



Communication and Information Process

The Program Administrators of CCCOE's Preliminary Administrative Services Credential program have worked with CCCOE's Communications Department to create a webpage for the Preliminary Administrative Services Credential program, to be posted on the Contra Costa County Office of Education's website upon program approval. The webpage will be found under the **Programs** heading and will be listed in alphabetical order on the left side of the page that is labeled **For Educators**. The website will be accessible to the public and will not require a password or access code.

All elements of the Program Handbook are posted onto the webpage, including the program background, vision/mission of the program, governance and administration of the program, admission procedures, program documents, course and fieldwork requirements, completion requirements, grievance process, and other pertinent information. The website will be maintained by the PASC Program Coordinator in conjunction with the CCCOE Communications Department. Information about the Preliminary Administrative Services Program will be advertised in monthly CCCOE newsletters, as well as other CCCOE publications and communications.