

# CLEAR ADMINISTRATIVE SERVICES CREDENTIAL (CASC) INDUCTION PROGRAM

**Program Chair:** Shelley Mendez

**Program Length:** 2 years

This program is not financial aid eligible.

The University of La Verne Clear Induction Administrative Services Credential program is an online, individualized, job-embedded, two-year coaching program based on two academic semesters per year with each semester consisting of two semester hours of individual coaching and two semester hours of professional learning (a minimum of 20-30 hours of coaching per semester and 30 hours of learning per semester). Each candidate will continuously work throughout the regular school year with his/her coach to complete the requirements of the program. Each year of the program, the candidate will develop an Individualized Induction Plan based on district requirements, candidate's growth needs, and the credential standards (CPSELs).

## Admission Requirements

1. Application for admission.
2. A bachelor's degree from a regionally accredited institution with a preferred GPA of 2.75 or above in undergraduate work and a cumulative GPA of 3.0 or above in any graduate work.
3. Letter of Introduction (statement of purpose).
4. Current resume.
5. Positive letter of reference from an active school district administrator.
6. Proof of valid Preliminary Administrative Services Credential.
7. Verification of employment in a full-time public or private school administrative position (form). Candidates must maintain administrative employment for the duration of the program. Two years of full-time administrative employment are required to qualify for the Clear Administrative Services Credential.

## Program Dismissal

Students may be dismissed from the program under several circumstances, including but not limited to: academic dishonesty, academic disqualification, failure to maintain minimum academic standards, failure to maintain satisfactory academic progress, removal from a fieldwork placement, unethical or unprofessional conduct, failure of program activities measuring student competencies/or dispositions, circumstance interfering with training or well-being of others, and/or felony conviction. Students dismissed from the program may not apply for readmission.

## Program Requirements

16 semester hours

Code	Title	Semester Hours
EDLD 585A	Professional Learning	2
EDLD 585B	Professional Learning	2
EDLD 585C	Professional Learning	2

EDLD 585D	Professional Learning	2
EDLD 586A	Executive Coaching	2
EDLD 586B	Executive Coaching	2
EDLD 586C	Executive Coaching	2
EDLD 586D	Executive Coaching	2
<b>Total Semester Hours</b>		<b>16</b>