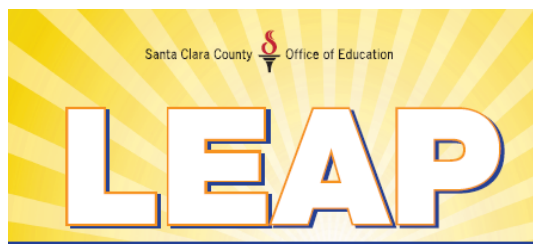


To complete an application go to: <http://caesar.scoe.org/>:

1. Create an Account; complete all information.

The "Sign In" form is displayed on a dark blue background. It features the CAESAR logo at the top. Below the logo, the text "Sign In" is centered. There are two input fields for "Username" and "Password". A green "LOGIN" button is positioned below the password field. To the right of the login button are a "Remember" checkbox and a "Forgot Password?" link. At the bottom of the form, a grey bar contains the text "CREATE AN ACCOUNT" in white. A yellow arrow points from the right towards this link. The footer of the page reads "2015 © Santa Clara County of Education".The "Sign Up" form is displayed on a dark blue background. It features the CAESAR logo at the top. Below the logo, the text "Sign Up" is centered. The form prompts the user to "Enter your personal details below:" and includes several input fields: EPIC (a dropdown menu), First Name, Last Name, Email, Birthday, Address, City/State/Zip, Home Phone, Cell Phone, language, and ethnicity. Below these fields, it prompts the user to "Enter your password below:" with "Password" and "Re-type Your Password" fields. At the bottom, there is a "Back" button and a green "SUBMIT" button. A yellow arrow points from the right towards the "SUBMIT" button. The footer of the page reads "2015 © Santa Clara County of Education".

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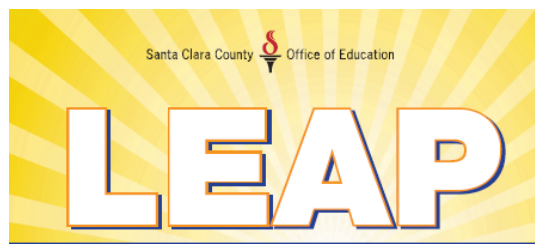
- Confirmation will show (at the top) after you create your account. Please click back to login to your account. Enter your username (email) and password; then click login.

This screenshot shows the "Sign Up" page of the CAESAR system. At the top, it says "CAESAR Credential Application, Enrollment and Student Admission Records". A green banner at the top of the form area reads "Successfully Added New User." with a yellow arrow pointing to it. Below this, the "Sign Up" heading is followed by the instruction "Enter your personal details below:". The form includes fields for EPIC (a dropdown menu), First Name, Last Name, Email, Birthday, Address, City/State/Zip, Home Phone, Cell Phone, language, and ethnicity. Below these are fields for "Enter your password below:" including Password and Re-type Your Password. At the bottom of the form are "Back" and "SUBMIT" buttons, with a yellow arrow pointing to the "Back" button. The footer reads "2015 © Santa Clara County of Education".This screenshot shows the "Sign In" page of the CAESAR system. At the top, it says "CAESAR Credential Application, Enrollment and Student Admission Records". The "Sign In" heading is centered. Below it are input fields for "Username" and "Password". A green "LOGIN" button is positioned below the password field, with a yellow arrow pointing to it. To the right of the login button are a "Remember" checkbox and a "Forgot Password?" link. At the bottom of the form area is a "CREATE AN ACCOUNT" link. The footer reads "2015 © Santa Clara County of Education".

