



Orange County Department of Education
Institute for Leadership Development
 Clear Administrative Services Credential Program



Candidate Letter of Commitment

I, _____, certify that I wish to participate in the Orange County Department of Education (OCDE) Administrative Services Clear Credential Program. I have read the candidate responsibilities identified below and understand the 2-year completion requirement.

Responsibilities as an OCDE Clear Credential Program Candidate:

- Review my eligibility for the Clear Credential program with the ILD Coordinator.
- Develop a thoughtful relationship with my Coach characterized by openness, collaboration and reflection.
- Participate in 3-6 on-site coaching sessions with my ILD Leadership Coach each month.
- Complete the three (3) OCDE Clear Credential Program Initial Assessments within 90 days of enrollment.
- Develop collaboratively with my ILD Leadership Coach, on the OCDE Clear Credential Program Individual Learning Plan (ILP) that includes 1-2 SMART goals with a supporting Action Plan(s).
- Create a professional portfolio that documents the professional growth and candidate competencies as defined by CPSEL’s and the Institute for Leadership Development competencies.
- Submit professional portfolio for a biannual review.
- Regularly utilize the ILD Virtual Environment to network with professional colleagues and experts in the field, access program resources, register for professional development events, and monitor progress towards program completion.
- Participate in all required *Learning to Lead* seminars and professional development that is identified in my ILP.
- Participate in an Exit Presentation.
- Communicate questions and/or concerns about the OCDE Clear Credential Program with the Program Coordinator and/or my ILD Leadership Coach.
- Participate in the program evaluation process (both program and State generated surveys), comply with Consortium reporting procedures, complete and submit all required program documents.
- Grant permission to OCDE to collect relevant documentation needed to submit the recommendation for my Professional Clear Administrative Credential.

 Candidate’s Name (Please Print)

 Candidate’s Signature

 District

 Date