



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



**Los Angeles County
Office of Education**
Serving Students • Supporting Communities
Leading Educators

Q: What are the enrollment prerequisites for the 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 a total of 80 hours of job-embedded coaching.

Q: How much does the program cost?

A: The program cost is \$3,950 per year.

Q: Are there any funding sources?

A: As a permissible program under Title II funds and LCAP funding is at the discretion of your local district.

Q: Are there any financing options?

A: The Schools First Federal Credit Union and Sallie Mae Credit Union provide a Special Curriculum Loan to educators for continuing education programs. LACOE offers a payment plan and a third party-credit card option (services fees apply).

Q: When does the program begin?

A: Candidates will be matched with a coach within 30 days of enrollment in the program, with the expectation to attend either the July or September Orientation. (Based on need, alternate start dates can be arranged with the Project Director, Dr. Aaron Dover, if necessary).

Q: Where does the program take place?

A: Candidates are required to attend the orientation meeting and one cohort coaching meeting in person at LACOE.

Six seminars are provided in an on-line format and can be accessed at the convenience of your schedule through our Learning Management System. Candidates are expected to access three seminars per year. Individual coaching will take place at the candidate's worksite and virtually, and at mutually agreed on locations and times.

Q: Are all candidates accepted into the program?

A: Acceptance into the program is dependent on eligibility and the ability to match a Certified Leadership Coach with relevant experience to your position.

Q: How do I get started?

A: Submit an online application with your resume and copy of your Preliminary Administrative Services Credential along with a deposit of \$500.

Mail deposit to:

Los Angeles County Office of Education
Educational Leadership Programs
Curriculum and Instruction
9300 Imperial Highway
Downey, CA 90242
Attention: Aaron Dover

Q. Who do I contact with questions?

A: For further information, contact:

Aaron Dover at 562 401-5412 or Dover_Aaron@lacoed.edu