



Clear Administrative Services Credential (CASC) Program FAQ

- Q** What requirements does CASC satisfy?
- A** CASC is designed to develop the professional competencies of practicing educational leaders. This program is Fieldwork / Evidence of Competency based and is in full compliance with the CTC requirements. Candidates will be required to demonstrate critical standards based knowledge, skill and abilities through formative and summative assessments.
- Q** Who should enroll in CASC?
- A** Educational Administrators who currently hold a Preliminary Administrative Credential who are interested in clearing their Administrative Credential.
- Q** What are the program costs?
- A** There are 12 courses within the CASC program. Tuition for CASC is \$650 per course. Fees are assessed 2 weeks prior to the session start.
- Q** Is CASC eligible for Financial Aid?
- A** No.
- Q** What are the candidate admissions requirements for CASC?
- A**
- Verification of Employment- Must be currently in an Administrative position
 - Proof of Preliminary Clear
 - Must be a California resident
- Q** What sessions is the program offered?
- A** CASC is offered every session on rolling admissions.
- Q** Is there an admissions deadline for CASC?
- A** Yes, students must be admitted no later than 5 weeks prior to the start of each session. This allows the Induction Coach to be hired, onboarding activities to be complete, and CASC orientation attended.
- Q** How Do I apply for CASC?
- A** Students interested in applying will fill out the standard online application and select CASC.

- Q** I've only completed one year as an administrator, can I still register in the program?
- A** Yes, all that is required is that you provide verification of your employment and your preliminary clear.
- Q** Why can't I find CASC courses on the registration page?
- A** Students enrolled in CASC will be manually registered by The School of Extended Education.
- Q** Because this is a fieldwork program, is each course "self-paced"?
- A** No, CASC and course learning objectives are closely aligned to meet the CPSELs. The specific course activities and tools are used to properly document the coaching experience and the ongoing development of your Induction Portfolio. The Blackboard shell serves as the locations for loading completed tools and artifacts and as a communication tool between the candidate and Induction Coach.
- Q** How many hours/week will I need to allot for this program/course?
- A** There are 40 hours/year of coaching required. This averages out to be approximately 4 hours/month for 10 months when two coaching sessions of about 2 hours each are planned for each month. Outside of the coaching hours, the amount of time spent reflecting, planning for administrative duties, and communicating with the Induction Coach will vary from one candidate to another.
- Q** Can CASC courses be taken simultaneously?
- A** No, the course sequence is taken over 2 years. You will be continuously enrolled in the 12 courses that accompany your fieldwork and coaching.
- Q** What is the course drop policy for CASC?
- A** The program follows the standard UMass Global drop policy.
- Q** What if I plan to pursue an Ed.D in Organizational Leadership, can I still enroll in the Clear Administrative Services Credential program as well?
- A** Yes, after being offered admittance to the Ed.D program and identifying that you would like to also pursue CASC, enrollment coaches will work with you to provide the necessary documentation for admittance into CASC.
- Q** Does the program offer Professional Development to meet the CTC requirement? If so, what does this consist of?
- A** When you and your Induction Coach determined what PD will be a part of your Individualized Induction Plan, you will have the opportunity to choose from our self-paced online Directed Study courses and other PD opportunities. These offerings span leadership competencies as well as instructional methodologies and other topic areas.

Q What if I need to stop-out or pause the program due to acceptable life events?

A A stop out of course work or participation is considered on a case-by-case basis. Please refer to the UMass Global Academic Catalog for further details regarding Interrupted Enrollment.

Q Can I begin the courses if I have not been admitted?

A No, all students must be fully admitted before beginning the program.

Q Can UMass Global provide me with an Induction Coach?

A Yes, after your initial advising appointment and response to our induction coaching preference questionnaire we will pair you with a vetted CASC induction coach.

Q What if I have someone in my district who can be my Induction Coach?

A We believe there are benefits from having diverse perspectives and we encourage candidates to be paired with a UMass Global induction coach. If you are in a very small district and/or very remote district, then we would consider hiring a preferred site-based coach. Your identified site-based coach will be invited to apply for the induction coach role. He/She will need to meet the Induction Coach requirements and if approved will be hired by UMass Global in order to properly access the courses on Blackboard and successfully facilitate the candidate/coaching experience and responsibilities.

Q What UMass Global department should be contacted regarding additional questions?

A Contact our enrollment coaches at enroll@umassglobal.edu or 800-746-0082.