Candidate Eligibility

→ Candidates must have verification of an offer of employment in an administrative position in an employing agency as defined in Title 5 of the California Code of Regulations section 800 (g) (1).
→ Candidates must have one of the following with CCTC
  ⇒ Valid Preliminary Administrative Services Credential
  ⇒ Certificate of Eligibility (to be converted ASAP)
  ⇒ Variable Term Waiver (COVID – 19 provisions)

Candidate Application

Step One: Local Program Coordinator Advisement

→ Candidates contact a Local Program Coordinator for an advisement meeting

  Local Program Coordinator and Candidate Advisement Topics

  Coach Match & Needs
  Professional Development
  Credential Pathway
  Program Outcomes
  Local Program Coaching Fees

Step Two: Candidate Completion of Application

→ Candidate completes the online application on ACSA website

  Credentialing

  Overview
  Preliminary Administrative Credential Program
  Clear Administrative Credential Program

  ACSA Clear Administrative Credential Program Application: 2020-2022

→ Candidate uploads Verification of Administrative Employment Form
→ Candidate uploads a copy of their credential

Acceptance

→ Local Program Coordinator notifies ACSA of coach match and availability
→ ACSA sends acceptance letter to candidate and local program coordinator
→ ACSA sends candidate Acceptance Survey to candidate with acceptance letter

Registration and Enrollment

→ Candidate registers through CVENT invitation indicating payee for program fees.
→ Request for purchase order form required if employer pays for program fees.
→ Learning Management System access granted with coach assignment.