



Credential Connection

Fresno County Office of Education
Human Resources Division - Credentials Department

Agenda

Waivers

- High Incidence
 - Basic Skills Waivers for 30 Day Substitute Teaching Permits
 - Speech Language Pathology Waivers
 - Education Specialist
- Low Incidence
 - Multiple and Single Subject Waivers
 - Administrative Service Waivers
 - Certificate of Completion of Staff Development (CCSD)
 - Bilingual Authorization Waivers

Questions and Answers

Order of Recruitment

- ▶ Fully Credentialed Teacher
- ▶ District or University Intern
Credentialed Teacher
- ▶ Limited Assignment (GELAP/SELAP)
- ▶ Emergency Teaching Permit
(PIP/STSP)
- ▶ Last Resort

Variable Term Waiver



Variable Term

Waiver (High Incidence)

- ▶ Periodically the Commission conducts statistics on which credential types are in high need. Waiver requests in predominately high need areas require less documentation and do not require submission of recruitment efforts verification.
 - Statewide High Incidence area waiver request
 1. Special Education
 2. Clinical or Rehabilitative Services
 3. Speech-Language Pathology Services
 4. Driver education and training
 5. 30 Day Substitute

Basic Skills Waiver (WV1SUB)

- ▶ Fingerprint for CTC \$69.00 Cashier's Check or Money Order payable to FCSS
- ▶ Apply for Certificate of Clearance(COC) Online application \$52.50 with Debit or Credit card (**Fee is currently waived**)
- ▶ COC needs to be granted before applying for waiver
 - Issue date cannot be before COC was granted
- ▶ Official Transcripts (showing conferral date)
- ▶ \$100.00 Money Order or Cashier's Check payable to CTC

Waiver for Education Specialist

▶ Education Specialist:

- Option 1: Verify a minimum of 2 years of successful full time classroom experience (or the equivalent in part time experience) working with special education students.
- Option 2: Verify completion of a minimum of 6 semester units of coursework in special education or any combination of special education and regular education.
- Option 3: Must have either a degree in liberal studies or 32 semester units including 8 semester units of coursework in each of at least 4 general education areas listed on the multiple subject waiver evaluation worksheet. **(Only use this option if you are waiving BSR)**
- Option 4: Must have a degree major in the subject area or at least 12 semester units of coursework in the subject to be listed on the waiver.

Submit official transcripts with completed evaluation worksheet and copy of BSR if requirement has been met

Specific Title 5 and/or Ed Code being waived: T5 80021.1 requirements for initial issuance of a PIP and Ed Code 44252 (b) for BSR (basic skills requirement)

Speech Language Pathology Waiver

- ▶ Official Transcripts verifying Bachelors Degree in Speech Language Pathology, Communicative Disorders or closely aligned field
- ▶ Program Enrollment
 - Letter on Official letterhead from Commission approved SLP program verifying program enrollment; **or**
 - Enrollment in an Out of State ASHA-accredited graduate level SLP program, original letter on official letterhead; **or**
 - Verify inability to enroll in a Commission-approved SLP Credential Program. Letter must verify that all admission requirements have been met by the applicant, but enrollment was denied due to space limitations or a mismatch between initial employment date and program enrollment date.

****The number of waivers for the SLP credential is limited to five****

Specific Ed code being waived: EC 44265.3 Professional prep program for the SLP services credential

Board Approval

Public School District

- ▶ Copy of Board approval
 - May do individual (separately) or
 - Create a blanket statement that the District intends to employ substitute teachers on Basic Skills waivers during the school year.

Blanket statement example:

The Governing Board of (District name) declares that the district has been unable to recruit enough day-to-day substitute teachers who have had an opportunity to take and pass the California Basic Educational Skills Test (Basic Skills). The district anticipates employing (number) day-to-day substitutes on Variable Term Basic Skills Waivers for the 2018-2019 school year.

