



## Eligibility and Admission Requirements

The Contra Costa County Office of Education's PASC program is designed to support full time participants who are seeking to deepen their understanding of leadership while acquiring a preliminary administrative services credential. Our rigorous program focuses on preparing socially responsible educational leaders to lead and transform the future of education in California.

### 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/*service* 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

### Applicants who meet the following requirements are eligible to apply for admission:

- Possess one of the following valid credentials:
  - A clear or life California teaching credential that requires a baccalaureate degree and a program of professional preparation, including student teaching or the equivalent, and holds an English Learner authorization; or
  - A clear or life designated subjects teaching credential in adult education, career technical education, vocational education or special subjects, provided the applicant also possesses a baccalaureate degree, and holds an English learner authorization; or
  - A clear or life California services credential in pupil personnel services, health services for school nurse, teacher librarian services, or speech-language pathology or clinical rehabilitative services requiring a baccalaureate degree and a program of professional preparation, including field work or the equivalent.
- Have satisfied the [Basic Skills Requirement \(BSR\)](#). (Most applicants who hold a valid clear CA credential will have met the BSR. *Candidates holding the following credentials must confer with PASC Program Coordinator to ensure they have met the Basic Skills Requirement as it was not a standard part of those credential programs: out-of-state credentials, standard elementary, standard secondary, designated subjects or Career Technical Education credentials.*)
- Complete five or more years with the valid credential (teaching/counseling) at the start of the program