

To complete an application go to: <http://caesar.sccoe.org/>:

1. Create an Account; complete all information.

CAESAR
Credential Application, Enrollment and Student Admission Records

Sign In

Username

Password

LOGIN Remember [Forgot Password?](#)

CREATE AN ACCOUNT

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CAESAR
Credential Application, Enrollment and Student Admission Records

Sign Up

Enter your personal details below:

IPC

First Name

Last Name

Email

Birthday

Address

City/State/Zip

Home Phone

Cell Phone

Language

Affinity

Enter your password below:

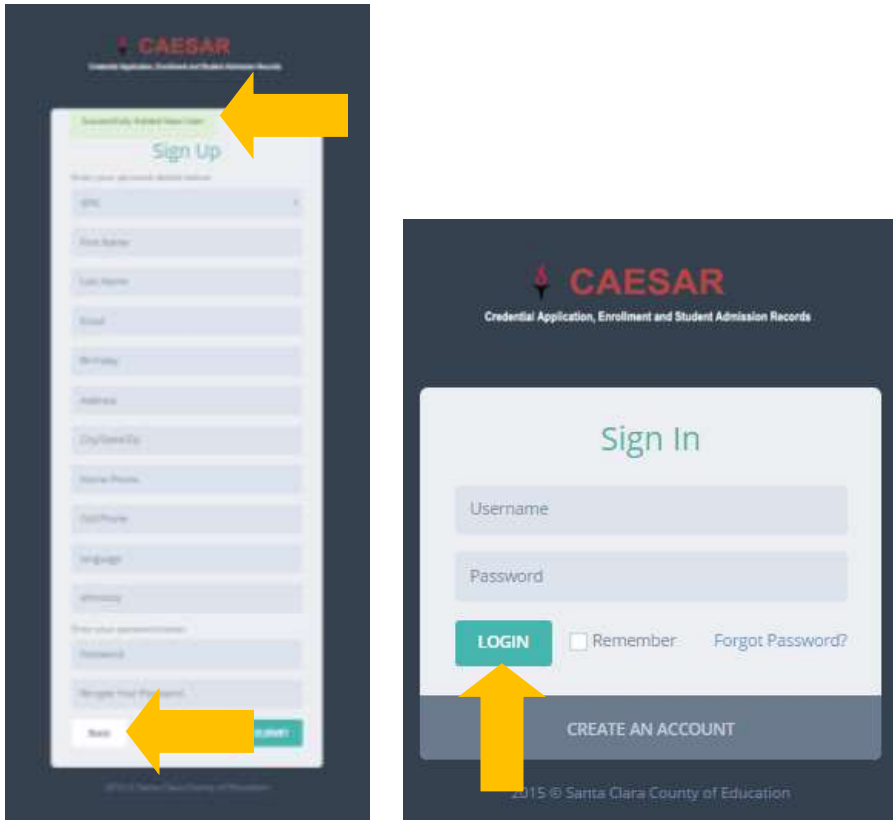
Password

Repeat Your Password

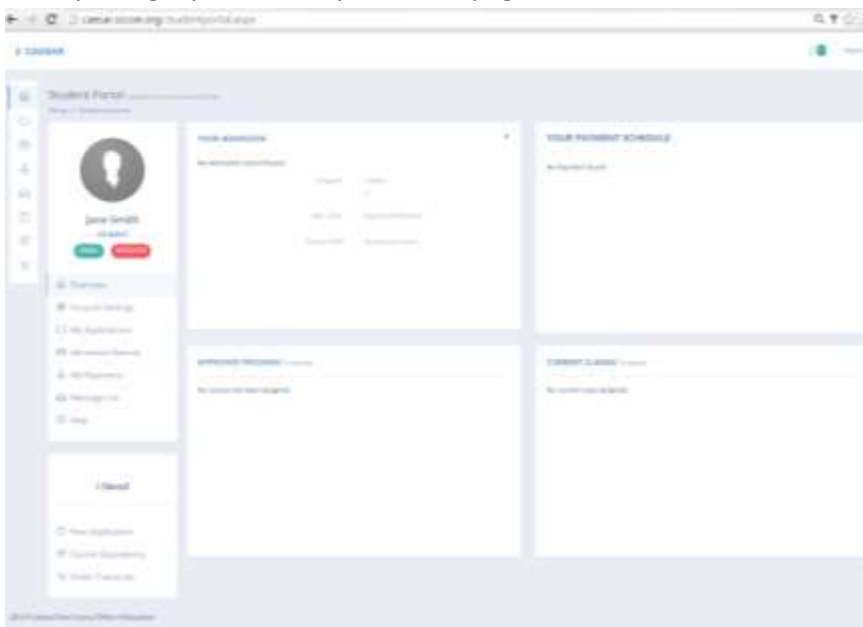
Back **Submit**

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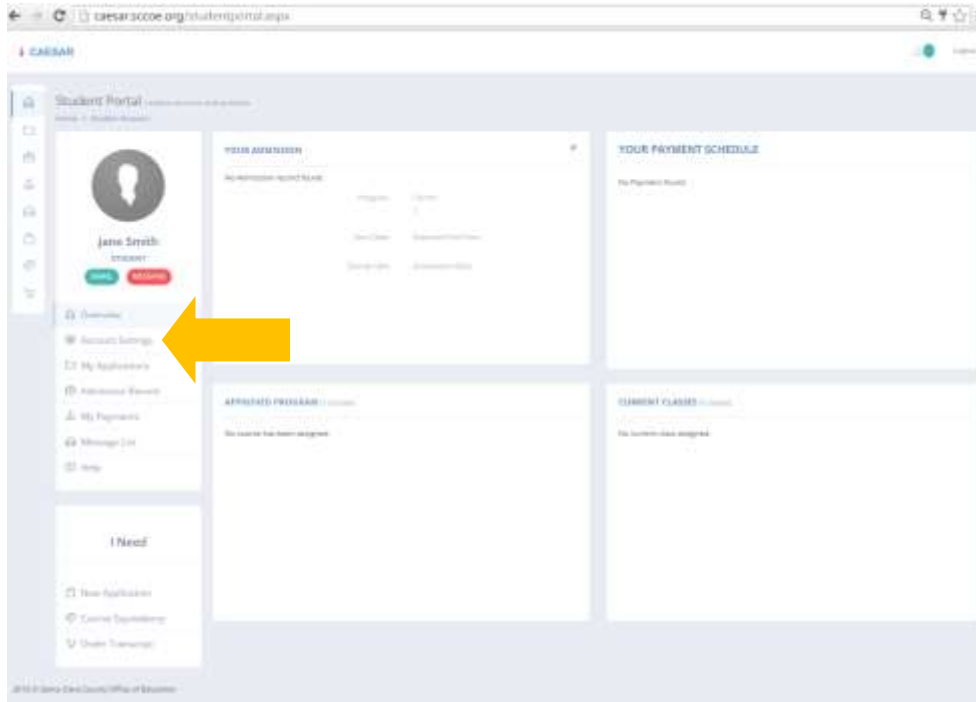
- Confirmation will show (at the top) after you create your account. Please click back to login to your account. Enter your username (email) and password; then click login.



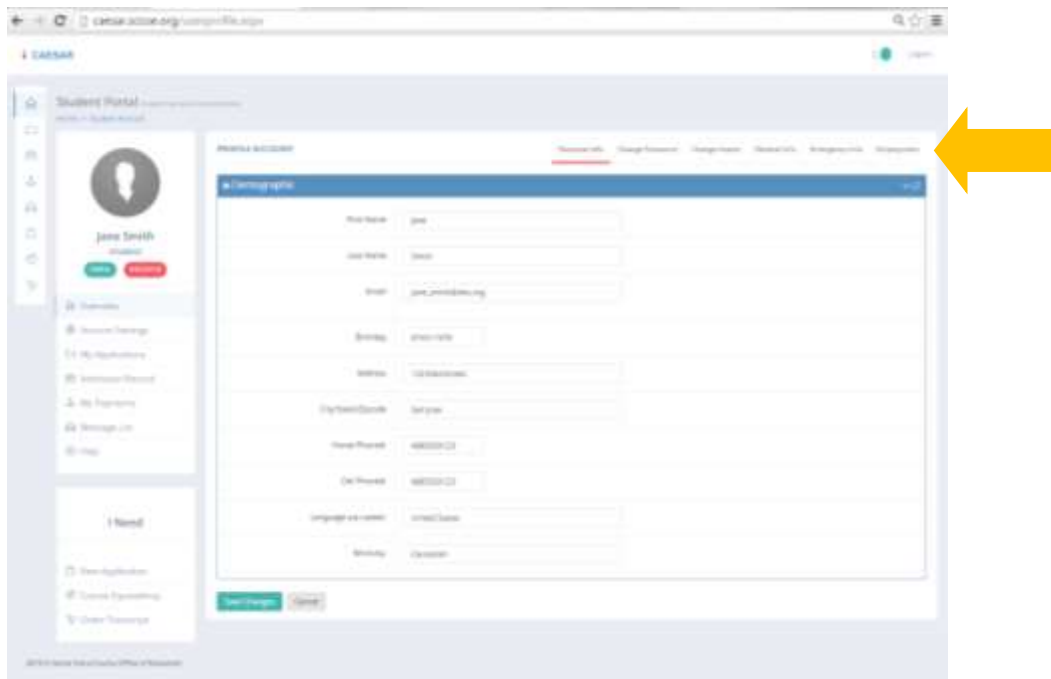
- Once you login you will see your home page.



