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. In order to be accepted into CASC you must currently be in an administrative position.

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:

- Online Application
- 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.

How much does each programs cost?

The cost of PASC is $6500 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.

When do we start?

Both programs start in August with an orientation.

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. The courses must be taken in the schedule order, which may change in the fall of 2019. Currently the courses are:

EDA 631 Visionary Leadership

EDA 632 Instructional Leadership

EDA 633 Personal Growth

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 a 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 five cohorts, Tuesday, Wednesday, Thursday and two Saturday cohorts, one at SCCOE and the other in the South County (Gilroy/Morgan Hill). The weekday cohorts meet from 4:30pm-8:00pm and the Saturday cohorts meet from 8:30am-3:30pm.

What is fieldwork?

Fieldwork is the application of knowledge and skills learned during coursework. Although fieldwork activities align with the knowledge and skills acquired in the coursework it is not part of the coursework. Fieldwork takes place parallel to the coursework and is centered on certain performance expectations identified by CTC.

What about attendance, grades etc.?

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