

## **Checklist:**

### **CLEAR Administrative Services Credential (CASC)**

We are delighted to have you apply to our Leaders in Educational Administration Program. Please note the following:

- **Leap will be accepting applications and notifying applicants of acceptance on a rotating basis from January 2<sup>nd</sup>, 2018 to October 15<sup>th</sup>, 2018.**
- All LEAP applications and all documents must be submitted online at <http://caesar.sccoe.org/>; please see the Caesar User Guide for more information.
- After you have completed your application by uploading all of your documents and filling out all of the required sections on Caesar, a \$75 (non-refundable) application fee must be submitted with your application prior to a review of your application. You may pay online at <http://caesar.sccoe.org/>; via credit or debit card or checks payable to SCCOE-LEAP can be mailed or brought to the Credentialing Programs, 1290 Ridder Park Drive MC 255-B, San Jose, CA 95131.
- Once your application is complete and your application fee has been received, please allow 2-3 weeks for notification of your status.

### **Application Document Requirements for Clear Administrative Services Credential (CASC):**

- ✓ One page typed Statement of Intent (12 font, double spaced) expressing your professional goal(s) as an administrator.
- ✓ Two letters of recommendation, one from your current supervisor.
- ✓ Verification of employment on your employer's letterhead, verifying that you are currently assigned to an administrative position.
- ✓ A copy of your Preliminary Administrative Services Credential. Your credential must be current. You may visit the CTC website <https://www.ctc.ca.gov/> to obtain a copy of your credential.