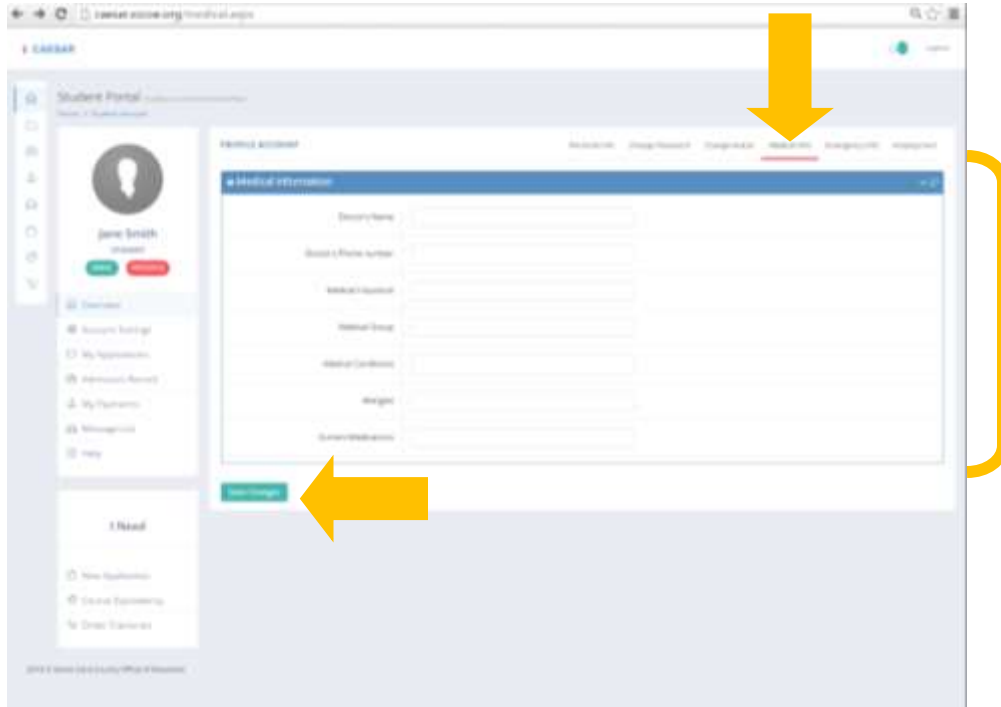
- After you login, click on Account Settings link. You will see 6 tabs on the top.



