



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

NOTIFICATION OF ELIGIBILITY TO ENTER

(To be Completed by Candidate/Human Resources at Point of Hire)

Name: _____ Social Security#: _____

Home Address: _____

Phone Contact: _____ Birth Date: _____

District: _____ Site: _____

Administrative Position: _____ Email: _____

☐ CA Teaching Credential ☐ Out of State Teaching Credential # of Years Teaching: _____

Type of Credential: (check one) ☐ Ryan ☐ Preliminary ☐ Professional Clear
☐ SB 2042 ☐ Other: _____

University: _____ Issue Date: _____ Expiration Date: _____

Professional Administrative Services Preliminary Credential:

University: _____ Issue Date: _____ Expiration Date: _____

Initial Administrative Contract Start Date: _____
Month Date Year

Credential Verified by: _____
District HR Representative Date Email

I have been informed of my responsibility to enter a Professional Clear Administrative Services Credential (CASC) Program and Eligibility Criteria: As of January 1, 2017, upon employment in an administrative position, Preliminary Administrative Credential holders should be enrolled in a clear induction program upon placement in an administrative position but no later than one year from activation of the preliminary credential. Candidates must possess a valid Preliminary Administrative Services Credential and verify employment in a full-time administrative position in a California public school, nonpublic school, or private school of equivalent status, while holding the Preliminary Administrative Services Credential. **I understand that I must successfully complete all program requirements in two years in order to be recommended for a Clear Administrative Services Credential.**

NOTE: **Attach copy of credential**, or letter verifying application for credential, before returning to Merced COE CASC-ADMIN KEYS **within 15 working days of date of hire**. Mail, Fax or email to Heather Woody at MCOE: hwoody@mcoe.org or Fax: 209.381.6774.

Candidate Signature

Date

Administrator Development, Mediating Individualized Needs with Knowledge and Experiences, for Your Success

N U R T U R E • S E R V E • L E A D

Equal Employment Opportunity