STATE OF CALIFORNIA
COMMISSION ON TEACHER CREDENTIALING
1812 Ninth Street
Sacramento, California 95814-7000

PETE WILSON, Governor

EXECUTIVE DIRECTOR

94-9415

DATE: September 16, 1994

TO: School District and County Office Superintendents, And Others Interested in Credential Waivers and Emergency Permits

FROM: Philip A. Fitch, Ed.D., Executive Director

RE: Improvements in Commission Procedures for Processing Waiver Requests and Emergency Permit Applications

Background

In 1988, as part of legislation to restructure teacher preparation and licensing in California (Chapter 1355, Statutes of 1988, the "Bergeson Act"), the Legislature authorized the Commission on Teacher Credentialing (CTC) to approve requests to waive laws or regulations governing teacher preparation and licensing. After June 30, 1994, no provision of the Education Code sections comprising the Bergeson Act (Sections 44200-44370) may be waived by the State Board of Education under its general waiver authority; all such waivers must be approved by the Commission.

The law also amended laws governing emergency permits, adding a requirement that employers provide persons serving on permits with an orientation, supervision and assistance. The amendments also require permit holders to participate in a preparation program leading to the appropriate credential for their assignment.

Improvements in Procedures for Review of Waiver Requests and Permit Applications

In June the Commission began reviewing requests from employers for waivers with an effective date of July 1, 1994 or later. At the July meeting, Commissioners and constituency representatives discussed preliminary suggestions for improving the procedures for reviewing emergency permit applications and waiver requests. In August the Commission adopted the following changes designed to improve these procedures.

Give Employers Additional Time to Complete Waiver Requests

The Commission would prefer that employers request a waiver well in advance of the date when an individual will begin employment. However, this is not always possible, particularly when there is a shortage of credentialed

personnel. Therefore, revised Commission procedures will give employers needed flexibility to hire and assign personnel.

Waivers now will be processed by "filing date", consistent with existing Commission procedures for application reviews. Employers may hire and assign an individual to a position, then complete the request for a Variable Term Waiver as necessary. The waiver request form should indicate the employee's start date as the "effective date" for the waiver. If the waiver request is approved the "effective date" indicated will be honored, provided the completed waiver request arrives at the Commission in time to be reviewed within two Commission meetings of the date indicated.

Employers should contact their county office of education as necessary to receive authorization to hire an individual pending Commission review of a waiver request. Counties may issue a Temporary County Certificate (T.C.C.) to allow an individual to be hired and assigned pending Commission review of an employer's waiver request. Of course, should the waiver request be denied, the assignment will become invalid on the date of the Commission's decision, and will cover only that period when the request was being processed. Meanwhile, the Commission will be considering ways to shorten the time needed to review requests for waivers.

Provide Commissioners, Parents and Educators with Additional Information Regarding Waiver Requests

Representatives of educators and others have requested increased opportunity for affected parties to comment on waiver requests at the local level. At the same time, commissioners and education constituency representatives have found that they may have inadequate information on which to judge the merits of a waiver request once it comes to the Commission. *Therefore, the Commission directed staff to modify waiver request forms to include additional information*:

a. On efforts made by the employer to recruit fully credentialed individuals prior to seeking a waiver. The revised form requests employers to describe efforts to recruit credentialed individuals, such as contacting local colleges or placing ads in local newspapers, prior to seeking a credential waiver.

b. To justify why the person to be covered by the waiver is the best person to serve in the position. The section entitled "Purpose" on the waiver form has been revised to clarify that the Commission is seeking information on why the individual to be covered by a waiver is the best person for a given assignment, even though he or she may not have the credential which authorizes the service needed.

c. As to whether the employer has reason to believe that a local professional organization would oppose a particular waiver. This revision is designed to encourage employers to inform local organizations representing educators of any waiver requests while seeking their opinion on the request.

Revised instructions, guidelines and forms are enclosed for your information and use. Also enclosed is a schedule of Commission meeting dates, with cut-off dates for the submission of waiver requests.

Provide Updated Information to Employers

The Commission's April, 1994 Advisory, "Emergency Permits and Credential Waivers: A Program Advisory with Requirements and Guidelines" is being revised to reflect the changes listed above. *In addition, the Advisory will clarify the Commission's intent that waivers be used to give individuals additional time to complete credential requirements, not to remove statutory or regulations requirements for certification.* If you would like a copy of the revised Advisory, please fill out the tear-off below and return it to the Commission. If you would like additional information on credential waivers or emergency permits, please call the Commission's Information Services Office at (916) 445-7256.

