



Leadership Institute of Riverside County Preliminary Administrative Services Credential Program

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

- _____ I understand the time commitment for PASC involves attending one all-day Saturday class per month as well as completing all online assignments, leadership observations, and fieldwork assignments, including those for the California Administrator Performance Assessment (CalAPA), by the assigned due dates.
- _____ I understand that I must pass the CalAPA in order to receive a Preliminary Administrative Services Credential. If I do not pass the CalAPA the first time it is submitted, the PASC program personnel will coach me in re-taking the test one more time. After that, I may continue to take the test (without RCOE support) until I have passed it. According to statute, I have two years to complete the program and be recommended for the credential.
- _____ I understand that any absences from class sessions must be approved ahead of time by the instructor and the program director unless it is an emergency, in which case I will provide notification of the reason for the absence as soon as possible. I also understand that a missed class session must be made up in whatever way is determined by the course instructors with the approval of the program director.
- _____ I understand that all work for a particular course must be submitted by the due date before the next course starts. If the work is not submitted by the due date, I will be asked to attend the subsequent course with the next cohort. This will result in a delay in the completion of your program and a program extension fee of \$500.
- _____ I understand that if my work does not meet standards, I will be required to revise it until it meets standards.
- _____ I understand that if there is a pattern of work that does not meet standards or a pattern of coming to class late or leaving early, the 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 PASC Program fees must be paid according to the guidelines set forth in the payment plan I signed as a part of my PASC application. I further understand that failure to do so may cause me to be suspended and/or dropped from the program.

_____ I understand that I will not be recommended to the CTC for my Preliminary Administrative Services Credential unless all program requirements have been met and my program fees paid in full.

_____ I understand that any photographs and/or video during class 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 PASC Handbook.

_____ I have read the above release statements and agree to the content.

Printed Candidate Name

Signature

Date

Signature ASC Program Director

Date