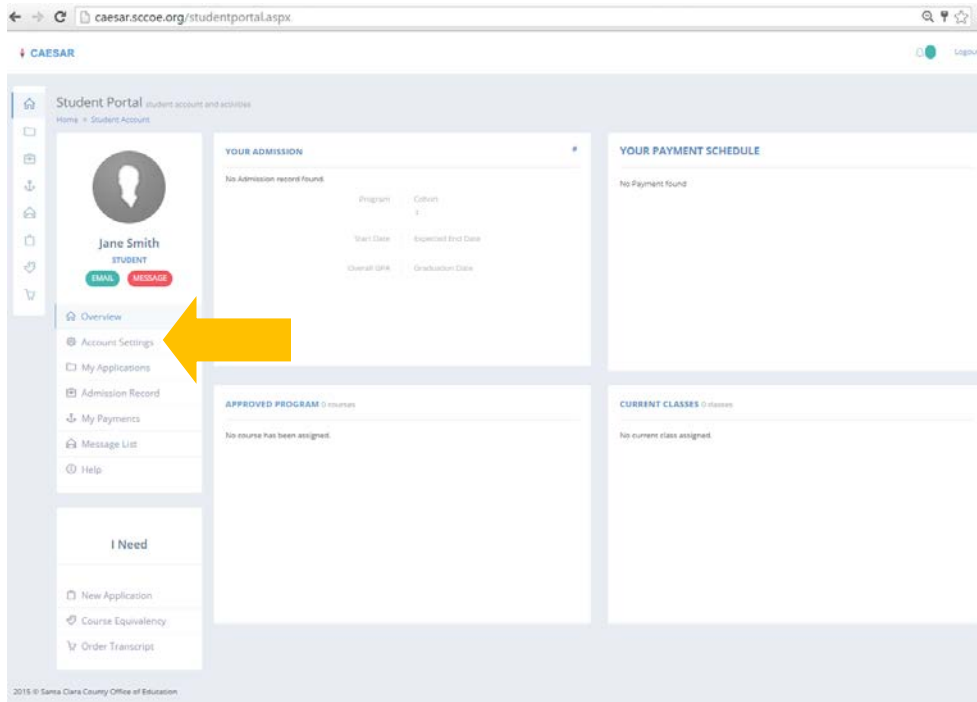
- Once you login you will see your home page.

This screenshot shows the "Student Portal" home page of the CAESAR system. The browser address bar shows "caesar.sccoe.org/studentportal.aspx". The page header includes the CAESAR logo and a "Logout" link. The main content area is divided into several sections: a user profile for "Jane Smith" with "EMAIL" and "MESSAGE" buttons; "YOUR ADMISSION" (No Admission record found); "YOUR PAYMENT SCHEDULE" (No Payment found); "APPROVED PROGRAM" (No course has been assigned); and "CURRENT CLASSES" (No current class assigned). A sidebar on the left contains navigation links: Overview, Account Settings, My Applications, Admission Record, My Payments, Message List, and Help. Below the sidebar is an "I Need" section with links for New Application, Course Equivalency, and Order Transcript. The footer reads "2015 © Santa Clara County Office of Education".

