



Clear Administrative Credential Program

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

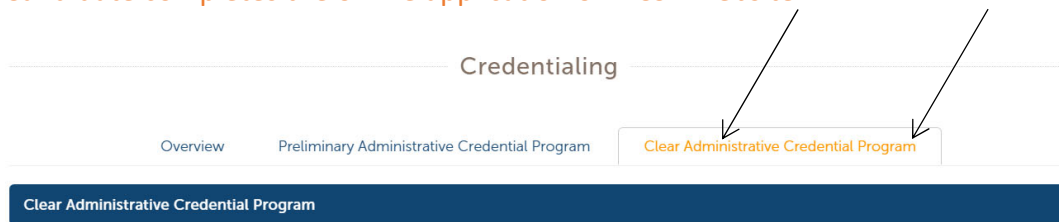
- Candidates contact a Local Program Coordinator for an advisement meeting

Local Program Coordinator and Candidate Advisement Topics



Step Two: Candidate Completion of Application

- Candidate completes the online application on ACSA website



- [ACSA Clear Administrative Credential Program Application: 2020-2022](#)

- Candidate uploads **Verification of Administrative Employment Form**
- Candidate uploads a copy of their **credential**



The form is titled 'Verification of Administrative Employment' and includes the following fields:

- Personal Information: Applicant's Full Legal Name: _____
- Employing Agency: _____
- Position of Administrative Position: _____
- Date Initial Employment in an Administrative Position is to begin: _____

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.