



Ceres Induction Program

Process to Verify Candidate Requirements for Enrollment



Once the new administrator has signed their contract in Personnel, the credential analyst will verify that the new administrator has either a [Certificate of Eligibility or a Preliminary Administrative Services Credential](#). When the contract and confirmation of credential (or certificate) is completed, the credential analyst will contact the induction program administrator via email regarding the new administrator needing to be enrolled into the administrator induction program. The credential analyst will also indicate whether the candidate has a [Certificate of Eligibility or a Preliminary Administrative Services Credential](#). If the candidate has a Certificate of Eligibility, the credential analyst will also communicate with the induction program administrator what is needed for the candidate to obtain their preliminary credential.

The induction program administrator also has access to the [newly hired to the district spreadsheet that also has information about new administrators](#). This spreadsheet is monitored frequently by the induction program administrator to ensure that all new hires are placed in the induction program as needed.