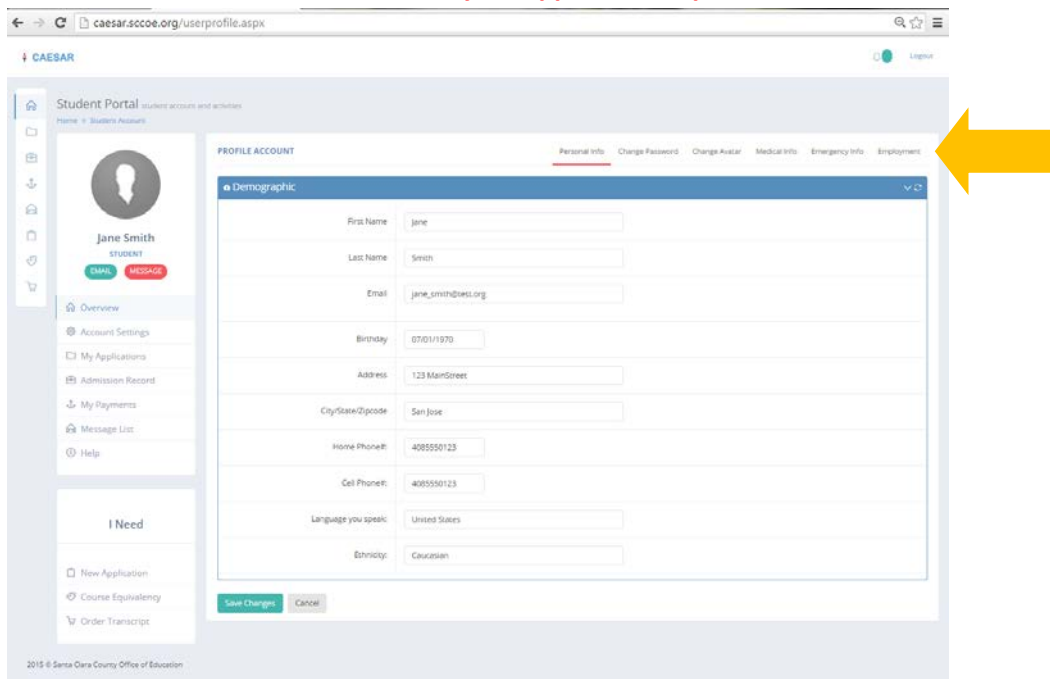
Revised: 3/08/17



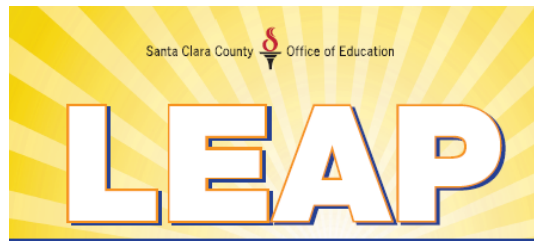
4. After you login, click on Account Settings link. You will see 6 tabs on the top.



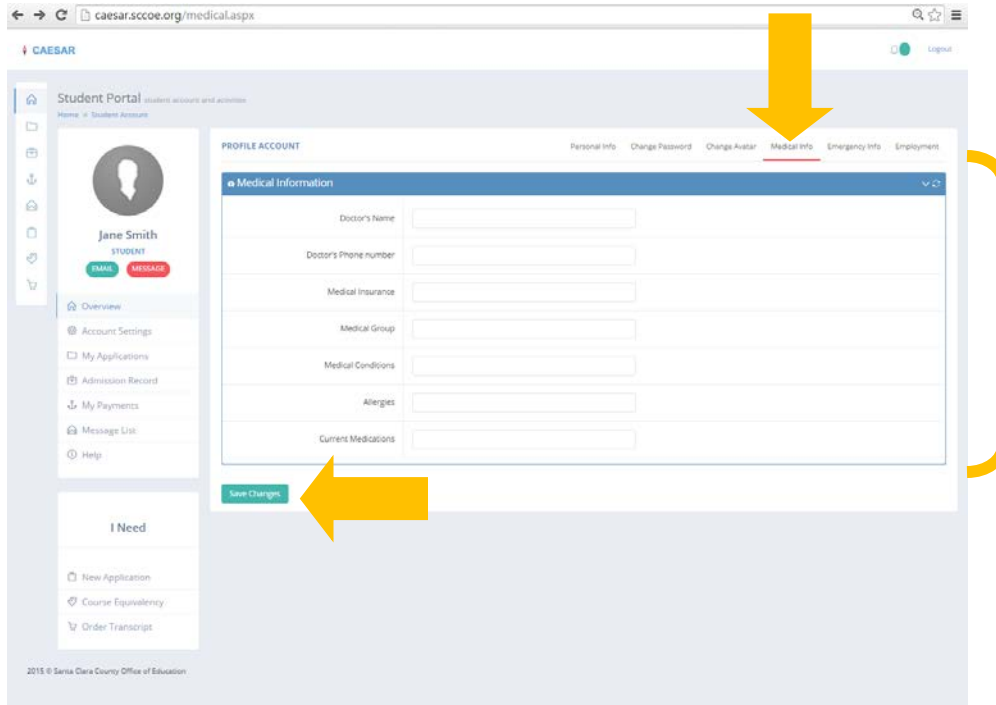
5. Click on Personal Info, Medical Info, Emergency Info and Employment tabs. **It is required to enter all of this information before your application is processed.**