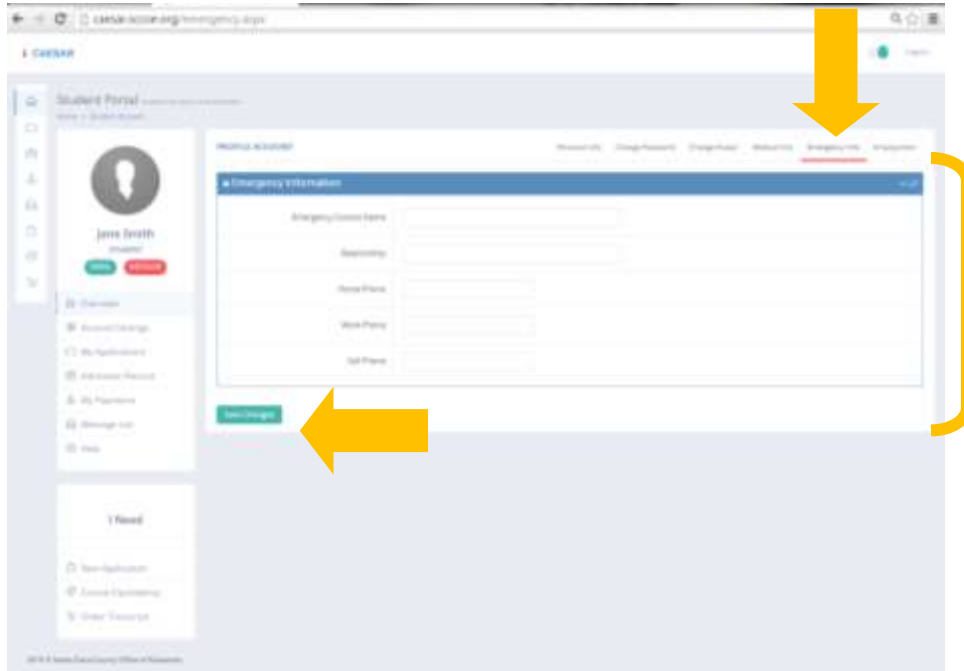
- Click on Personal Info, Medical Info, Emergency Info and Employment tabs. **It is required to enter all of this information before your application is processed.**



6. Additional account information to complete:
 - a. Please click on change Avatar to upload a picture/image & submit. (optional)
 - b. Please click on medical info, complete information, **and click save changes.**



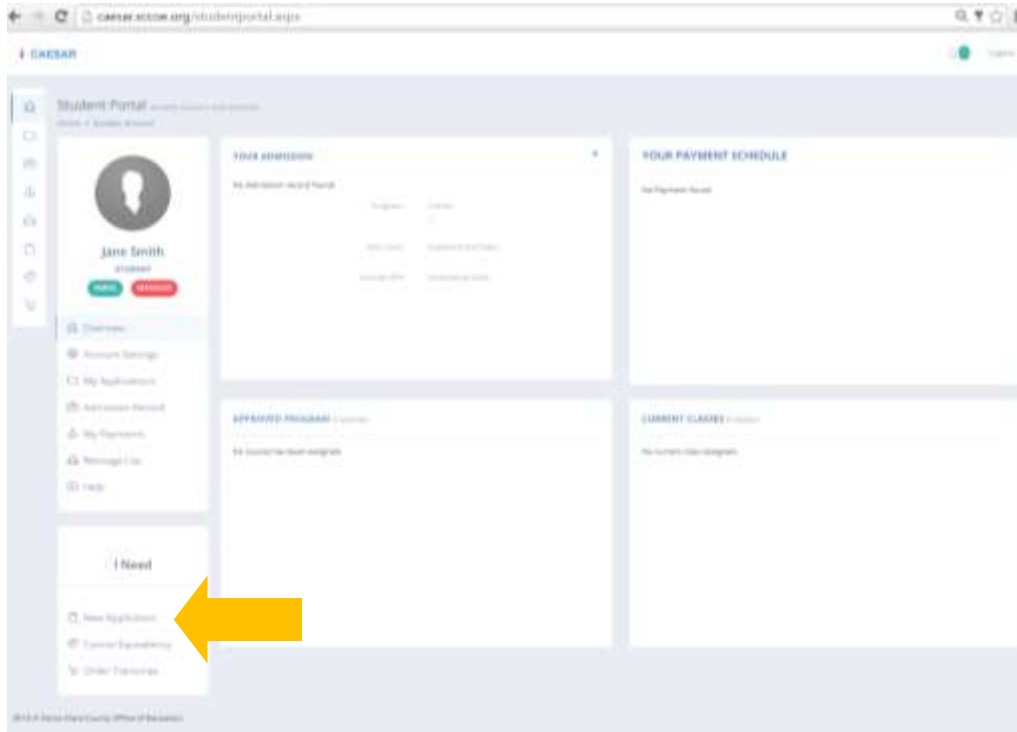
- c. Please click on emergency info, complete information, **and click save changes.**



