



Program Update Q&A

Below are answers to the questions posed in the chat window during the CalAPA Program Update Webinar on June 20, 2018.

During the non-consequential year (Fall 2018) will the candidates need to pay?

No, the Commission is covering the cost of the assessment during the non-consequential year. Programs will be provided vouchers that will allow candidates to register free of charge.

What is the cost of the test administration?

There will be no cost to candidates during the non-consequential year. Starting in 2019-2020 the full assessment fee for all cycles will be \$425, with individual cycle fees yet to be determined.

One thought was that we'd raise our program costs by \$425, then simply make a direct payment to the CTC for each of our students. Is this permissible, or does the payment have to come directly from each student to the CTC?

The CTC will cover the cost of CalAPA for the non-consequential year and provide programs with vouchers that will enable candidates to register free of charge. Starting in June of the 2019-2020 academic year, programs will be able to purchase vouchers and embed the cost in tuition and fees so as to allow candidates to be able to use financial aid to cover CalAPA.

I have a group beginning their second year in the program. Do they have to complete the cycles in this non-consequential year?

Candidates who enroll in a preliminary administrative services credential preparation program on or after June 1, 2018 are required to complete the CalAPA. See [PSA 18-01 Implementation of the CalAPA: Non-Consequential Administration with Full Implementation in the 2019-20 Academic Year](#) for more information.

Date Candidate Enrolls in Preliminary Administrative Services Credential Preparation Program	Eligible to Meet Non-consequential or Required Consequential CalAPA Implementation Requirements	
	Non-consequential	Consequential
Prior to June 1, 2018	No	No
June 1, 2018 - May 31, 2019		
<ul style="list-style-type: none"> Candidate submits at least one cycle by September 26, 2019 and submits all three cycles by December 31, 2020 	Yes	No
<ul style="list-style-type: none"> Candidate does not submit at least one cycle by September 26, 2019 and all three cycles by December 31, 2020 	No	Yes
As of June 1, 2019	No	Yes

Do the candidates need to cover all cycles?

Yes, candidates must complete all CalAPA cycles, including during the non-consequential year.

How fast do candidates get feedback on the cycle submitted?

Three weeks from the submission deadline. See [CalAPA Submission and Reporting Dates for 2018-2019](#).

Although cycles are accepted throughout the year, are programs allowed to have candidates work on it all year long and then submit all three cycles at the end of their program?

This is possible; however, the CalAPA was ideally designed to be a formative assessment where candidates complete and submit one cycle at a time and receive feedback to inform practice prior to submitting the next cycle.

Are cycles to be completed sequentially?

While the cycles were developed to build on each other, it is not required that they be completed in order. Cycle 1 can lead to a focus for Cycle 2.

Do you have any data that indicates how long (range of total hours) that each of the cycles takes to complete?

Cycles take from four to six weeks to complete.

For Cycle 1: when will the template be available for candidates? Also, for the quantitative data charts, are candidates able to edit the fields?

Final assessment materials will be available in September. Candidates will be allowed some leeway to edit quantitative data charts as needed if referenced data sources do not align with designated priority student groups.

Can candidates submit their first cycle past the deadline?

Candidates who miss a particular deadline will have their submission scored at the end of the next submission window. See [CalAPA Submission and Reporting Dates for 2018-2019](#).

Can the scoring rubrics also be shared with candidates?

Scoring rubrics should absolutely be shared with candidates. Rubrics are actually part of the assessment guide.

Will programs receive individual score reports or a report summarizing scores for the entire program?

Programs will be able to access both individual and summary reports through Pearson's ResultsAnalyzer® tool. Training on how to use ResultsAnalyzer® will be provided by Pearson. Watch the [PSD E-News](#) for the schedule this fall.

Will assessors need to go through some type of an annual calibration assessment?

New and returning field test assessors will need to recalibrate for operational scoring. Continuing on, all assessors will need to recalibrate periodically (schedule to be determined).

Can program coordinators serve as assessors if the program chooses the local scoring option?

Yes. All assessors must meet the [assessor qualifications](#) and calibrate through the assessor training process.

For those of us who are already calibrated, do we just need to complete an application with the new process or do we need to go through all of the training again?

