

WHO WE ARE

The Placer County Office of Education (PCOE) Leadership and Learning Collaborative (LLC) Preliminary Administrative Services Credential Program (PASCP), is accredited by the California Commission on Teacher Credentialing (CCTC) and is designed to prepare future exemplary leaders in Placer County.

ELIGIBILITY CRITERIA

- Possession of a valid California clear teaching or service credential
- Minimum of five years teaching experience in your credentialed area
- Passage of, or proof of registration for, the CBEST examination
- District Superintendent approval

APPLICATION PROCESS

- Application process for 2020-2021 begins February 2020
- Informational Meetings – February 4, March 4 and April 29, 2020
- Completed applications for 2020-2021 due May 15, 2020
 - Application
 - Personal Leadership Statement
 - Resume
 - Copy of transcripts (unofficial)
 - Proof of possession of CLEAR California teaching or service credential
 - Proof of passage of, or registration for, the CBEST exam
 - District Superintendent approval
 - Two (2) Letters of Recommendation (at least one must be from an administrator)
 - \$500 non-refundable deposit (applied towards total program cost of \$7,750)
- Group interviews held April 16 to April 24, 2020
- Applicants notified of program acceptance by May 1, 2020
- You must accept your position and formally enroll by May 15, 2020

PROGRAM COMPONENTS

- Program is divided into six courses (end-of-course paper required for each course)
- One year of in-class instruction (156 hours), Saturdays (approx. every other week) from 8:30 AM to 4:00 PM (30-minute lunch) at the PCOE Seavey Center in Rocklin
- 75 hours of online learning and learning labs
- End-of-year Exit Interview

PROGRAM SUPPORT

- Orientation session prior to the first course explains key concepts, requirements, and expectations of the program.
- Participant Handbook provides details about coursework, learning labs, online instruction, and policies and procedures.

- LLC Team, Faculty Mentor, District Advisor and Online Coaches assist participants

CREDENTIAL COMPLETION

Upon successful completion of the coursework for the Preliminary Administrative Services Credential, including passage of the CalAPA exam, participants' names will be submitted to CTC for either the Certificate of Eligibility (COE) or Preliminary Administrative Services Credential (if the participant has received an offer of administrative employment by a district).

COST

2020-2021 PASC cost is \$7,750, including textbooks, materials, and vouchers to take the CalAPA exams. * Please note that a \$500 non-refundable deposit is required with your application and applied towards the total payment.

Payment options:

1. Pay in full by July 1, 2020
2. Pay in two installments: first payment due by July 1, 2020, and second payment due by February 1, 2021
3. A loan through School's Financial Credit Union
4. If enrolling in the Master's Program (Brandman University), participants may apply for federal financial aid to pay for both the Preliminary Administrative Services Credential Program and the Master's Program

MASTER'S DEGREE IN EDUCATION WITH EDUCATIONAL ADMINISTRATION EMPHASIS

Participants have the option of obtaining a Master's Degree in Education with the Educational Administration Emphasis through the PCOE LLC in partnership with Brandman University.

- This requires an additional year of coursework (2-year program)
- Units earned in the PCOE PASC are credited toward the degree
- The Master's Degree program is a hybrid program (face-to-face and online)