Request for Revised Copy of the Commission Advisory on Credential Waivers and Emergency Permits

Please send a revised Waiver/Emergency Permit Advisory to:

Name of Employer_____

Attention:_____

Title:_____

Address_____

_____Zip _____

Please mail this request to:

Commission on Teacher Credentialing
Attention: Kathy Jaime
1812 Ninth Street
Sacramento, CA. 95814

Commission on Teacher Credentialing
WAIVER GUIDELINES, FORMS, AND INSTRUCTIONS:

With the approval of Title 5 Regulations, the Commission will begin to review, and either grant or deny, requests for waivers that have expressly to do with educator preparation and credentialing, and with the ability of employers to employ or assign persons who are not appropriately credentialed for their assignment. All other waivers remain under the legal authority of the State Board of Education or Superintendent of Public Instruction, who may not issue credential waivers on or after July 1, 1994.

I. CATEGORIES OF WAIVERS

Title 5, §80120, specifies the categories of waivers available to employing agencies. The regulations are quoted Appendix C of this Advisory.

(A) **SHORT TERM WAIVERS** are handled at the local level and provide the employing agency with one semester or less to address unanticipated, immediate, short-term organizational needs by assigning teachers who hold basic credentials to teach outside of their credential authorizations, with the teacher's consent.

(B) **VARIABLE TERM WAIVERS** are approved by the Commission at a regularly scheduled meeting and provide the employing agency with one year or longer to:
- (1) allow educators additional time to complete a requirement;
- (2) facilitate assignment in school programs addressing issues of educational reform;
- (3) design a Plan to Develop Fully Qualified Educators--this option applies mainly to geographically isolated regions with severely limited resources; or
- (4) obtain waivers for other situations when all efforts to find appropriately credentialed educators have been exhausted and no other legal remedies exist.

II. WAIVER APPLICATION PROCESS

Each waiver request (use form WV1--page 6) must be submitted to the Commission on behalf of a specific individual, and all supporting materials must accompany the request. There is no fee for a waiver request. Waiver requests should be submitted in time to receive Commission approval prior to the applicant's first day of service, whenever possible. Waiver requests will be reviewed by Commission staff when they arrive and any questions will be resolved before the request will be scheduled for the Commission agenda. We anticipate this process will take no more than eight weeks. After a waiver request has been approved by the Commission, staff will issue a numbered Waiver Approval Letter that will identify the applicant's "Credential Goal" and the appropriate authorization. No other document will be required for the service that is covered by the waiver. The Commission does recognize that not every applicant for a waiver will complete the requirements for his or her "Credential Goal"--a fully-credentialed educator may be hired to fill the position or the applicant may qualify for the position under one of the available assignment options. However, a "Credential Goal" will be listed on each Waiver Approval Letter so that the authorization can be clearly stated.

III. REQUIREMENTS FOR ALL WAIVERS

Title 5 §80122 states what each application for a waiver must include. The sample forms that are attached provide space for an employing agency to supply this information.

(A) name of employing agency;
(B) Education Code or Title 5 section for which waiver is requested;
(C) purpose of the waiver request;
(D) proposed solution and justification for the waiver;
(E) identification (name and social security number) of the applicant or applicants for whom the waiver is requested;
(F) fingerprint clearance for each applicant;
(G) effective date and proposed duration of the waiver; and
(H) signature of the appropriate administrative official from the employing agency.

IV. EXAMPLES OF CODE SECTIONS THAT MIGHT BE WAIVED

Because the Waiver Approval Letter will authorize service for the applicant's stated credential goal, every waiver essentially waives Education Code §44830(a). In addition, each waiver request must identify the Education Code or Title 5 section(s) for the specific requirements the applicant needs to complete to reach his or her credential goal. Historically, the most frequent waiver requests have been for the credential requirements listed below. The Education Code or Title 5 Regulation sections which state these requirements are provided for the convenience of employing agencies requesting these waivers.

	Description	*Section Number*
(A)	CBEST for a credential or permit	EC §44252(b)
(B)	Bachelor's degree for Emergency 30-Day Substitute Teaching Permit	T5 §80025 (a)(1)
(C)	Professional preparation program for a Specialist Instruction Credentials in Special Education, Reading, etc.	EC §44265
(D)	Professional preparation program for a Resource Specialist Certificate	EC §56362.5
(E)	Experience for a Resource Specialist Certificate	T5 §80070.3(a)(2)
(F)	Professional preparation program for an Adapted Physical Education Credential	T5 §80046.1
(G)	Course work requirements for a Designated Subjects Credential in Driver's Education & Training	EC §44260.4
(H)	Professional preparation program for a Library Media Teacher Services Credential	EC §44269
(I)	Certificate or credential to provide instruction to Limited English Proficient (LEP) students	EC §44253.3
(J)	Single Subject Teaching Credential needed for assignment in school programs addressing issues of educational reform	EC §44256(a)
(K)	Multiple Subject Teaching Credential needed for assignment in school programs addressing issues of educational reform	EC §44256(b)

