



Santa Barbara County Education Office Clear Administrative Services Credential Program



Program Extension Policy

Policy Statement:

The purpose of this policy is to provide opportunities for extending the SBCEO CASC Program to those administrator candidates who do not complete the program during their initial two years of program enrollment. These extensions are offered according to the following program criteria:

General Terms:

1. Application for the Clear Credential shall be submitted to the Commission on Teacher Credentialing (CTC) within five (5) years of issuance of a Preliminary Administrative Services Credential. To apply for the Clear Credential, the applicant shall have successfully completed an accredited CASC Program.
2. It is the intent of the legislation that under most circumstances, the SBCEO CASC Program will be completed in the initial two years of serving as a practicing administrator.

Although each administrator candidate is encouraged and expected to complete the SBCEO CASC Program within the initial two years of California employment, extenuating circumstances may preclude this from being accomplished. The administrator must request an extension of the CASC program through the request of a formal meeting with the SBCEO CASC Program Director and a District Representative. Appropriate documentation shall accompany the extension request, and the following criteria will be considered in approving an extension:

Extension Criteria:

- Severe personal health issues* related to the administrator candidate.
- Severe health issues** related to the immediate family of the administrator candidate. The policies of the district of employment define immediate family.
- An approved leave of absence from the district of employment.
- Layoff due to declining enrollment or staffing adjustments.
- Break in service for personal reasons or non-re-elect status.
- Relocating to another county or beyond a reasonable commute for classwork.

*Severe personal health issue defined as under a doctor's care and precluded from working.

**Severe health issue related to immediate family defined as the administrator candidate must stop work to care for an immediate family member who is under a doctor's care.

Application to Extend the CASC Program:

If after carefully reviewing the Extension of the CASC Program Policy you believe that you meet the criteria for receiving an approved extension, please provide a written response and your request for an extension to the SBCEO CASC Program Director as soon as possible. Additionally, you must sign and date your request and have your request signed by your site administrator and the SBCEO CASC Program Director.

Your written request must include, but is not limited to, responses to the following criteria:

1. Extension Criteria: *(Please thoroughly explain your need to extend the CASC program and describe the qualifying criteria that fit your circumstances.)*
2. Funding Criteria: *(Please describe the funding necessary to extend the CASC program, the sources of this funding, and, if necessary, your appeal. The Program Director can provide you with additional information.)*

Fees:

If a candidate's request for extension is approved, terms relating to the extension timeframe, fees and candidate's responsibilities will be laid out in an agreement to be signed by the candidate. In a situation where an extension has not been approved, the SBCEO CASC program will implement a fee-for-service model, charging the administrator candidate or his/her school district (if district is paying), a prorated fee based on total days attended and services rendered.

Appeal:

An administrator candidate may present evidence and documentation that would support an appeal of the above fees charged under the circumstances of severe hardship. Appeals are made in writing to the SBCEO CASC Program Director. Upon receipt, the Program Director will meet to review the evidence and documentation. The administrator candidate works with program and district staff to determine if an alternative solution is warranted.

Terms of Completion:

An administrator candidate must attend all required professional development and complete the documentation of formative assessment activities before being recommended for a clear credential. If a candidate fails to do so, he or she will be required to complete makeup activities before they can be recommended for the credential. In such cases, the administrator candidate **may be charged for actual costs of services rendered**. These funds must be received prior to recommendation of a clear credential.