CASC-ADMIN KEYS Program Overview

Admission Requirements

Candidates are granted admission to the MCOE CASC-ADMIN KEYS Program if they fulfill and provide the following requirements:
- A completed Enrollment Form.
- Verification of Employment, or offer of employment, in a full-time administrative position in a California public school, nonpublic school, or private school of equivalent status.
- Verification of valid California Preliminary Administrative Services Credential (See Terms and Definitions).
- Candidate provides his/her social security number for purposes of verification.
- Letter of Commitment.

Completion of the Program

Requirements to prove candidate competence necessary to merit recommendation for the CASC-ADMIN KEYS Program include:
- Multiple measures to evaluate the candidate's performance on the CPSEL. These measures include antidotal records, coach recommendations, self-assessments with reflections, and portfolio evidence.
- A final self-assessment conducted prior to exiting the program.
- The expectation that all candidates will, at a minimum, meet standard practice on all components of the CPSEL.
- Each candidate will present their portfolio to a panel of experts prior to exiting the program. The panel of experts will calibrate the review of the portfolio and the oral presentation utilizing an Exit Portfolio rubric and oral presentation rubric.
- Each candidate submits verification from the district of 2 years experience in a full time position.