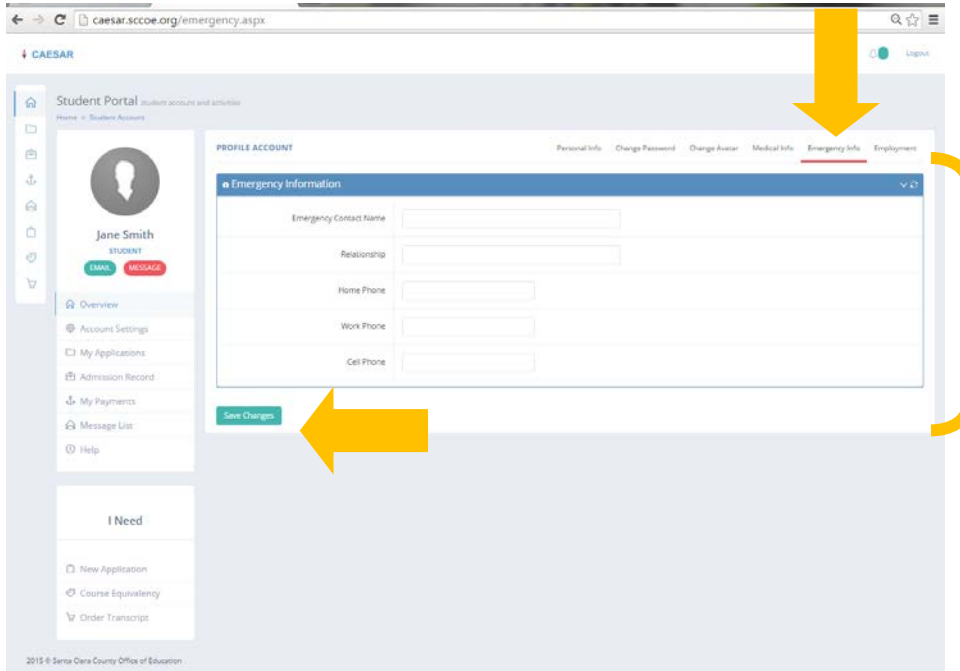
Revised: 3/08/17



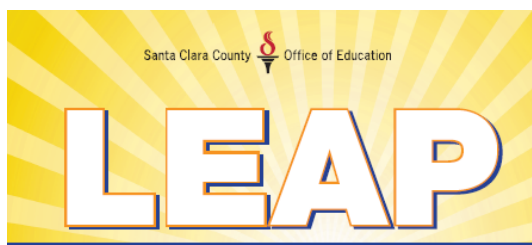
6. Additional account information to complete:
  - a. Please click on change Avatar to upload a picture/image & submit. (optional)
  - b. Please click on medical info, complete information, **and click save changes.**



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



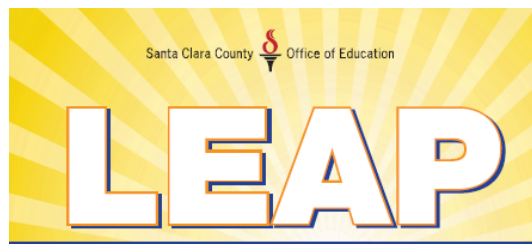
Revised: 3/08/17



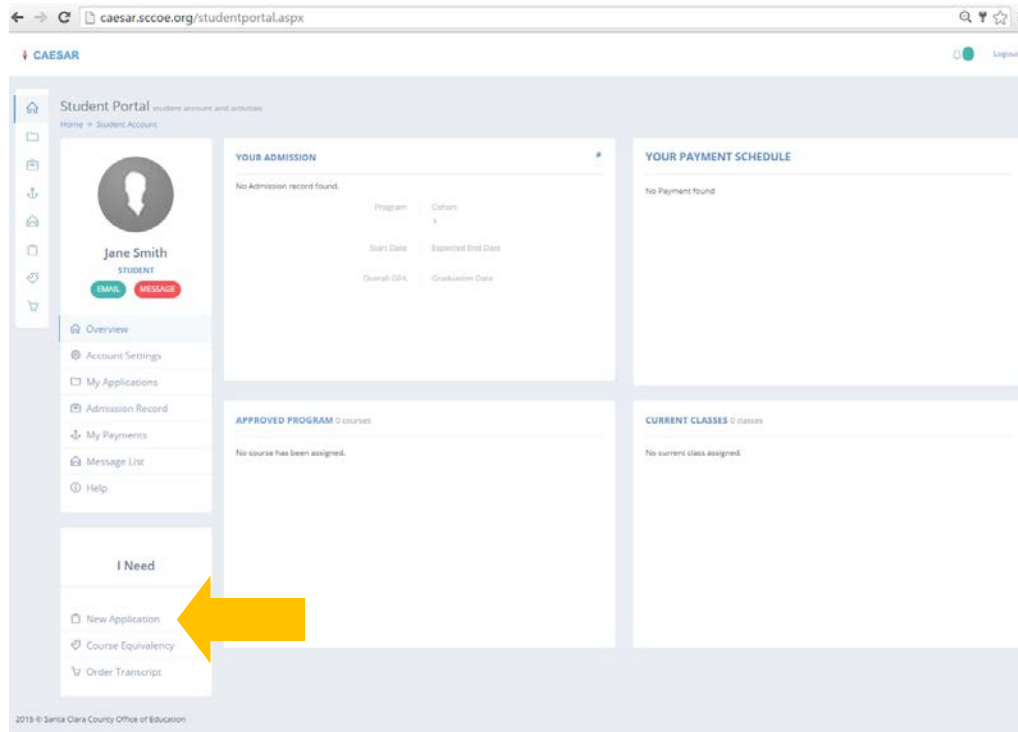
d. Please click on employment, complete information, and click save changes. **Make sure to scroll down on this page to complete all information and to save changes.**