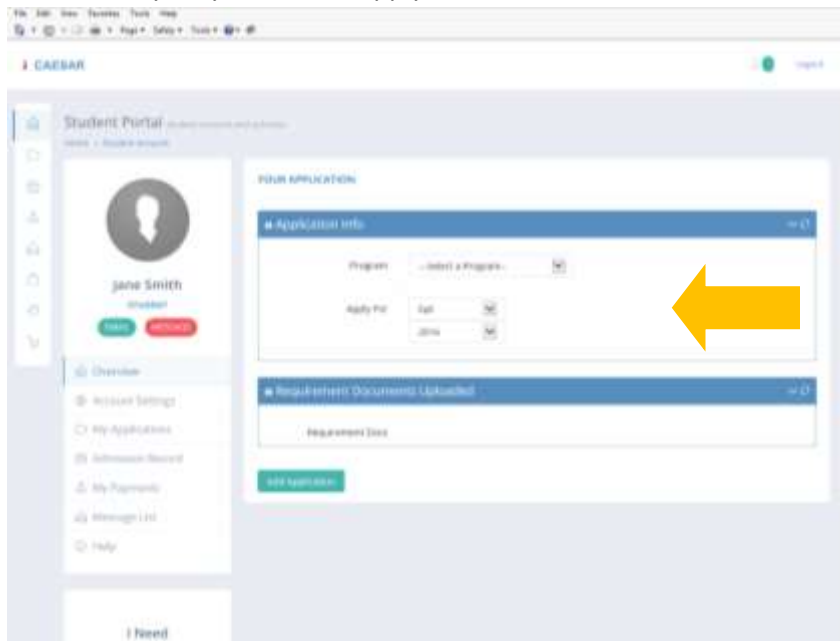
- d. Please click on employment, complete information, and click save changes. **Make sure to scroll down on this page to complete all information and to save changes.**

The image displays two screenshots of the EPIC (Education Preparation for Inclusive Classrooms) web application, specifically the employment section. The top screenshot shows the 'Current Employment' form, which includes fields for Employer, Position, Hire/Start Date, End Date, Job Title, Classroom/Class, Program Number, Section Number, and Supervisor/Principals. A yellow arrow points to the right side of the page, indicating the need to scroll down. The bottom screenshot shows the 'Employment History' section, which includes a table with columns for Employer, Position, and Date of Termination. Below this is the 'Education Background' section, which includes a table with columns for Institution Name, Date of Grad, Degree, and Date Rec'd. At the bottom of the page, a yellow arrow points to the 'Save Changes' button.

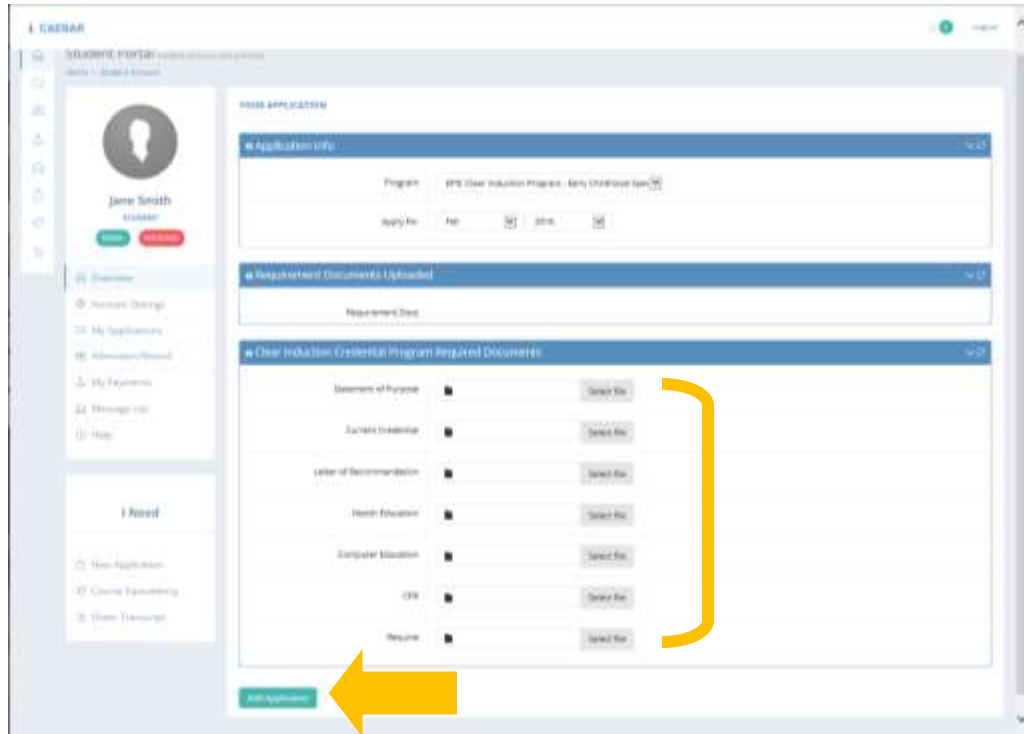
- Now that your account information is complete, it is time to submit a new application. Click on New Application link in the I Need section (it is located at the bottom left of the page).