Public Notice

- ▶ County Offices of Education or State Agency will post a public notice 72 hours prior to employing an individual. The public notice must include
 - Name of the Applicant, the position, and the fact that employment will be on a waiver.
 - With the signature of the Superintendent or Administrator or his/her designee on the waiver request, the person signing verifies that there were no objections to the waiver request.
- ▶ **Renewal**-Applicant **MUST** take Basic Skills at least twice (all sections) and obtain a passing score of 41 in one section prior to consideration of a subsequent waiver
- ▶ Basic Skills waivers can be renewed twice
 - Any section passed prior to initial issuance counts as a renewal

Variable Term Waiver (Low Incidence)

- ▶ Non Statewide non shortage area waiver request
 1. Administrative Services
 2. Single Subject (All subject areas)
 3. Designated Subject-(except drivers' education and training)
 4. Teacher Librarian services
 5. Multiple Subjects
 6. Pupil Personnel Services:
Counseling, Psychology, Social Work
 7. Reading Specialist/Certificate
 8. Teacher of English learner students

Variable Term Waiver Requirements

- ▶ Application Fee: \$100.00 Money Order or Cashier's Check made out to CTC
- ▶ Exemption from Waiver Fee: Individuals holding a valid non-emergency Teaching or Services Credential based on a Bachelor's Degree and completion of a Professional Preparation Program that includes student teaching or practicum are exempt from the fee.
- ▶ Fingerprints (First time applying for Credential or Permit)
 - \$69.00 money order or cashiers check made payable to FCSS
- ▶ First time waiver applicants with no fingerprint clearance on file with CTC must apply for a Certificate of Clearance before the waiver can be issued.

Variable Term Waiver Requirements

- ▶ Diligent Search Documents
 - Distributed Job Announcement- Specific to position
 - College Job Fairs attended (CCSD Waiver can show District Job fair attended per CTC)
 - Internet Advertisement -Specific to position
- ▶ Board Agenda/Action Item (Public School District) or Public Notice (County Office, Charter, non-public school or agency)
- ▶ Affidavit Form (Verifying employment fingerprint clearance on file for the educator)
 - Email to affidavit@fcoe.org
- ▶ Application for TCC completed and signed by Educator

Waiver for Multiple Subject and Single Subject

- ▶ Multiple Subject: Must have either a degree in Liberal Studies (**only use this option if you are waiving BSR**) or 32 semester units including 8 semester units of coursework in each of at least 4 general education areas listed on the Multiple Subject Waiver Evaluation Worksheet.
- ▶ Single Subject: Must have a degree major in the subject area (**only use this option if you are waiving BSR**) or at least 12 semester units of coursework in the subject to be listed on the waiver.
 - For one of the Science Subjects verify at least 9 semester units in the specific science area requested and an additional 3 semester units in any other science area.
 - Foundational Level General Science: verify a Bachelor's Degree or high in Science (no health science) or verify at least 12 semester units across the four science areas of Biological Sciences, Chemistry, Geoscience and Physics. A minimum of one course in each of the four areas is required.

Submit official transcripts with completed evaluation worksheet and copy of BSR if requirement has been met

Specific Title 5 and/or Ed Code being waived: T5 80021.1 requirements for initial issuance of a PIP and Ed Code 44252 (b) for BSR (basic skills requirement)

Administrative Service Waiver

- ▶ **No fee**
- ▶ Valid Prerequisite credential
- ▶ Verification of Enrollment in an Administrative Services Program
- ▶ Must have 5 years of Teaching or Services experience

Letter of experience **MUST** follow the below guidelines

- Original letter on Schools Letterhead
- Must include dates of employment, title and full-time status
- Signed HR Director/HR Administrator or Superintendent

Specific Ed Code being waived: EC 44270 Professional Program for a Preliminary Admin

Certificate of Completion of Staff Development (CCSD)

- ▶ Letter verifying enrollment in CTE program and anticipated completion date
- ▶ Justification must be included if the expiration date of waiver extends beyond the ending date of school term, track, or year.
 - Original letter on school letterhead signed by the HR Director/HR Administrator or Superintendent.
 - Start date cannot be before the issuance of CTE credential
 - End date cannot go past the expiration of CTE credential.

Specific Ed code being waived: EC 44253.3 Certificate or credential to provide instruction to limited English proficient students

Bilingual Authorization Waiver

- ▶ Valid Permit/Credential with CTC
- ▶ Things to Keep in Mind
 - Use waiver if target language has not been met
 - Can be renewed depending on circumstances
 - Be careful when combining emergency permits with these waivers

Specific Ed code being waived: EC 44253.3 Certificate or credential to provide instruction to limited English proficient students

Application Reminders

- ▶ Please verify Educators legal name on CTC prior to sending their application to your assigned Credential Specialist
- ▶ Waiver applications need to be complete upon submission
- ▶ Applications will be returned to the District for corrections if needed
- ▶ Waiver Guidebook (CIG →Resources →Manuals and Handbooks
 - https://www.ctc.ca.gov/docs/default-source/credentials/manuals-handbooks/waiverhandbook.pdf?sfvrsn=8a8b7d36_2

Questions and Answers