The image shows two screenshots of the CAESAR web application. The top screenshot displays the 'PROFILE ACCOUNT' page with the 'Employment' tab selected. The 'Current Employment' section contains several form fields: Employer, Position, Time in current position, Ages Served, Street Address, City/State/Zipcode, Phone Number, Supervisor's Name, Supervisor's Phone Number, and Supervisor's Email. There is also a checkbox for 'Is SCCOE Employee?'. Below this is an 'Employment History' table with columns for Employer, Position, and Date of Employment. The bottom screenshot shows the same page after scrolling down. It displays the 'Education Background' section with fields for Institution/State/Country, Area of Study, Degree, and Date Received, along with a checkbox for 'I am interested in master program through EPIC'. Below that is the 'Credentials hold' section with fields for Credential, Institution/State, and Date Received. A green 'Save Changes' button is visible at the bottom left. Yellow arrows point to the 'Employment' tab in the top screenshot and the 'Save Changes' button in the bottom screenshot.

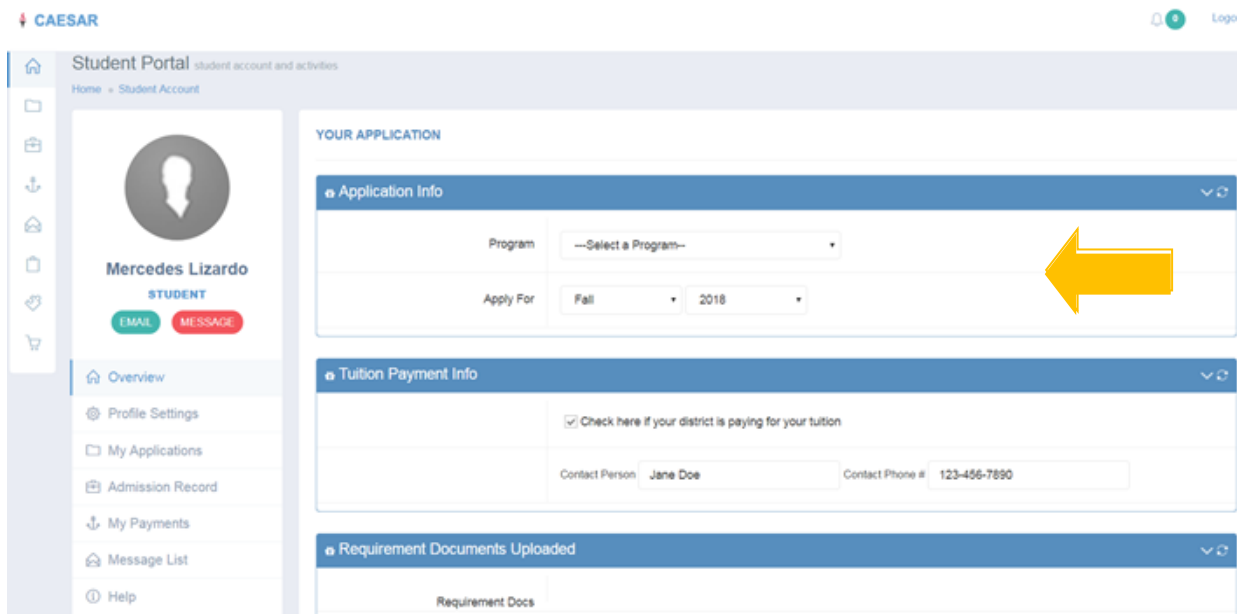
Revised: 3/08/17



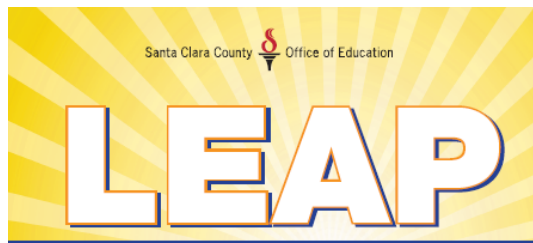
7. Now that your account information is complete, it is time to submit a new application. **Click on New Application link in the I Need section** (it is located at the bottom left of the page).



a. On the Application page, select a program and choose the season (always Fall) and year you want to apply for. **Also let us know if your District/other will cover the tuition cost.**



Revised: 3/08/17



- 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.

