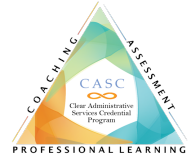




Santa Barbara County Education Office Clear Administrative Services Credential Program



Criteria for Program Completion:

All Administrator Candidates in the SBCEO CASC program are required to complete the following in order to be recommended for a CASC Credential:

- Completion of the SBCEO CASC Program Application
- Attendance at all required seminars/workshops during the two-year program
- Completion of a minimum of 40 hours each year of coaching aligned to the IIP goals
- Completion of the Year 1 Performance Assessment Portfolio Documents
- Completion of the Year 2 Performance Assessment Portfolio Documents
- Program tuition paid in full
- Completion of the Credential Application (end of Year 2)
- Completion of the Verification of Work Experience Form (end of Year 2)

Recommendation for Clear Credential:

At the conclusion of the two-year program, candidates who have successfully completed all program requirements and the administrative services experience requirement will be eligible to receive an online credential recommendation from the Santa Barbara County Education Office. The SBCEO staff will assist candidates with all necessary credential documentation. Instructions on applying for the clear credential are emailed out to all candidates toward the end of their program completion date and are available on the SBCEO Online Classroom.

Commission on Teacher Credentialing (CTC) Fees:

At this document's printing, the CTC requires a \$102.65 application fee for the Clear Credential. However, as fees are subject to change, refer to the CTC website at www.ctc.ca.gov. The CTC application fee is considered earned when the application is received and is not refundable (Reference: Title 5, California Code of Regulations, Section 80487).

Licensure vs. Employment:

Documentation submitted to SBCEO for evidence of completion of the California Administrative Services Clear Credential is confidential and may not be used for employment evaluation purposes. Completion of the Santa Barbara County Administrative Services Credential and a recommendation for the Clear Credential does not imply or ensure continued employment. Licensure requirements and employment criteria may differ. However, full licensure is a primary consideration in any district's employment decisions.