



Steve M. Tietjen, Ed.D. | County Superintendent of Schools

632 WEST 13TH STREET | MERCED, CA 95341 | (209) 381-6600 | WWW.MCOE.ORG

ADMIN KEYS

Clear Administrative Services Credential

Verification of Employment & Experience

Administrative employment, or offer of administrative employment, is a requirement for candidate enrollment in the Merced County Office of Education's ADMIN KEYS Clear Administrative Services Credential (CASC) Program. Candidates only need to verify employment that is appropriate for the issuance of the CASC Program. Please have employment verified by your current district using the following form.

This is to certify that the following individual is employed in an administrative position:

(Name of candidate)

(Month/Year)

Serves as an administrator requiring a California Administrative Services Credential in the position of: (Check one)

☐ Principal: ☐ Assistant Principal ☐ Psychologist ☐ Nurse ☐ Internship

☐ Other (specify): _____

☐ Full-time ☐ Part-time (specify): _____

Setting: ☐ K-5 ☐ K-6 ☐ K-8 ☐ 6-8 ☐ H.S.

☐ Alternative Education ☐ District Office ☐ Other (specify): _____

School/District: _____

District Address: _____

Verified by: _____ Date: _____

Title: _____ Phone Number: _____

Return to: Heather Woody at Hwoody@mcoe.org, Fax: 209.381.6774

Administrator Development Mentoring Inspiring Network Knowledge Education for Your Success

N U R T U R E • S E R V E • L E A D

Equal Employment Opportunity