



## Clear Administrative Services Credential Program Recommendation/Applying for Credential

### CASC Completion Process:

Recommendation for approval for the Clear Administrative Services Credential will be made by the CASC Coach and FCSS Program Coordinator based upon the candidates successful demonstration that he/she has met the required leadership standards.

1. Candidate and Coach should complete the *Program Completion Checklist* form. The candidate provides an original letter on District Letterhead from employer verifying two years successful experience in a full-time administrative position. The candidate completes the 41-4 form. All documents should be signed and submitted to the CASC Program Coordinator at the End-of-Year meeting.
2. The CASC Program Coordinator approves the candidate for the credentialing process by verifying e-portfolio requirements and by signing the Candidate's Program Completion Verification form.
3. The CASC Program Coordinator will submit a completed CASC Completion Candidate Roster and 41-4 Forms to the FCSS Credentials Office.
4. The CASC Program Coordinator will notify the candidate via email when the roster has been submitted to the FCSS Credential Office.
5. If there are any questions regarding your submission to FCSS credentials office, they will give you a call or email.
6. FCSS Credential Office will use the CTC Online system to submit application for the Clear Administrative Services Credential. In 10 days the Candidate should receive email notification of receipt from [www.ctc.ca.gov](http://www.ctc.ca.gov). To complete the application process the candidate must click on the hyperlink identified in the email notification, which will take the candidate directly to the applicant login page on the CTC website.
7. Candidate can monitor the CTC Process at:  
<http://www.ctc.ca.gov/credentials/application-status.html#monitor>
8. If a Candidate chooses to use US Postal Service to mail the application, expect a 3-month window before notification from CTC.

### Contact information:

FCSS Credential Office (559) 265-3005