There will be a new application form for operational scoring coming out in early July. All previous pilot and field test assessors will need to complete the new form and participate in training and recalibration this fall.

Can programs have both scoring options?

Yes. When the number of local assessors is insufficient to score all of a program's candidate submissions within a particular three week scoring window, the surplus will be scored through centralized scoring.

Will there be a discount for programs that do local scoring?

No. Local assessors are part of the centralized pool, they must meet the assessor qualifications and go through the same training and calibration.

Do assessors get a stipend?

Yes, assessors are paid per cycle scored. A pay rate has not yet been determined for operational scoring.

Can assessors recruited by the program for the local scoring opt in to participate in the central scoring if time permits, i.e., if a program has no submissions in December, could local assessors assist other areas?

Yes.

When should interested assessors apply to be part of the operational group?

Look for the new operational assessor application to be posted to the [CalAPA Assessor web page](#) in early July.

What is the process to monitor if local assessors are on track to meet the scoring deadline?

Pearson will monitor the local scoring process to ensure timelines are being met and determine if supplemental centralized scoring may be required.

Where do we find the information about the think tanks?

See [PSD E-News](#) for information about the CalAPA Virtual Think Tanks and to sign-up.

We have a deaf student in our program. Did you experience any special needs candidates in the pilot program? Will there be resources in our assessor pool for this?

[Alternative arrangements](#) may be requested for diagnosed disabilities and will be handled on a case-by-case basis.

Are there template training programs? If we had a common PowerPoint that would also be helpful.

Great idea. CTC and ES will follow-up on this request. Meantime, archived webinars are available on the [Faculty Resource web page](#) that provide an overview of the assessment. New webinars will be offered once the final edits are made to the assessment. Watch for updated webinars early this fall through the [PSD E-News](#).

For candidates not currently working in a K-12 school environment, can you please offer support suggestions to assist them in completing the cycles?

All candidates are expected to complete the CalAPA within a TK-12 school environment. Please contact Gay Roby, groby@ctc.ca.gov if your program does not support this requirement.

Will you be doing any CalAPA sessions with ACSA?

CTC staff provided several presentation through ACSA last year and will continue to collaborate with ACSA for additional opportunities to present the CalAPA.

Once operational can students retest if they fail a cycle?

Retesting will not be necessary during the non-consequential year as there won't be a standard set. However, once the CalAPA becomes consequential, retesting will be required as candidates will need to meet the passing standard for all cycles and complete an accredited program (coursework and clinical practice) in order to be recommended for a preliminary administrator credential.

You mentioned earlier that programs can buy vouchers for each student. Is the cost of the voucher also \$425?

Vouchers for the non-consequential year will be provided to all programs free of charge. Starting with the 2019-2020 academic year, programs will have the option to purchase vouchers and embed the cost within tuition and fees. The total cost across all cycles is \$425. Individual cycle fees are yet to be determined. Candidates will need a separate voucher for each cycle.

School building level means working at the school site full time?

"Full time" is not mandated. See the [Administrative Services Credential Program Standards](#) for further information about what clinical practice entails.

Regarding the K-12 question, is it appropriate for those in adult education programs in K-12 districts to do the work in their adult ed setting?

See the [Administrative Services Credential Program Standards](#) for further guidance about the clinical practice for candidates.

Will we have a clear sense of any forms needed to be signed by LEA of candidates or individuals being captured via video soon?

Candidates must obtain signed release forms for all subjects (both adults and children) captured in videos. In many cases, schools or district will have their own forms and may have already collected permissions from parents at the beginning of the school year. If not, candidates will be able to use forms provided as part of the CalAPA materials. Videos required to be submitted as evidence for the CalAPA do not include the classroom observations.

If the candidate is admitted to the program with 3-4 years of teaching experience and is currently working at a school site, can he/she take the CalAPA?

Preconditions include 5 years of experience when 'recommended' for the credential. Candidates can engage in the CalAPA prior to the five years, but candidates cannot be recommended until they have completed the five years of experience.

Will folks working in mid-level management at a district office require a placement in a K-12 school?

Yes. Clinical practice/experience in a TK-12 environment is required for successful completion of the CalAPA. Please see the [Administrative Services Credential Program Standards](#) for further information on this requirement.