

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 _____
(Program Director)

Date _____

Signature _____
(Credential Analyst)

Date _____