



Credential Waivers

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When to Use a Waiver

→ No Fully Credentialed Individual Available

No qualified credentialed person can be found for the assignment.

→ Applicant Does Not Meet Requirements

The applicant does not meet permit or credential requirements, but is otherwise qualified for the position.

→ Waivers Are a Last Resort

Always exhaust the credential ladder first before pursuing a waiver.

What Can Be Waived?

Program

Waiver of program completion requirements

Experience

Waiver of required years of experience

Basic Skills Requirement (BSR)

Reading, Writing and Math



When Not to Waive

Waivers are a specific tool for unique circumstances. They are not appropriate in the following situations:

Failure to Complete Renewal Requirements

A waiver cannot be granted if an individual has simply failed to complete renewal requirements for an existing permit or credential.

Previously Held Credential

If an applicant previously held the required permit or credential, even if it has since expired, a waiver is generally not applicable.

Stepping Down the Credential Ladder

Waivers are for obtaining authorization where none exists, not for moving to a lower-level credential if a higher one is held.



The Credential Ladder

Always work down this list — waivers are the **last resort**.

1. Teaching Credential
2. Emergency Permits
3. Internship Credential
4. Provisional Internship Permit (PIP)
5. Short-Term Staff Permit (STSP)
6. **Waiver (last resort!)**

Waiver Types Overview

STATE LEVEL

Variable Term Waiver (VTW)

Allows LEAs time to fill an assignment while searching for a fully credentialed teacher. Processed at the state level through CTC.

LOCAL LEVEL

Short Term Waiver (STW)

Addresses unanticipated, immediate, short-term organizational needs with teacher consent. Processed at the LEA and COE level.



Variable Term Waiver (VTW)

- **Last resort** to cover assignments when a fully credentialed teacher is NOT available
- Allows the employer to fill the assignment while continuing to recruit
- Gives the waiver holder additional time to meet eligibility for an emergency permit or full credential
- **Renewable** if satisfactory progress is demonstrated

VTW — Employer Requirements

Governing Board Approval & Public Notice

Required for all Variable Term Waiver applications.

Documented Recruitment Efforts

Required for low-incidence areas to demonstrate good-faith hiring attempts.

Restricted to Employing Agency

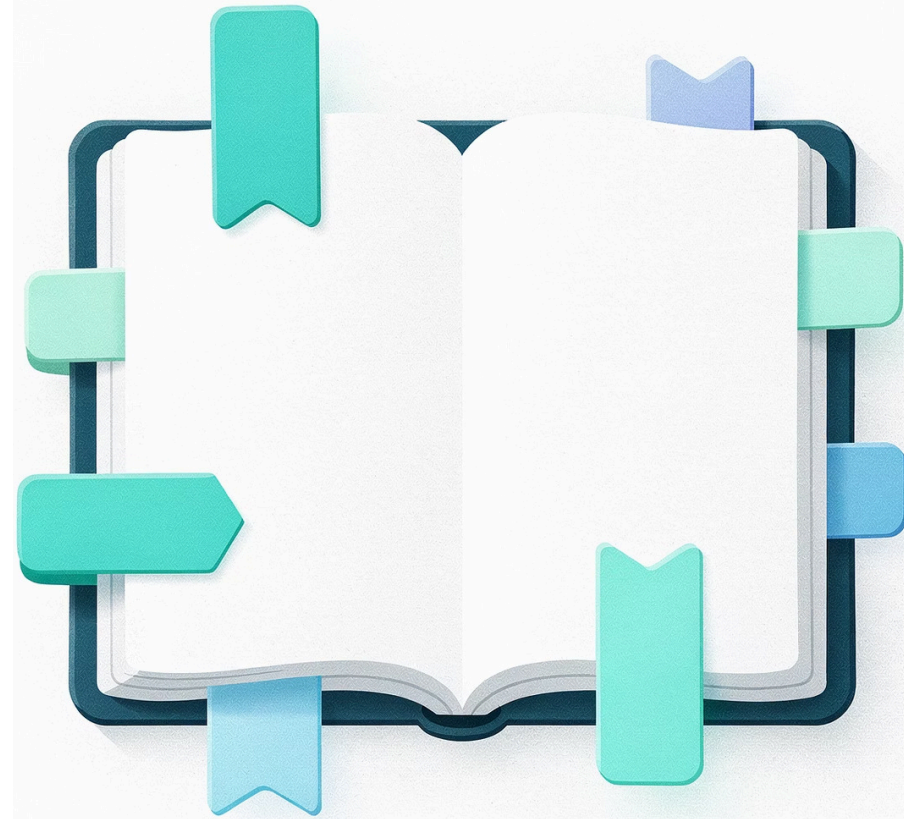
The waiver is tied to the specific agency that submitted the application.

