

Waivers

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Waivers

Variable Term Waiver (VTW)

Allows LEA's time to fill an assignment – LAST RESORT

Provides educators time to complete the requirements for the credential that authorizes the service.

Short Term Waiver (STW)

Local Level via LEA and COE

Unanticipated, immediate, short term organizational need that requires teacher consent for Educator to teach outside of their credential authorization

Variable Term Waivers

- Document issued for employers as last resort to cover assignments when a FULLY credentialed teacher is NOT available for the assignment
- It allows the employer to fill the assignment while searching for a FULLY credentialed teacher
- Allows the waiver holder additional time to meet or complete requirements to meet eligibility towards an emergency permit or a full credential

Variable Term Waivers

Employer's Criteria:

- Governing Board Approval/Public Notice
- Recruitment Efforts (low incidence areas)
- Restricted to Employer
- Renewable if progress is made

Requirements that can be Waived

- Basic Skills Requirement
- Experience
- Program

Waiver – Single Subject

Eligibility:

- Minimum of 12 semester units of course work in the subject area to be listed on the waiver
- Science: 12 semester units in science with at 9 semester units in the specific area requested and an additional 3 semester units in any other science area
- Foundational Level General Science: 12 semester units – A minimum of one course in each of the following four science areas:
 1. Biological Science
 2. Chemistry
 3. Geoscience
 4. Physics

Waiver – Multiple Subject

Eligibility:

Minimum of 8 semester units of course work in at least 4 of the subject areas below:

| | |
|------------------|------------------------|
| Language Studies | Science |
| Literature | Humanities |
| History | Visual/Performing Arts |
| Social Science | Physical Education |
| Mathematics | Human Development |

Waiver – Education Specialist

Eligibility:

- 1) Two years of full-time classroom experience working with students with exceptional needs
- 2) A minimum of 6 semester units of course work in special education OR in a combo of special education and regular education course work
- 3) Meet the coursework requirement for a Multiple Subject Waiver
- 4) Meet the coursework requirements for a Single Subject Waiver

Other Waiver Types

| | |
|------------------------------------|---------------------------------------|
| Pupil Personnel Services | 30-day Substitute |
| Administrative Services | Adapted Physical Education |
| Designated Subjects | Speech Language Pathology |
| Teacher of English Learners (CCSD) | Clinical and Rehabilitative Services |
| Teacher Librarian | Special Education Added Authorization |
| Bilingual Authorization | Driver's Education |
| Reading and Literacy Specialist | |

Application Materials

Waiver applications must be submitted via employing agency (employer driven documents) via paper application.

The application form must indicate “Employing Agency Information”.

Waiver requests that are received within the 90 days submission timeframe that meet the waiver criteria will be granted.

Application Materials

Submit the following:

- Variable Term Waiver [\(WV1\) Application Form](#)
- Fingerprints – Copy of the Certificate of Clearance OR copy of another CTC issued permit or credential
- Official Transcripts verifying BA or higher degree (if applicable)
- Verification of BSR and applicable course work or experience (if applicable)
- Public Notice/Board Approval
- Recruitment efforts are required for low incidence areas
- Money Order or Cashier's check for \$100.00 payable to CTC
- [Temporary County Certificate Form](#)

Application Materials

Exemption from Waiver Fee

Individuals who hold a valid non-emergency teaching or service credentials based on a baccalaureate degree from a regionally accredited institution and completion of a professional preparation program that included student teaching or practicum are EXEMPT. No application processing fee required.

These do NOT qualify for the fee waiver:

| | |
|--|-------------------------------------|
| Provisional Internship Permit (PIP) | Child Development Permits |
| Short Term Staff Permit (STSP) | Emergency 30-day Substitute Permits |
| Designated Subjects Teaching Credentials | |

Application Materials

Application must indicate the appropriate Education Code or the Title 5 Section that is being waived.

