibility through CTC. Candidates will need to complete the [Credential Application](#) and submit it to our Credential Analyst to review.



	<p><b>For Intern Programs:</b></p> <ul style="list-style-type: none"><li>• The evidence listed above meets the evidence requirements for intern programs.</li></ul>
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Dr. Daniel Stepenosky  
Superintendent

March 19, 2026

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Date