

FCSS Clear Administrative Services Credential Program

Preconditions Evidence 2023

The five program-specific preconditions below require specific evidence to demonstrate compliance. This document includes the required evidence to demonstrate compliance with these Preconditions. Please note that the Commission accepts authentic program documentation that demonstrates the equivalent to the evidence required.

PRECONDITION	EVIDENCE REQUIRED
<p>(1) Prerequisite Credential Possess a valid California Preliminary Administrative Services Credential as noted in Title 5 of the California Code of Regulations section 80054(d)(1) and (2).</p>	<ol style="list-style-type: none"> 1. Link to the FCSS CASC admissions criteria on the program website describing the requirements for program admission. 2. Link to FCSS CASC tracking sheet. 3. CASC Program Coordinator reviews potential candidates Preliminary Services Credential through CTC website. If the candidate currently holds a Certificate of Eligibility, the candidate is required to file for their Preliminary credentials through their Human Resources department who then connects with the Fresno County Superintendent of Schools credentials department. The candidate is given their Temporary Preliminary Credential. <p>The dates of the candidates Preliminary and Base credentials are discussed. The preliminary credential is now tied together with their base credentials. Candidates are counseled on those dates and if they will need to “re-apply” for their Preliminary Admin Credential during the two years of the CASC program.</p>

<p>(2) Verification 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>	<ol style="list-style-type: none"> 1. Link to FCSS CASC admissions criteria on the program website. 2. Link to FCSS CASC tracking sheet. 3. CASC Program Coordinator reviews potential candidates Verification of Administrative position.
---	---

PRECONDITION	EVIDENCE REQUIRED
<p>(3) Individual Induction Plan (IIP) 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>	<ol style="list-style-type: none"> 1. Link to FCSS CASC Individual Induction Plan (IIP) template used by the program. 2. Individual Leadership Plans (ILPs) are developed by the candidate and coach to address the specific needs of the candidate during the program. ILP content is determined based on greatest need at the time. Needs are determined by a) Reflection Assessment taken by the candidate at the beginning, middle, and end of the program, and b) ongoing conversations with the coach throughout the program. These plans are dynamic and are updated as the candidate achieves goals and circumstances change. The information in the ILP's drive the focus of collaboration and candidate activities, including Professional learning. ILP's are maintained on the CASC digital portfolio website and can be reviewed by the candidates at any time. It is recommended that candidates complete 2-3 ILP's a year, with all 6 CPSEL's being identified. ILP's include how candidate has grown as a leader in these areas with supporting evidence. <p>The CASC Program Coordinator and Coach continually review the ILP's with the candidate.</p>

<p>(4) Verification of Experience</p> <p>A Commission-approved program sponsor that operates a Clear Administrative Services Credential program shall verify, prior to recommendation of a candidate for a Clear Administrative Services Credential, that the candidate completed 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>	<ol style="list-style-type: none"> 1. Link to FCSS CASC program completion requirements. 2. CASC Coordinator collects and reviews candidate original letter on district letterhead from employer verifying the two years of successful experience in a full-time administrative position.
<p>(5) Completion of Requirements</p> <p>A Commission-approved program sponsor that operates a Clear Administrative Services Credential program shall determine, prior to recommendation of a candidate for a Clear Administrative Services Credential, that the candidate has completed a Commission-approved Clear Administrative Services Credential (CASC) Induction Program based on Administrative Services Credential Program Standards.</p>	<ol style="list-style-type: none"> 1. Link to FCSS CASC program completion requirements. 2. CASC Coordinator, District Representative and coach review all candidates' requirements for completion (ILP's, Reflections, PL, Coaching hours, Cohort meetings, Job Shadow/Distinguished school visit, and supporting documents). When all requirements have been met, CASC Coordinator then submits documentation to the Fresno County Superintendent of Schools Credentials department the names and documents needed for the candidate to be recommended for their Clear Administrative Services Credential.