



Leaders in Educational Administration Program

Frequently Asked Questions

What is LEAP?

The Leaders in Educational Administration Program (LEAP) is a Commission on Teacher Credentialing (CTC) approved educational administrative credentialing program. LEAP provides a pathway to two credentials, the Preliminary Administrative Services Credential (PASC) and the Clear Administrative Services Credential (CASC).

What is the difference between the two programs?

PASC is a program required by CTC if you are interested in becoming a school/district administrator. LEAP PASC is an 11-month intensive coursework program that leads to a preliminary credential. CASC is a two-year Induction mentoring program required by CTC to clear your preliminary credential once you have a position as an educational administrator. You can only participate in CASC once you have an administrative position.

How long should I have taught or worked in a K-12 organization before I can apply to PASC?

The criteria requires that you have worked with a valid credential in a K-12 organization for at least 4 years prior to being accepted into PASC.

The requirements for PASC are:

- Four years of full-time certificated experience in a public or private school. This experience may be teaching, pupil personnel work, librarianship, health services, clinical or rehabilitation services. (Verification of experience must be on employer letterhead and signed by your Superintendent, HR Asst. Superintendent or HR Director)
- A valid clear California teaching or services credential
- Statement of Intent 1-2 pages (12 pt. font, double spaced) sharing your leadership characteristics and your purpose for pursuing a leadership role
- Two letters of recommendation, one from your immediate Supervisor

The requirements for CASC are:

- Statement of Intent 1-2 pages (12 pt. font, double spaced) sharing your leadership characteristics and your purpose for pursuing a leadership role
- Two letters of recommendation, one from your immediate supervisor
- Preliminary Administrative Services Credential
- Verification of administrative position from your HR department (Must be on employer letterhead and signed by your Superintendent, HR Asst. Superintendent or HR Director.)

Does Internship count as a teaching year?

Yes, your internship year may count as a teaching year, as long as you are working with a valid intern credential.

Does classroom aide or other paraprofessional position count?

The only time that can be consider to meet the criteria to enter a PASC program, is time spent working in a K-12 organization with a valid credential, such as a teaching credential, PPS credential, librarian credential, SLP credential etc.

Can we get an emergency credential if a job comes along?

An emergency teaching credential does not meet the criteria for PASC.

When do we start?

Fall programs start in August. Winter programs start in January.

How much does each programs cost?

The cost of PASC is \$6,500 for the 11 month program. The student pays for their own books. CASC cost \$3,750 per year or \$7,500 for the two year coaching/mentoring program. There are no classes for CASC. However, participants are required to attend 8 seminars over the course of two years, four seminars each year at no additional cost to the participant. There are no books required for CASC.

How many students are in a class?

The PASC program has a maximum of 30 students per class.

How many courses are there for PASC?

There are six courses required during the 11 month program. Currently the courses are:

EDA 631 Visionary Leadership

EDA 632 Professional Learning

EDA 633 Instructional Leadership

EDA 634 Facilitating Teacher Growth

EDA 635 Management, Learning Environment and Ethics

EDA 636 Education Policy, Systems and Community Leadership

How many hours outside of class does it take to finish the program?

The number of hours outside of class to complete each course, depends on the course and the instructor teaching the course.

Do you use a learning management system to communicate with students?

LEAP uses Canvas learning management system to communicate with students, and to house assignments, course files, grades etc. Students learn to use Canvas during the orientation.

Where are courses held?

Courses are generally held at SCCOE. LEAP has partnerships with other organizations and on occasion a course may be held in a different location. The South County Cohort is held at the Gilroy Unified School District.

How many cohorts are there?

PASC currently has six cohorts, Tuesday, Wednesday, Thursday and three Saturday cohorts, one online, one at SCCOE and the other in the South County (Gilroy). CASC Candidates must attend four seminars each year of the 2-year program (eight seminars total).

What is the CalAPA?

In 2000, the Commission on Teacher Credentialing (CTC) began a comprehensive effort to update and revise standards, policies, and regulations relating to the licensure of school administrators and the accreditation of the programs that prepare school administrators. This effort has been motivated by advancements in both the research regarding and practices of effective school administrators and by the complex needs of California's public schools at the dawn of the 21st Century. Based on 20 years of experience improving the design and use of performance assessment as one of multiple measures to inform teacher candidate preparedness, in September 2013, the Commission amended the requirements for earning the Preliminary Administrative Services Credential to include the passage of a performance assessment (the CalAPA) along with the successful completion of a CTC-approved administrator preparation program.

What is fieldwork?

As a result of CTC's decision to implement the CalAPA, LEAP has embedded the CalAPA as the Fieldwork component of the program. Rather than requiring students to complete a separate Fieldwork course, the CalAPA is now the Fieldwork for LEAP. The CalAPA is completed in conjunction with the coursework and is aligned with LEAP courses.

What about attendance, grades etc.?

Please see the LEAP handbook located on the website to learn more about program policies and procedures.