Renewal Requires Demonstrated Progress

Educator must show progress toward the credential to qualify for renewal.

Waiver Eligibility by Type

Understanding the specific requirements for each credential waiver category



Waiver — Basic Skills Requirement (BSR)

 Applicant has not had the opportunity to take the CBEST, or has attempted but not passed all sections.

- **Math/Science waivers:** Passing score required on the math section if attempted
- **English waivers:** Passing score required on reading and writing sections if attempted



Condition on 1st Waiver

Must take CBEST at least twice and obtain a passing score of 41 in one section, OR complete an acceptable course per EC §44252.

Waiver — Single Subject

- Minimum **12 semester units** of coursework in the subject area
- **Science:** 12 units with at least 9 in the specific area + 3 in any other science area
- **Foundational Level General Science:** At least one course each in Biology, Chemistry, Geoscience, and Physics
- Bachelor's degree (or higher) and Basic Skills required



State of California
Commission on Teacher
Credentialing Certification Division

Email: credentials@cctc.ca.gov
Website: www.cctc.ca.gov

Single Subject Evaluation Worksheet for Variable Term Waivers

Name _____

Degree Major _____

Subject Requested _____

To qualify, individuals must have either a degree major in the subject area or at least 12 semester units of course work in the subject to be listed on the waiver. For a waiver in one of the science subjects, verify at least 12 semester units in science, with at least 9 semester units in the specific science area requested and an additional 3 semester units in any other science area. For a waiver in Foundational-Level General Science, an individual must verify a bachelor's or higher degree in science (does not include health science) or verify at least 12 semester units across the four science areas of biological science, chemistry, geosciences, and physics. A minimum of one course in each of the four areas is required.

For a waiver in Math, an individual must verify either a bachelors or higher degree in Math or verify at least 12 semester units in Math.

Check one:

☐ Degree major in the subject area (no course work evaluation necessary). Waiver will be for CBEST only.

☐ Course work evaluation completed (complete worksheet below)

All course work must meet the following criteria:

- Must be completed at a regionally-accredited college or university
- Must be baccalaureate degree-applicable (non-remedial)
- Must be earned with a "C" grade or higher ("Pass" and "Credit" grades meet this requirement)

Dept.	Course Number	Course Title	Semester Units	Quarter Units	Grade

TOTAL UNITS _____

WV-SS 5/2024Page 1 of 1



State of California
Commission on Teacher
Credentialing Certification Division

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

Multiple Subject Waiver Evaluation Worksheet

Name: _____ Degree Major: _____

Must have either a degree major in liberal studies or 32 semester units including 8 semester units of course work in four of the following subject areas.

All course work must meet the following criteria:

- Must be completed at a regionally-accredited college or university
- Must be baccalaureate degree-applicable (non-remedial)
- Must be earned with a "C" grade or higher ("Pass" and "Credit" grades meet this requirement)
- *If a degree major in Liberal Studies is verified, the Waiver will be only for CBEST.

Waiver — Multiple Subject

- Minimum **8 semester units** of coursework in at least **4 subject areas**
- Bachelor's degree (or higher) and Basic Skills required

Eligible subject areas: Language Studies, Literature, History, Social Science, Mathematics, Science, Humanities, Visual/Performing Arts, Physical Education, Human Development



Multiple Subject Waiver Evaluation Worksheet

Waiver — Education Specialist

Applicant must meet **one** of the following AND hold a Bachelor's degree + Basic Skills:

1. Two years of full-time classroom experience with students with exceptional needs
2. Minimum 6 semester units in special education (or combo of special ed + regular ed)
3. Meet the Multiple Subject Waiver coursework requirement
4. Meet the Single Subject Waiver coursework requirement

 Education Specialist Waiver Evaluation Worksheet



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

EDUCATION SPECIALIST WAIVER Evaluation Worksheet

Name: _____ Degree Major: _____

Select area(s) of specialization:

- ☐ Mild/Moderate ☐ Moderate/Severe ☐ Visual Impairments ☐ Physical & Health Impairments
☐ Deaf & Hard of Hearing ☐ Early Childhood Special Education ☐ Language and Academic Development

