



Administrative Services Credential (ASC) - Application Form

Part I – Applicant Information

Last Name		First Name		Middle Initial	SSN
Maiden or other names used		Date of Birth		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Street Address		City		State	Zip
Daytime Phone Number	Evening Phone Number		E-mail address (to receive application receipt)		

Part II – Applicant Background Information (This section must be fully completed, incomplete applications will be returned to sender unprocessed).

1. Have you ever been charged or convicted of a felony or ANY crime involving dishonesty, a controlled substance or any crime involving children?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Have you ever had any type of instructor, service provider or administrator license denied, suspended, or revoked in any state?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, which State/Jurisdiction: _____, and what action was taken: <input type="checkbox"/> Suspended <input type="checkbox"/> Revoked <input type="checkbox"/> Denied	
3. Is any disciplinary action pending against you in any state regarding an instructor, service provider or administrator license?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Have you ever been dismissed from any position due to immoral or unprofessional conduct?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Remember, you must attach a copy of your individual arrest and criminal history report that has been completed within the previous 60 days. The process to obtain your report is outlined on the back page of this application form.	

*If you answered 'YES' to any of these questions, you must attach a letter of explanation and copy of the official court and/or hearing proceeding documents indicating judgment and disposition of each offense from the presiding court or judicial office or entity. Failure to submit the requested documentation shall cause your application to be denied.

Part III – Applicant Educational Information

Name of Institution Attended	State	Type of degree earned	Degree date (mo/yr)	Major or Program completed

Please indicate the type of license for which you are applying: Regular ASC Transitional ASC

Part IV – Applicant consent and affirmation

By checking this box, I hereby authorize the OSSE to share or obtain any information regarding this application with a previous, current, potential employer, or other licensing entity for use in this application process.

By my signature, I certify that the information listed on this form is accurate, complete and true. I understand that any finding of misrepresentation may result in the denial and/or revocation of my application and/or license/certificate.

_____ and _____
Applicant Signature Date

FOR OFFICE USE ONLY

Money Order #	Amount	Date received	Received by	
Subject	License Type	Result	Effective Date	Evaluator

Application Packet Documentation Checklist

You must submit the following to have a complete application packet:

- Fully completed application form bearing all original signature(s).
- Application processing fee of \$50.00 in the form of a money order or cashier's check for each subject area evaluation being requested. Fee(s) must be made payable to: DC Treasurer. **NO PERSONAL CHECKS OR CASH ARE ACCEPTED!!!**
Application processing fee(s) are NON-REFUNDABLE, even if the final determination of the application does not result in the issuance of a license.
- Official transcripts or student issued transcripts sealed in a university or college envelope from ALL institutions where a degree was earned and where applicable coursework has been completed.
Photocopies of transcripts, grade reports or unofficial transcripts will not be accepted.
- If you completed a state-approved educational administration program outside of the District of Columbia, you must attach an "Out of State Approved Program Verification Form" completed by the School of Education at your institution of higher education (IHE), or an official of the state-approved program (non IHE-based).
- Official ETS score report verifying a passing score on the School Leaders Licensure Assessment (SLLA). Only applicants for a Transitional Administrative Services Credential (ASC) may not have a passing SLLA score.
- Copy of the front and back pages of your valid school administrator license, if applicable. Applicants for a Transitional ASC must have a valid out-of-state school administrator's license.
- Official verification of applicable work experience, completed by the Office of Human Resources in the state or jurisdiction where services were provided.
- An official copy of your arrest and criminal history record that has been issued within the previous 12 months.
Please note that current employees of DC Public Schools (DCPS) and those being hired by DCPS (who have completed the fingerprinting process) may obtain clearance records from the DCPS Office of Human Resources. Otherwise, please visit our website for instructions regarding Criminal Background Procedures for All Applicants.

INCOMPLETE APPLICATIONS WILL BE RETURNED TO SENDER UNPROCESSED.

Return complete application packets to:
OSSE – Division of Elementary and Secondary Education
Educator Licensure and Accreditation
810 First Street, NE 5th Floor / Washington, DC 20002
Questions? Please contact: educator.licensurehelp@dc.gov

PLEASE NOTE THAT THIS OFFICE CANNOT MAKE COPIES OF ORIGINAL DOCUMENTATION SUBMITTED WITH YOUR APPLICATION. YOU MUST REQUEST ADDITIONAL TRANSCRIPTS, TEST SCORE REPORTS OR OTHER OFFICIAL DOCUMENTS FROM THE ISSUING ENTITY AND/OR MAKE COPIES PRIOR TO SUBMITTING AN APPLICATION PACKET.