



## Contra Costa County Office of Education

77 Santa Barbara Road, Pleasant Hill, CA 94523 • (925) 942-3388  
Lynn Mackey, Superintendent of Schools

March 11, 2020

Commission on Teacher Credentialing  
1900 Capitol Avenue  
Sacramento, CA 95811

Re: Letter of Assurance for Eligibility Requirements

Dear Members of the Commission;

The Contra Costa County Office of Education (CCCOE) is excited to submit our Eligibility Requirements for the approval as a new program sponsor of 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 will be in compliance at all times with all preconditions for the Preliminary Administrative Services Credential Program.
- Contra Costa County Office of Education will only have CCCOE employees make credential recommendations. All persons responsible for making recommendations will participate in Commission training.
- Contra Costa County Office of Education will provide all required data reports, including but not limited to data reports and accreditation documents.
- Contra Costa County Office of Education will cooperate in an evaluation of the program by an external team and will cooperate in monitoring of the program by Commission staff.
- Contra Costa County Office of Education will participate fully in the accreditation system and adhere to submission timelines.
- Contra Costa County Office of Education leadership 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.
- Contra Costa County Office of Education provides this statement of assurance that the mission and vision we have developed for the Preliminary Administrative Services Credential Program will be published on the PASC website and in other PASC documents provided to candidates.

Finally, all information we have provided to the Commission and prospective candidates is truthful and accurate. Thank you for your consideration of Contra Costa County Office of Education's eligibility as program sponsor of the Preliminary Administrative Services Credential Program.

Sincerely,

Lynn Mackey  
Superintendent of Schools  
Contra Costa County