Complete the requirements in **one** of the options listed below:

- ☐ **Option 1**
Verify a minimum of two years of successful full-time classroom experience (or the equivalent in part-time experience) working with special education students. Experience as an aide is acceptable. This experience must be verified by a letter from the employing agency and included in the application packet.
- ☐ **Option 2**
Verify completion of a minimum of six semester units of course work* in special education or in a combination of special education and regular education.
- ☐ **Option 3**
Must have either a degree major in liberal studies or 32 semester units including 8 semester units of course work* in four of the following subject areas. If a degree in Liberal Studies, the Waiver will be only for CBEST.
- ☐ **Option 4**
Must have either a degree major or at least 12 semester units, of course work in a subject that can be listed on a Single Subject Waiver. When evaluating for one of the science subjects, at least 10 semester units must be in the specific science area. For Foundational-Level General Science, an individual must either verify a bachelor's or higher degree in science (does not include health science) or verify 10 semester units across the four science areas of biological science, chemistry, geosciences, and physics. A minimum of one course in each of the four areas is required. For a waiver in Math, an individual must either verify a [bachelor's or higher degree in Math](#) or verify 10 semester units in Math.

* All course work must meet the following criteria:

- Must be completed at a regionally accredited college or university
- Must be baccalaureate degree-applicable (non-remedial)
- Must be earned with a "C" grade or higher ("Pass" and "Credit" grades meet this requirement)



Waiver — Administrative Services

- BA degree
- Program enrollment or intent to complete the CPACE exam
- Must hold a clear prerequisite credential
- At least **4 years** of prerequisite experience
- Can only be issued **twice**

Waiver — Bilingual

1

Preliminary/Clear Credential Holders

Issued **one time only** for educators holding a Preliminary or Clear credential.

2

PIP, STSP, or Intern Credential Holders

Can be issued **more than once** while the educator holds a PIP, STSP, or Intern credential.

3

Subsequent Waivers

Applicant must show progress toward full bilingual authorization via coursework or exam.



Waiver — Certificate Completion of Staff Development (EL)

Certificate of Completion of Staff Development aka CCSD

Prerequisite Credential Required

Must hold the prerequisite Designated Subjects teaching credential (typically CTE).

Date Alignment

Issuance and expiration dates must align within the prerequisite credential.

Other Waiver Types



30-Day Substitute



Pupil Personnel Services



Adapted Physical Education



Reading & Literacy Specialist



Clinical / Speech Language Pathology



Designated Subjects / CTE



Special Education Added Authorization



**Driver's Education &
Teacher Librarian**

Application Materials

What you need to know about submitting waiver applications



How to Submit a Waiver Application

O1

Submitted by the Employing Agency

All waiver applications must be submitted via the **employing agency** — these are employer-driven documents.

O3

90-Day Submission Timeframe

Requests received within the **90-day submission timeframe** that meet waiver criteria will be granted.

O2

Paper Application Required

Submitted via **paper application**; must indicate "Employing Agency Information" in the file box.

O4

Cite the Correct Education Code

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

Initial Application Materials (VTW)

- Variable Term Waiver ([WV1\) Application Form](#))
- Fingerprints — Copy of Certificate of Clearance OR
- another valid CTC-issued permit or credential
- Official Transcripts verifying BA or higher degree (if applicable)
- Verification of BSR and applicable coursework or experience (if applicable)
- Public Notice / Board Approval; Recruitment efforts (low-incidence areas)

Application Fee

\$100.00 Money Order or Cashier's Check only - payable to CTC. See fee exemption details for qualifying credentials.



Waiver Fee Exemption

- ✓ Individuals holding a **valid non-emergency teaching or service credential** based on a baccalaureate degree and completion of a professional preparation program (including student teaching/practicum) are **EXEMPT** from the \$100 fee.

- ✗ **These do NOT qualify for the fee exemption:**

PIP, Child Development Permits, STSP, Emergency 30-Day Substitute Permits, Designated Subjects Teaching Credentials



Application Materials

Application must indicate the appropriate Education Code or 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 Application Materials (VTW Renewal)

1	WV1 Application Form Variable Term Waiver application form, completed and signed.
2	Public Notice / Board Approval Renewed governing board approval and public notice documentation.
3	Performance Evaluation Satisfactory or better rating required from the employing agency.
4	Supporting Documentation Official Transcripts, passing exam verification, Progress Letter from Program, or Program Admittance letters.
5	Fee: \$100.00 Money Order or Cashier's Check payable to CTC.

