

CACP Phases

The various aspects of the program are divided into three phases. The majority of the work occurs during phases two (repeated for the two years):

Phase 1: Admission Requirements

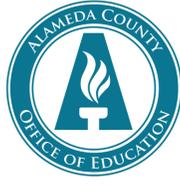
Submission of application materials by eligible participants are to include:

- Completed application
- Questionnaire completed by the candidate on the context of school, district, or county office (depending on location of administrative position)
- Proof of Preliminary Administrative Services Credential
- Verification of Administrative Employment
- Professional resume including, but not limited to: education, work history, leadership experience, honors and awards, and parent/community involvement
- Personal reflection: applicant is asked to reflect on his/her strengths and areas of need as an administrator within the context of the workplace. The intent of this reflection is to give the candidate the opportunity to share his/her perceptions, for the program to gain information to use when individualizing the CASC Program, and for the Program Director to use in matching the coach to the candidate.

Phase 2: Program Expectations (work completed in two years)

The candidate's performance expectations will be assessed through multiple measures including the following:

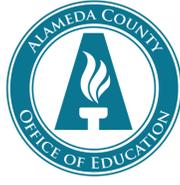
- Self-assessments (initial, benchmark, and final) with input from the coach to measure proficiency growth on the CPSEL
- An examination of the candidate's success in reaching goals on the ILP, assessed by the coach and using data, artifacts, and reflections
- Leadership Learning Goal – written SMARTER
- Participation in the coaching process (coaches' logs are used to verify coaching sessions)
- Formal and informal individualized comments and feedback from coach
- Record of artifacts, evidence, and documents providing examples of candidate's efforts and accomplishments
- Completion of 20-30 hours of professional development annually using verification of attendance documents
- Self-assessment in written reflections
- Creation and review of digital portfolio



Phase 3: Program Monitoring and Completion Phases (end of year one, end of program)

The identified steps for candidates to receive certification upon completion of the program are as follows:

- Increased proficiency on the CPSEL, an average of three on each of them
- Successful completion of the ILP
- Participation in the coaching process (coaches' logs are used to verify coaching sessions)
- Completion of required professional development hours
- Digital portfolio contains all required documents (complete list of requirements on page 27) and evidence for successful completion of the CACP (the coach monitors progress on the digital portfolio on a regular basis during the two-year period)



Phase One: Admission Requirements

Step 1: Program Application

Candidates must completely fill out the program application. This will contain all the information that ACOE needs to determine eligibility into the program. The candidate should have the following information available while filling in the application:

- Personal contact information
- Educational experience
- Professional experience
- Document number of the preliminary credential, along with a screenshot or printout from CCTC or certificate of eligibility number
- Employment information

Step 2: Enrollment forms

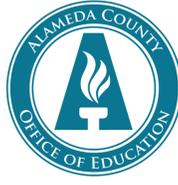
Verification form

CCTC requires that candidates be in an administrative position for two years in order to be recommended for clearing the credential. The *Verification of Two-Year of Administrative Employment* form (see Appendix N) must be printed on district letter head or similar information included in a letter signed by the Assistant Superintendent of Human Resources or a designee.

Financial Obligation Forms

- Candidate Commitment form:** Through this form, the candidate acknowledges responsibility for participation in the program, including the cost. Candidates indicate how the program will be paid. If an employer will take on partial or full obligations, the form must indicate the name and contact information of the person responsible, as well as a signature of the authorized representative. A *purchase order* number must be received by ACOE prior to final enrollment.
- Payment options and schedule:** The candidate reviews the *payment options and schedule* and determines how the program will be paid.
- Credit card form:** The *credit card form* can be filled out to delineate automatic payments on the credit card (based on the selected payment schedule).

There is a \$500 non-refundable deposit (applied to the full program cost) to process the forms. Without this deposit, a coach will not be assigned.



Step 3: Review of documents

The program director will review all documents submitted to ensure that the candidate qualifies for participation in the program.

During this process a coach is matched to the candidate based on position, population, setting, proximity, or other criteria. Once approved, a welcome letter is sent to the candidate with the requirements for Phase Two of the program.

Step 4: Coaching begins

Within 30 days of receiving the welcome letter, coaching will begin. The candidate will receive from ACOE an brief email with the contact information for their assigned coach.

Coaches and candidate may request a reassignment if the coaching match is not a good fit. The coach and candidate should first try to resolve any conflicting issues between themselves, however, the candidate or coach may contact the program director, in writing, at any time to request a change. The written request should include the reason why the request is being made, this will allow possible similar conflicts in the reassignment.