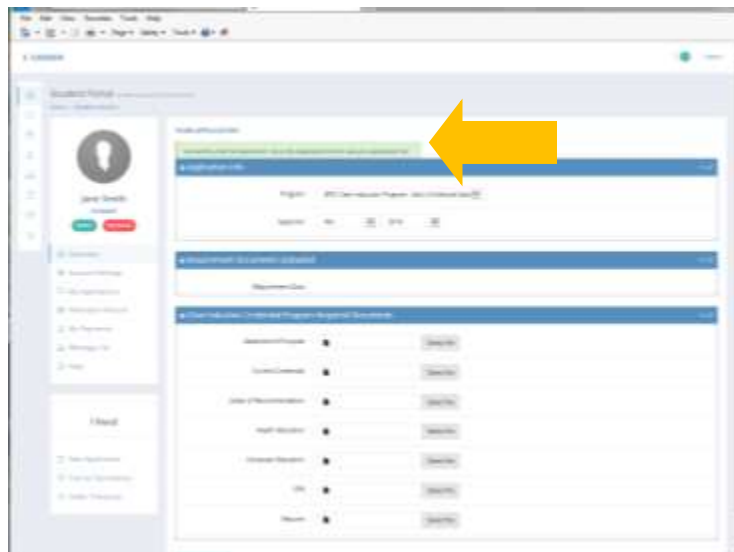
- On the Application page, select a program and choose the season (always Fall) and year you want to apply for.



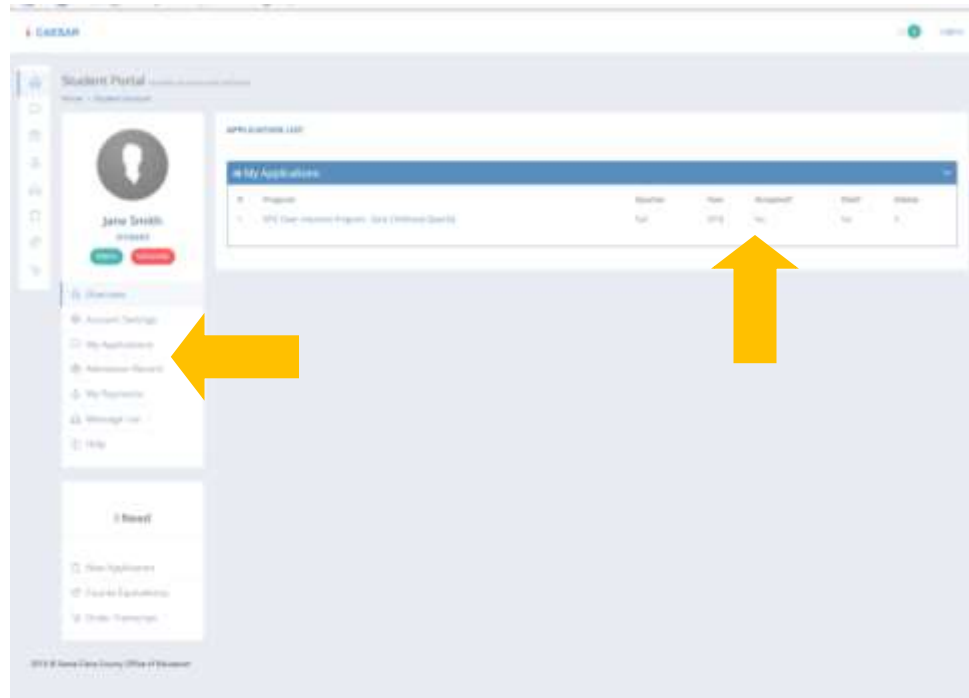
- a. After you select the program, the required documents input will be displayed. You will need to upload all the required documents **and click on Add Application.**



- b. Confirmation will show (at the top) after you submit your application: “Application successfully added. Go to my applications located on left menu to see your application status.” After you add the Application, an application fee will be added to your payment list. Your application will be processed by the admin and will notify you when you are admitted to the program.

