**Program Criteria**

*The KCSOS Clear Administrative Services Credential (CASC) Induction program complies with all policies regarding non-discrimination. All employees and program candidates are protected from discrimination in all areas of employment and induction specific admission, retention, and program completion.*

**Program Admission**

 Admission requirements for the KCSOS CASC program require a potential candidate to:

* Complete and submit a KCSOS CASC [*Intent to Enroll*](https://forms.gle/eAWYzN7sRPDfiC5U7) form.
* Provide evidence of holding California *Preliminary Administrative Services* Credential.
* Provide evidence of employment or offer of employment in a full time Administrative position for the time period of enrollment.
* In order to finalize program enrollment, the following Agreements must be signed and received by the KCSOS CASC program by the established due date(s):
	+ Candidate Agreement (MOU), which includes but is not limited to details of tuition and payment.
	+ Coach Agreement (MOU)
	+ Employing District Agreement (MOU)

**Program Components:**

The KCSOS CASC program participation requires each candidate to complete all program requirements, aligned with the CASC Program Standards, for the years of participation, including completion of the program designed Individual Induction Plan (IIP), in partnership with assigned coach, employer, and KCSOS CASC program staff.

**Program Completion:**

* Verification of program tuition paid in full.
* Evidence of completion of all established CASC program requirements, based on Program Standards.
* Verification of two years successful employment in an administrative position.

The process leading to completion of the Clear Credential requirements includes specific criteria. From the onset of entry into the program, candidates will gather evidence to document progress in meeting the program standards and growth on the CPSEL through the IIP. All required documentation will be reviewed by the induction program staff. When all program requirements have been met, the induction program completes the necessary documentation to submit to the approved KCSOS Credential Office staff for Clear Credential Recommendation.Once recommended by the program, the candidate is responsible for completing the remaining CTC required steps online, including payment of CTC application fees.