



## Clear Administrative Service Credential Program PROGRAM COMPLETION CHECKLIST

This form must be completed and submitted to the FCSS CASC Program Coordinator to have recommendation submitted to the CTC. When the recommendation has been submitted the candidate will be notified so they can apply for their Clear Administrative Credential.

	Coach	FCSS CASC Coordinator
Action Steps in all Individual Leadership Plans Completed	<input type="checkbox"/>	<input type="checkbox"/>
Program costs paid (zero balance)	<input type="checkbox"/>	<input type="checkbox"/>
Attended 6 Candidate Cohort Sessions	<input type="checkbox"/>	<input type="checkbox"/>
Met 80 total coaching hours over 2 years	<input type="checkbox"/>	<input type="checkbox"/>
Completed 2 Required End-of-Year Meetings	<input type="checkbox"/>	<input type="checkbox"/>
Candidate Demonstrates Growth on Reflection Assessment	<input type="checkbox"/>	<input type="checkbox"/>
All 6 Required CPSEL Standards are Addressed in ILPs	<input type="checkbox"/>	<input type="checkbox"/>
Completed Job Shadowing/CA Distinguished School/Gold Ribbon Visit	<input type="checkbox"/>	<input type="checkbox"/>
Attended 40 hours Professional Learning Sessions Over 2 Years	<input type="checkbox"/>	<input type="checkbox"/>
An original letter on district letterhead from employer verifying two years successful experience in a full-time administrative position	<input type="checkbox"/>	<input type="checkbox"/>
Completed 41-4 Form (turn in at End-of-Year meeting)	<input type="checkbox"/>	<input type="checkbox"/>
Verification of Completion Form - Clear Administrative Service Credential	<input type="checkbox"/>	<input type="checkbox"/>

Candidate	Signature	Date
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Coach	Signature	Date
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District Representative	Signature	Date
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FCSS CASC Coordinator	Signature	Date
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