



Leaders in Educational Administration Program Application Checklist

Dear Applicant:

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 from now to August 1st, 2019 for fall.**
- All LEAP applications and all documents must be submitted online at <http://caesar.sccoe.org/>; please see the Caesar User Guide on our website (<https://www.sccoe.org/educator-preparation-programs/Documents/LEAP-CAESAR-User-Guide.pdf>) 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 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 five 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.

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.