Los Angeles County Office of Education
Clear Administrative Service Services Credential Program

Frequently Asked Questions

Q: What are the enrollment prerequisites for the new Clear Administrative Services Credential Program?
A: You must hold a valid Preliminary Administrative Services Credential (Tier I) and must be employed in a position requiring an Administrative Credential.

Q: How long does it take to complete the program?
A: This is a coaching based program conducted over two academic years and provides 80 hours of coaching.

Q: How much does the program cost?
A: The program cost is $4,900 per year.

Q: Are there any funding sources?
A: As a permissible program under Title II funds, funding is at the discretion of your local district.

Q: Are there any financing options?
A: The Schools First Credit Union provides a Special Curriculum Loan to educators for continuing education programs.

Q: Where does the program take place?
A: Candidates are required to attend the orientation meeting in October at the Los Angeles County Office of Education. Six seminars are provided in an on-line format and can be accessed at the convenience of your schedule. Candidates are expected to access three seminars per year. Individual coaching will take place at the candidate’s worksite and at mutually agreed on locations and times. Some coaching can be conducted digitally.

Q: When does the program begin?
A: Candidates will be assigned a coach in September. (Alternate start dates can be arranged with the Program Administrator, Shannon Wilkins, if necessary).

Q: Are all candidates accepted into the program?
A: Acceptance into the program is dependent on the ability to match a Certified Leadership Coach with relevant experience to your position.

Q: How do I get started?
A: Submit an application with your resume along with a deposit of $1,000 ($200 is non-refundable after your coach is assigned and the program has started.)
Q: Who do I contact with questions?
A: For further information, contact
Shannon Wilkins at (562) 940-1603 or wilkins_shannon@lacoe.edu,
Kate Franceschini (562) 922-6730 Franceschini_Kate@lacoe.edu
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