Appendix B

List of Education Codes and Title 5 Sections That May Be Waived

| <u>Section Number</u> | <u>Brief Description of Section</u> |
|-----------------------|---|
| EC §44252(b) | BSR (Basic Skills Requirement) for a Credential or Permit |
| T5 §80021.1 | Requirements for Initial Issuance of the Provisional Internship Permit (Single Subject, Multiple Subject, Education Specialist) |
| EC §44265 | Professional Preparation Program for a Specialist Instruction Credential in Special Education, Reading, etc. |
| EC §44268 | Professional Preparation Program for the Clinical or Rehabilitative Services Credential in Audiology and Orientation and Mobility |
| EC §44265.3 | Professional Preparation Program for the Speech-Language Pathology Services Credential |
| T5 §80046.1 | Professional Preparation Program for an Adapted Physical Education Credential |
| EC §44266 | Professional Preparation Program for a Pupil Personnel Services Credential |
| EC §44269 | Professional Preparation Program for a Library Media Teacher Services Credential |
| EC §44270 | Professional Preparation Program for a Preliminary Administrative Services Credential |
| EC §44253.3 | Certificate or Credential to Provide Instruction to Limited English Proficient (LEP) Students |
| EC 44260(a) | Experience Requirement for the Designated Subjects Vocational |
| EC 44260.2(a) | Experience Requirement for the Designated Subjects Adult Education Teaching Credential |
| EC 44260.4 | Course Work Requirement for Designated Subjects Credential in Driver's Education and Training |

Subsequent Waiver – Application Materials

- A copy of the educator's personnel evaluation
- Official transcripts – must reflect courses completed since the issuance of the previous waiver
- Progress letter from Designated Subjects program for CCSD
- Program Admittance letters for service credentials (if applicable)
- Basic Skills Requirement – exam results or college courses showing progress towards meeting requirement (Evidence of test prep courses)

CREDENTIAL WAIVER REQUESTS -- CHART OF CRITERIA

Waiver requests are first reviewed to see if they meet the Commission approved **GENERAL CRITERIA**:

- Recruitment verified
- Credential goal in high incidence areas
- Explanation of why person is the best qualified for the position
- Not just correcting a misassignment
- Person will have ongoing support and assistance by the district

In addition, requests for services credentials are reviewed for:

- The position is in a low incidence area
- The person has special skills or experience in the area
- The person is enrolled in the appropriate program

In addition, each evaluation for a subsequent waivers includes the following:

- Employing agency's continuing need
- Evaluation of the applicant's performance
- Support the employer provided to the applicant
- Applicant's efforts to either pass an examination or take appropriate course work
- How far the applicant is from the credential goal
- Extenuating/extraordinary/unanticipated circumstances

| WAIVER TYPE | FIRST TIME | | SUBSEQUENT | | Third CBEST Waiver |
|--|--|---|---|--|--|
| | GRANT | DENIAL | GRANT | DENIAL | |
| CBEST (Basic Skills Requirement) Applicant who held a One-Year Nonrenewable/or preliminary credential based on out of state or out of country program must meet same criteria but gets only two years on the BSR waiver. | <ul style="list-style-type: none"> ▶ meets all general criteria & ▶ no opportunity to take CBEST or passed one or more sections & ▶ employer will provide access to remediation & ▶ if taken, evidence of plan to remediate & ▶ if taken for single subject in English, passed reading & writing sections or if taken for single subject in Math or Science, passed math section <p>Condition: Take CBEST twice and pass one section</p> | <ul style="list-style-type: none"> ▶ single subject in math or science failed math section or ▶ single subject in English failed reading and writing sections | <ul style="list-style-type: none"> ▶ meets all general criteria & ▶ justification, support and public notice form employer & ▶ personnel evaluation & ▶ took test twice and passed one section since last waiver issued & ▶ evidence of remediation & ▶ employer will provide access to remediation | <ul style="list-style-type: none"> ▶ did not take test twice regardless of extenuating circumstances or ▶ did not pass at least one section or ▶ for single subject in math or science failed math section or for single subject in English failed reading and/or writing sections. | For third waiver the criteria is the same as for the second, but all third CBEST waivers are approved with conditions that say: NO SUBSEQUENT WAIVER. No more than three years to pass CBEST (Basic Skills Requirement) |

