

Appendix A-5

Clear Administrative Services Credential Program

1. Form Appendix A-1 [Handbook Receipt](#)
Read the handbook, sign that you have read, and submit to soeforms@pointloma.edu
2. Form Appendix A-2: [University Coach/Candidate Agreement](#)
Submit to soeforms@pointloma.edu
3. Form Appendix A-3: [Qualifications & Responsibilities of District Mentors](#)
Read and agree
Form Appendix A-3: [District Mentor Agreement](#)
Submit to soeforms@pointloma.edu
4. Form Appendix A-4: Superintendent Mentor Approval Letter
Submit to soeforms@pointloma.edu
5. Employment Verification Letter
Submit to soeforms@pointloma.edu
6. Taskstream Account Activated
Contact soeassessment@pointloma.edu
7. FERPA Training
Submit to soeforms@pointloma.edu