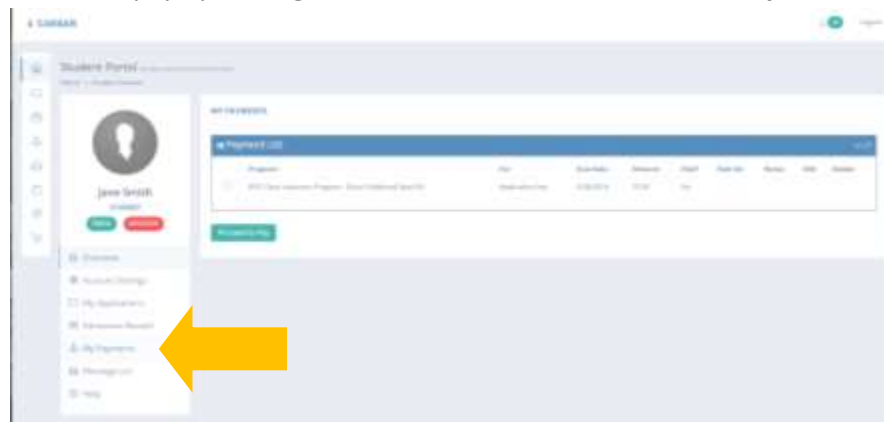


- c. Please click on my applications for your application status.



8. **Pay application fee:**

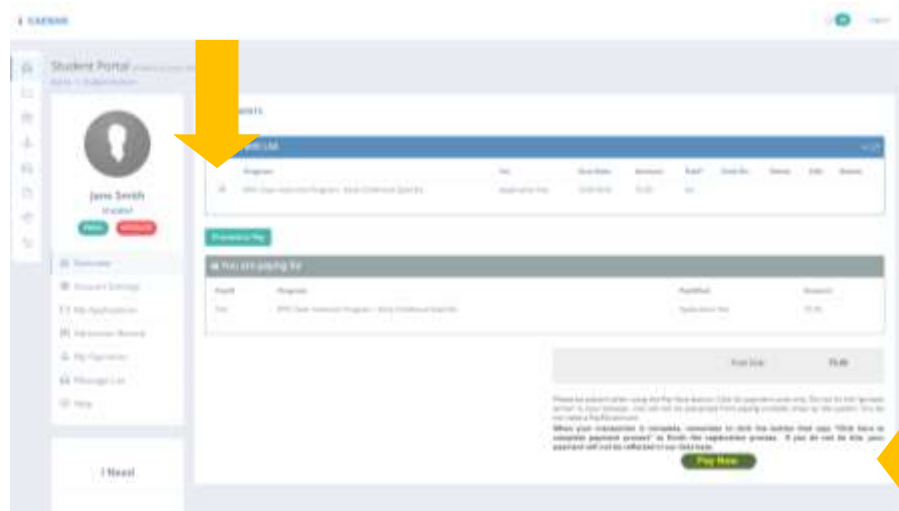
- a. A \$75 (non-refundable) application fee must be submitted with your application
 - i. If paying by check, please make payable to: SCCOE - EPIC and mail to Credentialing Programs, c/o Mercedes Lizardo, 1290 Ridder Park Drive M/C 264, San Jose, CA 95131.
 - ii. If paying by credit card, click on My Payments link on the left navigation bar. The system will display all your payments and their status. Select payment(s) you want to pay by clicking on the box and **click on Proceed to Pay button**.





EDUCATION PREPARATION FOR INCLUSIVE CLASSROOMS

b. Verify your selected item and click on Pay Now button at the bottom of the screen.



c. After entering your credit card information, click on "Pay Now" to finish the payment. **Only click ONCE! If not you may be charged twice.**

If the system does move you to the "thank you" page, your payment status will be changed to "paid".

Revised: 12/21/17



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