Temporary County Certificates

Issued Under EC §44332

Issued by County Offices to cover an assignment while awaiting CTC response.

Certificate of Clearance Required

Applicant must possess a Certificate of Clearance or another valid CTC-issued document to activate.

Valid Up to One Year

Valid for no more than one year, or until the credential/permit is issued or denied.

Inactivation on Denial

Applications rejected or denied by CTC will result in inactivation of the Temporary County Certificate.





Short Term Waivers

Local-level solutions for immediate, unanticipated staffing needs

Short Term Waivers — Overview

Purpose Local-level option to address unanticipated, immediate, short-term organizational needs.	Teacher Consent Required Requires the consent of the teacher before the waiver can be issued.	Strict Limits May be issued once to any individual teacher and once for any given class — for one semester or less .
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Short Term Waiver — Eligibility & Process

Eligibility

Educator must hold a **teaching credential** based on a bachelor's degree and teacher preparation program including student teaching.

 **Note:** Short Term Waiver applications do NOT result in the issuance of a CTC document.

Process

- Submitted to the **County Office of Education**
- County Office reports Short Term Waivers to CTC during **Annual Assignment Monitoring**

Short Term Waiver — Application Materials

Submit the following to the County Office:

- 1 Short Term Waiver Form**
- 2 Copy of the Valid CTC-Issued Credential**
- 3 Temporary County Certificate Form**



General Reminders

- **Expiration date** = end of school year
- Do **not** submit a waiver application and a 41-4 application together
- **90-day rule:** Applications may be backdated up to 3 months
- Applicant must hold a valid **Certificate of Clearance**
- Include **all supporting documentation** when submitting — incomplete applications cause delays



Resources & Contact Information



Waiver Forms

WV1SUB Form
(Substitute Waivers)

WV1 Form (all other
Waivers)

Short Term Waiver
Form

All forms can be
found in the Waiver
Handbook on the CTC
website



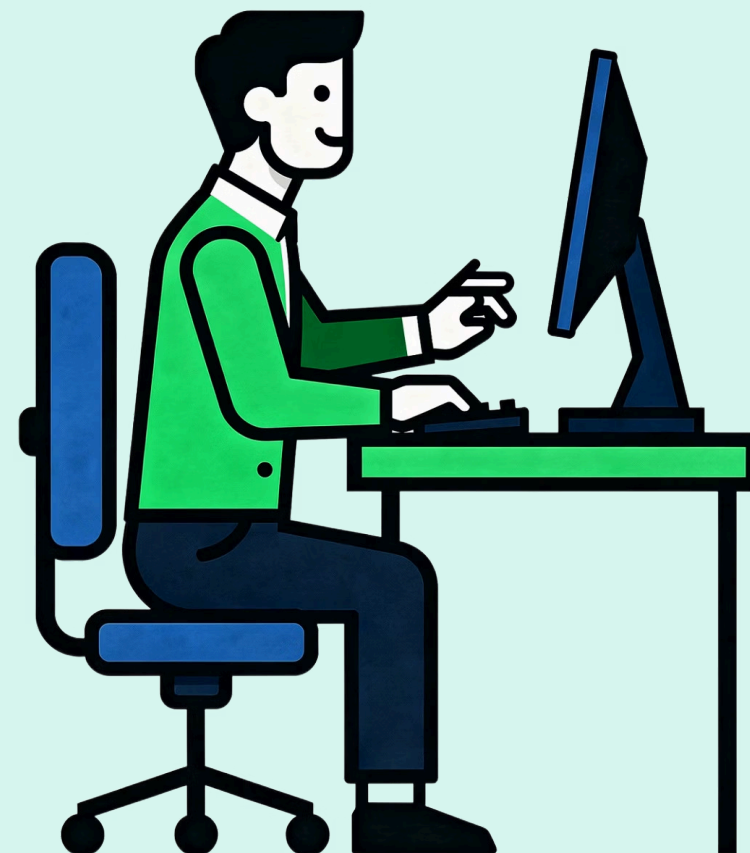
Waiver Questions

Use the [CTC Contact Form](#) or contact your
local County Office of
Education Credentials
Department



Waiver Request Handbook

[CTC Waiver Request Handbook](#)





Questions?

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San Diego County Office of Education

Reach out anytime — we're here to help.

