
Clear Administrative Services Credential Program

This form is required as part of the Clear Administrative Services Credential program. Candidates must submit verification they currently hold a position requiring a preliminary Administrative Services Credential. Verification should be provided from their current employer.

The completed form OR verification on district/employer letterhead may be submitted by one of the following methods:

- Mail: UMass Global (Attn: Office of Admission) 16355 Laguna Canyon Road, Irvine, CA 92618
- Emailed to: apply@umassglobal.edu

Candidates Name:

Last Name: First Name:

Title of Candidates Administrative Position:

Dates of Initial Employment in an Administrative Position:
(MM/DD/YYYY)

Employing Agency:

Name of the Employing Agency:

Mailing Address:
Address (Line 1)

Address (Line 2)

City: State: Zip Code:

County of Employment: Phone:

Supervisor Name:

Name of Immediate Supervisor:

Official Title:

Employment Verification:

Name of Employer or Designee:

Title of Employer or Designee: Official Title:

Signature of Employer or Designee: Date

*Position must be verified by the Human Resources Office of Employing Agency