**YOUR APPLICATION**

Application Info

Program	LEAP Tier I
Apply For	Fall 2017

Requirement Documents Uploaded

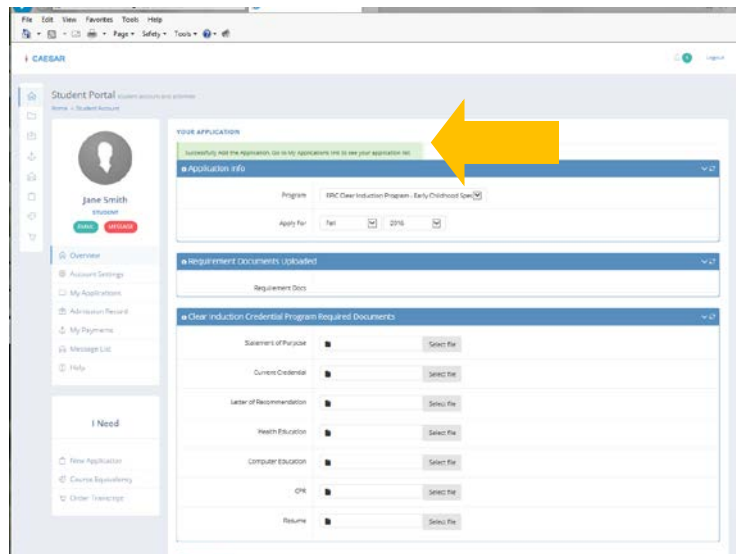
Requirement Docs

LEAP Tier I Required Documents

Letter of recommendation	<input type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Select file</span>
Letter of recommendation 2	<input type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Select file</span>
Statement of Intent	<input type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Select file</span> <small>1-2 pages (12 pt. font, double spaced) sharing your leadership characteristics and your purpose for pursuing a leadership role</small>
CTC Prerequisite Credential	<input type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Select file</span> <small>CA Clear Teaching Credential or Service Credential</small>
Teaching Experience Proof	<input type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Select file</span> <small>Provide verification of minimum 5 years full time teaching experience</small>

Save 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.