| WAIVER TYPE | FIRST TIME | | SUBSEQUENT | |
|--|--|--|--|--|
| | GRANT | DENIAL | GRANT | DENIAL |
| <p>PROGRAM</p> <p>This includes needing subject matter coursework or exam for multiple or single subjects teaching permits</p> | <ul style="list-style-type: none"> ▶ meets all general criteria ▶ not a state-wide high incidence area ▶ low incidence areas of Administrative Service, Pupil Personnel Services - need & qualifications well justified by employer <p>Condition: Enrollment in credential program and 12 semester units of coursework completed or Coursework units needed to qualify for single or multiple subject teaching permits</p> | <ul style="list-style-type: none"> ▶ did not meet all general criteria or ▶ denied an appeal because did not complete renewal requirements or ▶ validation of service denied for this position or ▶ identified as misassigned and no other attempt made to correct the problem | <ul style="list-style-type: none"> ▶ justification, support and public notice/employer & ▶ personnel evaluation <p><i>Services</i></p> <ul style="list-style-type: none"> ▶ letter from IHE verifying enrollment and describing status & completed 12 semester units for program <p><i>Teaching/Emergency</i></p> <ul style="list-style-type: none"> ▶ 6 semester units toward subject matter <p>Note: For second waiver of program only, may have enrollment or course work; all subsequent waivers need both.</p> | <ul style="list-style-type: none"> ▶ did not enroll in a program or complete any coursework and has no extenuating circumstances or ▶ completed fewer than 12 semester units for program |
| WAIVER TYPE | FIRST TIME | | SUBSEQUENT | |
| <p>CBEST (Basic Skills Requirement) & PROGRAM</p> <p>If waiving CBEST and program, the CBEST conditions must be met first</p> | GRANT | DENIAL | GRANT | DENIAL |
| | <ul style="list-style-type: none"> ▶ same as initial CBEST | <ul style="list-style-type: none"> ▶ same as initial CBEST | <ul style="list-style-type: none"> ▶ same as initial CBEST plus 3 units | <ul style="list-style-type: none"> ▶ did neither CBEST nor course work & no extenuating circumstances or ▶ completed fewer than 12 semester units for program |

| TYPE OF WAIVER | FIRST TIME | | SUBSEQUENT | | Note |
|----------------|---|--------|--|---|---|
| | GRANT | DENIAL | GRANT | DENIAL | |
| EXPERIENCE | <ul style="list-style-type: none"> ▶ meets all general criteria ▶ has letter from IHE describing status as needing only experience to qualify for credential goal | N/A | <ul style="list-style-type: none"> ▶ completed one full year of experience required for credential goal | <ul style="list-style-type: none"> ▶ did not complete any experience toward credential goal & no extenuating circumstances | <p>For Administrative Services, four summers equal one year</p> <p>For Resource Specialist, two summers equal one semester in regular classroom</p> <p>Can also accumulate part-time experience</p> |

EACH WAIVER REQUEST THAT DOES NOT SUBSTANTIALLY MEET THE CRITERIA OUTLINED ABOVE MAY BE DENIED BY THE COMMISSION

Temporary County Certificates

- EC Code 44332 allows the County Office to issue a temporary county certificate to cover the assignment while waiting for the CTC to process the application. **Must possess the *Certificate of Clearance* or another valid document issued by CTC in order to process the Waiver and activate the Temporary County Certificate.**
- If an individual does not have fingerprint clearance on file with the CTC – the Variable Term Waiver (VTW) applicant **MUST** apply for a Certificate of Clearance

Temporary County Certificate will be issued for **six months**

- By law, it can not be valid for more than one year (or until the credential/permit applied for has been issued or denied by the CTC).
- Applications rejected/denied by the CTC will result in the inactivation of Temporary County Certificate.

Waivers - Period of Validity

Variable Term Waiver - issued with the requested effective date as determined by the employer on the form and will be valid for no more than one full school year.

Short Term Waiver – issued with the requested effective date and issued for no more than one semester.

Short Term Waivers

Approved at the local level to provide the employing agency with one semester or less to address **unanticipated, immediate, short term** organizational needs by assigning individuals who hold a **basic teaching credential** to teach outside their credential authorization, with the consent of the teacher

May be issued **once** to any individual teacher and only **once** for any given class

Short Term Waivers

All school districts (LEA's) should report the use of Short-Term Waivers to their County Office of Education

Short Term Waiver Forms are NOT submitted to the CTC

Short Term Waiver Form Application Requests do NOT result in the issuance of a CTC issued document

Short Term Waivers are approved through the County Office of Education

Short Term Waivers

Are valid for no more than one semester

To be kept on file at the district (LEA)

To be kept on file & reported to the County Office of Education (COE)

To be reported by the County Office of Education (COE) to the CTC during Annual Monitoring Reporting period

Short Term Waiver Application Materials

Submit the following:

- Short Term Waiver Form
- Copy of the valid CTC issued credential
- [Temporary County Certificate Form](#)

Resources

Waiver Questions Email: waivers@ctc.ca.gov

[Waiver Request Handbook](#) on the Credential Information Guide (CIG)

Waiver applications forms can be found in the Waiver Handbook on the CIG:

- WV1SUB Form for Sub Waivers
- WV1 FORM for all other waivers
- Short Term Waiver Form

Thank you
for
attending!