V. SHORT-TERM WAIVERS

When an employing agency faces a temporary, unanticipated, immediate, short-term organizational need for a teacher, it may assign a credentialed teacher to an area not authorized by his or her credential on the basis of a short-term waiver. Commission approval is not required, but the Commission may rescind the authority of any employing agency to grant a short-term waiver upon a finding that the agency has intentionally violated any provision of Title 5, §80120-§80123. The short-term waiver:

(A) may not be issued for longer than a semester;

(B) may be issued to the holder of a basic teaching credential only--that is a credential that required a bachelor's or higher degree and professional preparation program including student teaching, or a clear full-time designated subjects credential provided the holder also possesses a bachelor's degree and has passed CBEST;

(C) must be in a subject not authorized by the teacher's credential or by an available option provided elsewhere in statute or regulation;

(D) requires the consent of the teacher;

(E) may only be issued once to an individual teacher;

(F) may only be issued once for a given class; and

(G) must be documented, and the documentation must be forwarded to the County Office of Education for monitoring purposes. Page 60 contains a sample form (WV2) that employing agencies may use to provide this information to their County Office. An example of a short-term waiver situation and instructions for completing the form follow the form.

VI. VARIABLE TERM WAIVERS

When an employing agency faces a shortage of credentialed personnel, including people who qualify for emergency permits and those who can be assigned on the basis of the various options provided in the Education Code and Title 5 Regulations, the agency may apply to the Commission for a Variable Term Waiver. The waiver may be approved for a year or longer depending on the circumstances. The form for requesting a waiver (WV1) can be found on page 6. Several examples of Variable Term Waiver situations and instructions for completing the form follow the form. *Note: if the Legal and Professional Standards Division of the Commission must conduct a fitness review for an applicant, his or her waiver may be reviewed by the Commission, although no approval letter will be issued until the review has been concluded.*

(A) Waiver requests to allow educators additional time to complete a credential requirement must include the general requirements listed above, plus:
   (1) a list of the requirement(s) that the applicant must complete to qualify for the credential;
   (2) a signed commitment from the applicant that he or she will complete the needed requirement(s) by a specified date;
   (3) a statement of commitment from the employing agency to support and assist the applicant, as feasible, in completing the requirement(s); and
   (4) the name and position of the person assigned to provide support and assistance during the term of the waiver.

(B) Waiver requests for geographically isolated regions with severely limited ability to develop personnel must include the general requirements listed above, plus:
   (1) as part of the justification, an explanation of the difficulties involved in reaching the nearest college or university that offers appropriate approved course work and the attempts that have been made to access special programs; and
   (2) a Plan to Develop Fully Qualified Educators, pursuant to Title 5 §80026.4, or a brief explanation as to why such a plan cannot be submitted.

(C) Waiver requests to facilitate assignment in school programs addressing issues of educational reform must include the general requirements listed above, plus:
   (1) as part of the justification, an explanation of the type of reform being pursued, such as "Caught in the Middle", "Second to None", "It's Elementary", or the science teachers' "Scope, Sequence and Coordination" program; and
   (2) verification that the applicants are voluntary participants in the educational reform program.

(D) Waivers for other situations when all efforts to find appropriately credentialed teachers have been exhausted and no other legal remedy exists must include the general requirements listed above. Additional information relevant to the specific waiver should be included as part of the justification, as follows:
   (1) for waivers of *CBEST for an Emergency 30-Day Substitute Teaching Permit*:
      (a) whether the applicant has had an opportunity to take the exam; and
      (b) whether he or she has held an emergency credential or permit based on a CBEST waiver in the past; and
      (c) transcripts showing bachelor's degree.
   (2) for waivers of *CBEST for full-time educator*:
      (a) a reference to the County's Declaration of Need for Fully Qualified Educators to indicate there is a regional shortage of qualified candidates;
      (b) information about the applicant's expertise in the subject or service area which makes him or her the best candidate for the position;
      (c) for applicants who have failed CBEST, evidence that there is a reasonable expectation that the candidate will be successful within the term of the waiver (i.e., his or her scores are within a range that indicates probability of passage) and that he or she is receiving tutorial or other support to strengthen his or her basic skills; and
      (d) transcripts showing bachelor's degree.

