

The Administrative Leadership Program at Contra Costa County Office of Education is excited to announce that registration is now open for the Preliminary Administrative Services Credential (PASC) Program. The registration window for Cohort I, beginning in February, 2021 is now open through December 1, 2021. Completed applications will be reviewed each month on a rolling basis by our admissions committee. Decisions will be made by December 20, 2021 and applicants will be informed of their status by that date via email.

All application packets will be submitted online. You will be required to complete [this online form](#). There are three sections in the application form.

Section 1 requires you to complete the following:

- Your contact information
- Your emergency contact information

Section 2 requires you to upload the following documents:

- Resume showing professional history (at least five years of work experience)
- Two letters of recommendation
- Verification of experience from your employer
- Copy of your credential
- Copy of your Basic Skills verification

Section 3 requires you to submit narrative responses to the following prompts:

- Why are you interested in participating in CCCOE's Preliminary Administrative Credential Program?
- What types of instructional leadership opportunities have you participated in and what leadership skills would you bring to this program?
- "All students can learn at high levels." How feasible do you believe this is in public education? Please cite examples in your response.

Before beginning this application, please review the eligibility and admissions requirements found below and [in the program handbook on page 7](#). Also review all application requirements, gather all your application materials and have them accessible. Additionally, we suggest that you create a draft of your narrative responses on a separate Pages, Word, or Google document, then cut and paste the content into this application. Incomplete applications will not be reviewed.

Admission Requirements:

- Completed Application Packet by deadline
- Resume showing proof of at least five years of work with valid credential
- Two letters of recommendation
- Employment Verification Form (letter) - five years certificated teaching experience
- Copy of California Teaching Credential and/or Service Credential
- Copy of CBEST /Basic Skills verification
- \$200.00 non-refundable processing fee to be applied towards tuition; payable to CCCOE and submitted with Application Packet