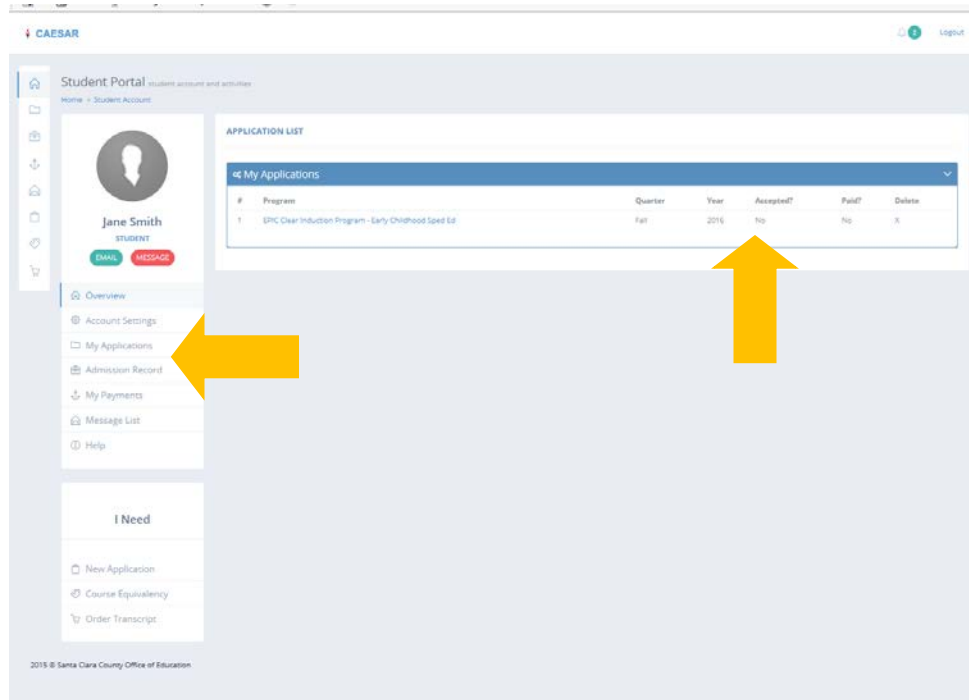


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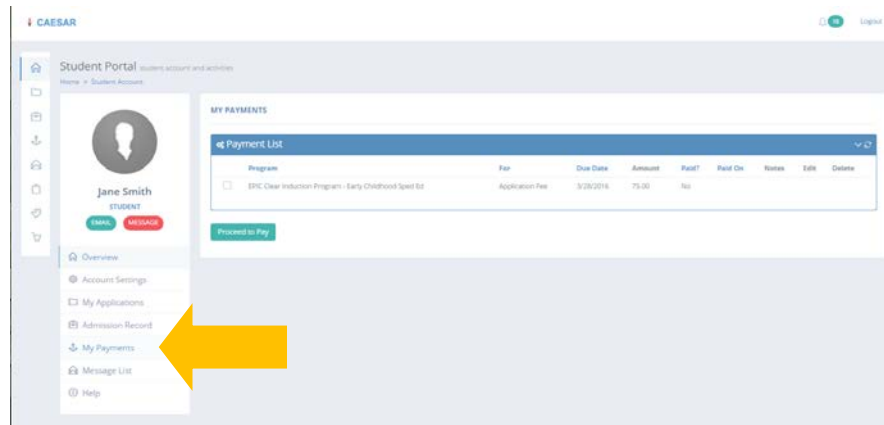


c. Please click on my applications for your application status.



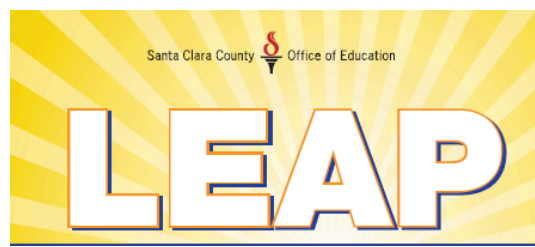
## 8. Pay application fee:

- A \$75 (non-refundable) application fee must be submitted with your application
  - If paying by check, please make payable to: SCCOE - LEAP and mail to Credentialing Programs, c/o Mercedes Lizardo, 1290 Ridder Park Drive M/C 264, San Jose, CA 95131.
  - 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 (if paying by credit card\*).

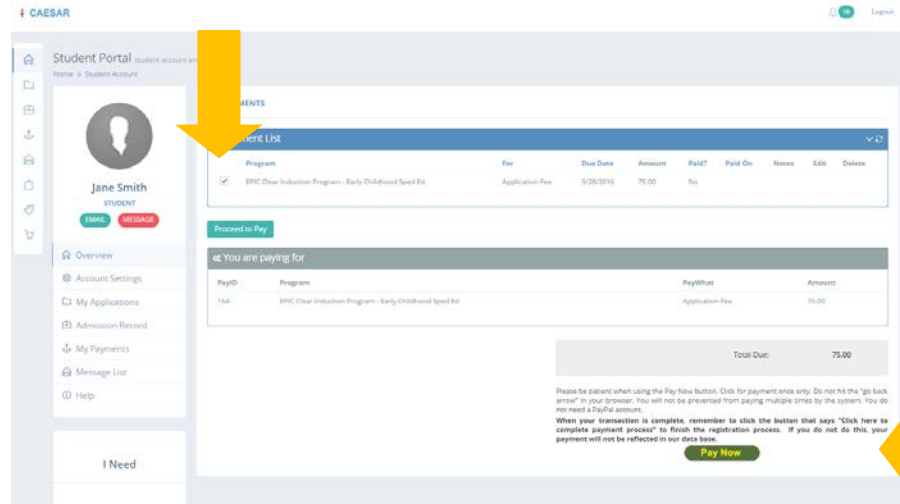


Revised: 3/08/17





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 it ONCE !!**

Billing Payment

**Billing Information**

\* Required field

First Name \*

Last Name \*

Address \*

City \*

Country \*

Zip/Postal Code \*

Phone Number \*

Email \*

Next

[Cancel Order](#)

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

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1290 Ridder Park Drive • MC 264 • San Jose, CA 95131 • (408) 453-4256