

Checklist:

PRELIMINARY ADMINISTRATIVE SERVICE CREDENTIAL (PASC)

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

- **Leap will be accepting applications and notifying applicants of acceptance on a rotating basis from January 2nd, 2018 to August 15th, 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 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 Preliminary Administrative Services Credential (PASC):

- ✓ One page typed Statement of Intent (12 font, double spaced) expressing your goal (s) in seeking an administrative credential.
- ✓ Two letters of recommendation, one from your most current supervisor.
- ✓ Verification of employment on your employer's letterhead. You must show verification that you have been employed in a K-12 organization for at least **four** years. If you have worked for more than one employer, then we will need verification from each employer to total four years of employment in a K-12 organization.
- ✓ A copy of your professional credential from CTC. Your credential must be current. You may go to the CTC website <https://www.ctc.ca.gov/> to obtain a copy of your credential.