
Fresno USD DIVISION OF HUMAN RESOURCES
HR 2703.1
CREDENTIALS – ADMINISTRATIVE POSITIONS

Candidates applying for administrative positions, including “interim” positions, summer school/intersession, as well as personnel serving in substitute administrative positions, must verify that they hold a valid Administrative Credential, Administrative Certificate of Eligibility, or are eligible for a University Administrative Internship Credential. Candidates who hold an Administrative Certificate of Eligibility should be aware of the following:

- First Level (Tier I): The Certificate of Eligibility issued to candidates who complete Tier I of the Administrative Credential Program authorizes the holder to seek initial employment as an administrator, but it DOES NOT authorize ongoing administrative service. Personnel who accept a paid administrative position, including “acting or interim” positions with differential pay, or summer school must file for the preliminary administrative services credential. The preliminary is issued for five years and starts the “time clock” for the completion of the Professional Administrative Services Credential (Tier II).
- Second Level (Tier II): The candidate will be required to complete the second level program (the equivalent of 24 semester units) and fulfill the required two years of administrative experience.

NOTE: Upon selection for an administrative position, candidates who hold a Certificate of Eligibility or Internship Credential must show verification of the appropriate credential prior to beginning the assignment.

Aspiring Administrator Program

Participants who accept paid administrative positions must either possess an administrative credential or apply for the Preliminary Administrative Services Credential and begin the Tier II program. Personnel without administrative credentials will only be assigned substitute administrative positions when there is another individual on site possessing the administrator credential.