

PROGRAM SPECIFIC PRECONDITIONS FOR CLEAR ADMINISTRATIVE SERVICES CREDENTIALING PROGRAMS
EVIDENCE GUIDANCE

*Please note: Program specific preconditions can no longer be met through a statement of assurance by institutional leadership (Unit Head); they require actual evidence of implementation. *Please insert bookmarks in documents so that readers can find the specific part of the document or handbook.*

CLEAR ADMINISTRATIVE SERVICES CREDENTIALING PROGRAM

PRECONDITION LANGUAGE	EVIDENCE GUIDANCE
Precondition 1: Possess a valid California preliminary Administrative Services Credential.	<p><i>Evidence:</i></p> <ul style="list-style-type: none"> • Following is a link to the online page that outlines requirements for candidates: http://casc.fcoe.org/program-guidelines-and-requirements • Following is a link to the handbook page that specifies candidate requirements: http://casc.fcoe.org/sites/casc.fcoe.org/files/2020-03/Handbook%20Pg5.pdf
Precondition 2: 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><i>Evidence:</i></p> <ul style="list-style-type: none"> • Following is a link to the online form that candidates complete and return as part of their enrollment process to verify an administrative position: http://casc.fcoe.org/sites/casc.fcoe.org/files/2019-12/CASC%20Verification%20of%20Employment%20REVISED%2010.24.19.pdf • Following is a link to the handbook page that specifies candidate requirements: http://casc.fcoe.org/sites/casc.fcoe.org/files/2020-03/Handbook%20Pg5.pdf

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<p>Precondition 3: An entity that operates a program for the Clear Administrative Services Credential shall provide for the development of a written individualized program of professional development activities (clear credential induction plan) for the advanced preparation program based upon individual needs. The plan shall be developed in consultations among the candidate, employer and university/program representative.</p>	<p>Evidence:</p> <ul style="list-style-type: none"> • Following is a link to the section of the handbook that outlines how to create an Individualized Learning Plan: http://casc.fcoe.org/sites/casc.fcoe.org/files/2020-03/CASC%20How%20to%20Complete%20an%20ILP%202020.pdf • Following is a link to the section in the handbook which provides step-by-step instructions to create an Individualized Learning Plan: http://casc.fcoe.org/sites/casc.fcoe.org/files/2020-03/CASC%20How%20to%20Complete%20an%20ILP%202020.pdf • Following is a link to the Candidates' Reflection Assessment where specifically calls out ILP connections and learnings: http://casc.fcoe.org/sites/casc.fcoe.org/files/2020-03/CASC%20PL%20Reflection%20Form.pdf • Following is a link to the Professional Learning Reflection form where alignment to ILP is specifically addressed: http://casc.fcoe.org/sites/casc.fcoe.org/files/2020-03/Handbook%20Pg32.pdf • Following is the link to the section of the handbook that explains and refers to the function and purpose of the Individualized Learning Plan: http://casc.fcoe.org/sites/casc.fcoe.org/files/2020-03/Handbook%20Pg6.pdf
<p>In addition to the Commission's General Preconditions as well as Precondition 1, 2, and 3 above, a Commission-approved program shall determine prior to recommendation of a candidate for a clear Administrative Services Credential that the candidate has met the following requirements established in California State laws, regulations, and/or Commission policy.</p>	

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<p>Precondition 4: Verification of two years of successful experience in a full-time administrative position as defined in Title 5 of the California Code of Regulations section 80054(g)(2)(B) with an employing agency as defined in section 80054(g)(1).</p>	<p><i>Evidence:</i></p> <ul style="list-style-type: none"> Following is a link to a sample letter of a verification letter provided to the program by the candidate's district verifying placement in an administrative position: http://casc.fcoe.org/sites/casc.fcoe.org/files/2020-03/CASC%20Verification%20Letter%20EXAMPLE%20Twilight%20Town%20Unified%20School%20District.pdf
<p>Precondition 5: Has completed a Commission-approved Clear Administrative Services Credential (CASC) Induction Program based on Administrative Services Credential Program Standards (rev. 6/2014).</p>	<p><i>Evidence:</i></p> <ul style="list-style-type: none"> Following is a link to the program completion verification form, completed by the candidate and soliciting signatures from all involved parties: http://casc.fcoe.org/sites/casc.fcoe.org/files/2020-03/CASC%20Program%20Completion%20Verification%20Form%20%202020%20%28CASC%29.pdf Following is a link to the step by step process outlined in the handbook detailing the completion process for candidates: http://casc.fcoe.org/sites/casc.fcoe.org/files/2020-03/Handbook%20Pg%2048.pdf