

**Narrative of Process Used to Verify
Possession of Preliminary Administrative Services Credential
And
Verification of an Offer of Employment in an Administrative Position**

Upon being hired in an administrative position, the Ceres Unified School District Credential Analyst will communicate via email with the Induction Program Administrator and staff with the name of the candidate to be enrolled into the administrative induction program if they are in possession of the preliminary credential. If the new administrator only has the Certificate of Eligibility, the process to upgrade to the preliminary credential is explained by the credential analyst.

Induction program staff will contact the newly hired administrator to schedule an [intake meeting](#) with the Induction Program Administrator. At that time, the Induction Program Administrator [verifies the credential held by the candidate](#). During the intake process, the candidate will be informed of the process to clear their administrative credential and complete intake information and candidate agreement forms.

Verification of employment is confirmed via the shared [“Newly Hired”](#) sheet to which the Induction Program Administrator has access.

All eligibility documents are tracked by the district credential analyst.