ADMIN KEYS

Clear Administrative Services Credential

Verification of Employment & Experience

Administrative employment, or offer of administrative employment, is a requirement for candidate enrollment in the Merced County Office of Education’s ADMIN KEYS Clear Administrative Services Credential (CASC) Program. Candidates only need to verify employment that is appropriate for the issuance of the CASC Program. Please have employment verified by your current district using the following form.

This is to certify that the following individual is employed in an administrative position:

______________________________________       _________________
(Name of candidate)                      (Month/Year)

Serves as an administrator requiring a California Administrative Services Credential in the position of: (Check one)

☐ Principal:     ☐ Assistant Principal     ☐ Psychologist     ☐ Nurse     ☐ Internship

☐ Other (specify): __________________________________________

☐ Full-time     ☐ Part-time (specify):

Setting:  ☐ K-5     ☐ K-6     ☐ K-8     ☐ 6-8     ☐ H.S.

☐ Alternative Education     ☐ District Office     ☐ Other (specify): ______________________

School/District: __________________________________________________________

District Address: __________________________________________________________

Verified by: ___________________________________________ Date: _______________________

Title: ___________________________ Phone Number: ___________________________

Return to: Heather Woody at Hwoody@mcoe.org, Fax: 209.381.6774

Administrator Development Mentoring Inspiring Network Knowledge Education for Your Success