



Leadership Institute of Riverside County Clear Administrative Services Credential Program

Acknowledgement and Agreement to the Role and Responsibilities of the CASC Candidate

- I understand the time commitment for CASC involves making regular contact with my coach and calendaring at least one face-to-face monthly meeting as well as other contact via phone, email, or other online venue. This will involve a **minimum** of 40 hours per year.
- I understand the time commitment to attend orientation and participate in the IIP Reflection Presentation Meeting once per year. I also understand that if I miss an IIP Reflection Presentation Meeting, I must make it up, which could result in a delay in the completion of the program.
- I commit to uploading the portfolio requirements to my Google Drive based upon the deadlines set forth by the Portfolio Requirement Due Dates calendar. I understand that my portfolio will be monitored based upon the Portfolio Requirements Due Dates and I will be notified of my portfolio status by my coach. Failure to meet the due dates, especially the due date for completion of the IIP, may result in my participation in the program being suspended.
- I understand that if my work is continually late or does not meet standards, the CASC Academic Review Committee (ARC) will meet to determine next steps, including improvement plans and interventions. If interventions are not successful, the ARC may recommend that my participation in the program be terminated.
- I understand that my CASC Program fees must be paid monthly for 10 months after starting the program or paid in full within seven days of being accepted into the program. I further understand that my failure to do so may cause me to be suspended and/or dropped from the program.
- I understand that my failure to pay Year One of my program fees in full will prevent me from starting Year Two. I further understand that if Year Two fees have not been paid in full I will not be recommended to the CTC for my Clear Administrative Services Credential.
- I understand that any photographs taken and/or video recorded during the presentation meetings or coaching sessions become the property of the Riverside County Office of Education and may be included in promotional materials.
- I acknowledge that I have read and understand the CASC Handbook.
- I have read the above release statements and agree to the content.

Printed Candidate Name

Signature

Date

Signature CASC Director

Date