Candidate Program Completion
Checklist
ADMIN KEYS Clear Administrative Services Credential Program

Candidate Name: ____________________________

Documents:

_________ Candidate Verification of Employment
_________ Candidate Notice of Eligibility
_________ Candidate Letter of Commitment
_________ Candidate Final Verification of Employment

Program Components:

_________ Individualized Learning Plan (ILP) Year 1
_________ Individualized Learning Plan (ILP) Year 2
_________ Mid-Year ILP Check Year 1
_________ Mid-Year ILP Check Year 2
_________ Mid-Year Survey on Descriptions of Practice Year 1
_________ End of Year Survey on Descriptions of Practice Year 2
_________ Professional Development Log (12 hours each year, must be approved by Program Coordinator)
_________ Candidates Coaching Log (40 hours each year)
_________ End of Year Program Reflection Assessment Year 1
_________ End of Year Program Reflection Assessment Year 2
_________ Exit Interview to include CPSEL Attainment Reflection (CAR) forms.

CASC Requirement Completed

Signature ____________________________________________ Date ____________
Program Director

Signature ____________________________________________ Date ____________
(Credential Analyst)