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 (including 2022-23 school year)
- Passage of, or proof of registration for, the CBEST examination
- District Superintendent or designee approval (PCOE form provided)

APPLICATION PROCESS
- Informational Meetings (click on date to register) – February 28, March 14 or April 18, 2022 (please choose one date)
- Completed applications for 2022-2023 due May 20, 2022
  - 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 (PCOE form provided)
  - Two (2) signed Letters of Recommendation (at least one must be from an administrator)
  - $500 non-refundable deposit (applied toward total program cost)

PROGRAM COMPONENTS
Program consists of six leadership courses, three performance task (CalAPA) courses and Coaching Institute
- Class instruction on Saturdays (some sessions in person and some online) and occasional Monday evenings. See Course Schedule for details.
- Communities of Practice meetings (two per course)
- 3-Day Coaching Institute, July 19-21, 2022
- End-of-course paper or project required for each course
- End-of-year Exit Interview video
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

PASCP cost is $7,900 if the completed application is received by 4:00 PM on 5/20/22, $8,200 if after, and includes textbooks, materials, and vouchers to take the CalAPA exams. * Please note that a $500 non-refundable deposit is required with your application and applied toward the total payment.

Payment options (checks preferred):
- Pay in full in July 2022
- Pay in two installments: first payment due July 2022 and second payment due January 3, 2023
- Pay monthly budget payments

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 the University of Massachusetts Global (UMASS), formerly Brandman University.
- This requires an additional year of coursework through UMASS
- Units earned in the PCOE PASCP are credited toward the degree