



# Contra Costa County Office of Education

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Lynn Mackey, Superintendent of Schools

June 22, 2020

Commission on Teacher Credentialing  
1900 Capitol Avenue  
Sacramento, CA 95811

Re: Letter of Assurance for Preconditions of Initial Approval of Sponsorship of the Preliminary Administrative Services Credential

Dear Members of the Commission;

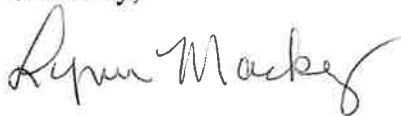
The Contra Costa County Office of Education (CCCOE) is excited to submit our proposal for approval of initial accreditation as a new program sponsor for the Preliminary Administrative Services Credential (PASC). As a part of our submission we provide this letter of assurance for the following requirements:

- Contra Costa County Office of Education's Governing Board of Education has approved sponsorship of the Preliminary Administrative Services Credential Program.
- Contra Costa County Office of Education understands its responsibilities to enrolled candidates in the Preliminary Administrative Services Credential program. In the event that the Preliminary Administrative Services Credential program is to close, whether it be by voluntary action on the part of CCCOE or as a result of Commission action, we have developed a "Teach Out" plan to ensure that participants can complete the program.
  - Once a candidate is accepted and enrolls in CCCOE's Preliminary Administrative Services Credential program, CCCOE will offer the program, meeting the adopted standards, until the candidate:
    - completes the program
    - withdraws from the program
    - is dropped from the program based on established criteria
    - or is admitted to another approved program to complete the requirements, with minimal disruption, for the authorization.
  - In the event the program closes, CCCOE has developed a "Teach Out Plan", which includes individual transition plans for each candidate as well as a plan for candidates and graduates to access their student records.
- Contra Costa County Office of Education will only have CCCOE employees make credential recommendations.
- Contra Costa County Office of Education will fulfill all the applicable standards of program quality and effectiveness that have been adopted by the Commission.
- Contra Costa County Office of Education will cooperate in an evaluation of the program by an external team and will cooperate in the monitoring of the program by Commission staff.

- Contra Costa County Office of Education will participate fully in the Commission's accreditation system, including the timely submission of documents required for accreditation.
- Contra Costa County Office of Education understands that it is their responsibility to check the contact information listed on the Commission's approved programs page and make any necessary updates on an annual basis.
- Contra Costa County Office of Education understands that all candidates participating in public school-based field activities will hold a Certificate of Clearance from the Commission.
- Contra Costa County Office of Education will ensure that all student records will be maintained and retained in accordance with Contra Costa County's record retention policy. The Contra Costa County Office of Education serves as the local agency approved to process credential applications and will provide this same support to participants of the CCCOE Preliminary Administrative Services Credential Program. All candidates will have access to their records through the CCCOE Human Resources Department, which provides information on its website for candidates to work with the Commission to apply and access transcripts. All documents are housed in the Contra Costa County Office of Education and are kept confidential, away from the public, and are locked for security purposes.
- Contra Costa County Office of Education will ensure that those providing direct educational services to program participants have been hired by Contra Costa County Office of Education.

Finally, all statements, documents, and information we have provided to the Commission and prospective candidates are truthful and accurate. Thank you for your consideration of Commission approval of Contra Costa County Office of Education's Preliminary Administrative Services Credential Program.

Sincerely,



Lynn Mackey  
Superintendent of Schools  
Contra Costa County

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