(3) for waivers of the bachelor's *degree for an Emergency 30-Day Substitute Teaching Permit:*
   (a) information about when the applicant is scheduled to complete degree requirements, such as a letter from the Office of Admissions and Records from the candidate's college or university;
   (b) information about the applicant's expertise in the subject or service area to be waived which makes him or her the best candidate for the position; and
   (c) how the employing agency plans to support and assist the applicant, as feasible, in completing the requirements.

(4) for waivers of the *professional preparation program for the Adapted Physical Education Credential*:
   (a) information about the applicant's expertise in physical education (such as a credential that authorizes the teaching of PE), and adapted physical education, which makes him or her the best candidate for the position;
   (b) when and how the applicant plans to complete requirements for the credential; and
   (c) how the employing agency plans to support and assist the applicant, as feasible, in completing the requirements.

(5) for waivers of the *professional preparation program for the Specialist Instruction Credential in Special Education*:
   (a) information about the applicant's expertise in teaching (such as a credential that authorizes teaching in a non-special-education classroom), and in special education, which makes him or her the best candidate for the position;
   (b) when and how the applicant plans to complete requirements for the credential; and
   (c) how the employing agency plans to support and assist the applicant, as feasible, in completing the requirements.

(6) for waivers of the *professional preparation program for the Resource Specialist Certificate*:
   (a) information about the applicant's expertise in teaching (such as a credential that authorizes teaching in a non-special-education classroom), and in special education, which makes him or her the best candidate for the position, including information about the number of years of teaching experience he or she has in both regular and special education;
   (b) when and how the applicant plans to complete requirements for the credential; and
   (c) how the employing agency plans to support and assist the applicant, as feasible, in completing the requirements.

(7) for *waivers for other requirements*:
   (a) a reference to the County's Declaration of Need for Fully Qualified Educators to indicate there is a regional shortage of qualified candidates;
   (b) information about the applicant's expertise in the subject or service area which makes him or her the best candidate for the position;
   (c) a list of the requirements that the applicant must complete to qualify for the credential;
   (d) when and how the applicant plans to complete requirements for the credential;
   (e) how the employing agency plans to support and assist the applicant, as feasible, in completing the requirements; and
   (f) any other documentation that supports the request.

VII. SUBSEQUENT VARIABLE TERM WAIVERS

Depending on the situation, the Commission will review requests for subsequent waivers from employing agencies on behalf of individuals who have been employed on the basis of a waiver in the past. To obtain a subsequent waiver the applicant must have made progress toward full certification in the area of the waiver. A statement to that effect appears on the waiver request form and must be signed by the applicant. All of the above requirements apply to requests for subsequent waivers.

VIII. ADDITIONAL INFORMATION

Contact the Commission's Information Services Office any workday afternoon between 12:30 and 4:30 at (916) 445-7256 for additional information.

State of California
COMMISSION ON TEACHER CREDENTIALING
Box 944270 (1812 9th Street)
Sacramento, CA 94244-2700
(916) 445-7254

Commission Use Only

Waiver requests must be typewritten. All materials submitted must be of sufficient clarity to make clear copies when sent to the printer.

VARIABLE TERM WAIVER REQUEST

The Commission reviews requests for waivers that have expressly to do with educator preparation and credentialing, and with the ability of employers to employ or assign persons who are not appropriately credentialed for their assignment. All other waivers remain under the legal authority of the State Board of Education or Superintendent of Public Instruction, who may not issue credential waivers on or after July 1, 1994.

Requests for Variable Term Waivers may be submitted by employing agencies, including school districts, county offices of education and non-public schools, and by postsecondary institutions and individual applicants, when all efforts to find appropriately credentialed personnel have been exhausted and no other legal remedies exist. The Commission may grant a waiver upon its finding that professional preparation equivalent to that prescribed under the provision or provisions to be waived will be completed by the applicant or applicants affected. Variable term waivers may be requested for a term of up to one year but may be longer, depending on the circumstances.

If the Legal and Professional Standards Division of the Commission must conduct a fitness review for an applicant for a waiver, his or her waiver may be reviewed by the Commission, although no approval letter will be issued until the review has been concluded.

Please refer to detailed instructions when completing form.

1. **Employing Agency** (include mailing address)	CDS Code	Contact Person
☐ NPS/NPA (list county code ____)		Telephone Number

2. **Applicant for the Waiver**

Full Legal Name_____

Former Name(s)_____ Birthdate_____

Social Security Number_____

Applicant's Mailing Address_____

_____

California Credential or Permit Held (if any)_____

Assignment_____

☐ Fingerprint Clearance on file at CTC

☐ Application for Certificate of Clearance Included

3. **Education Code or Title 5 Section to be Waived: EC §44830(a)**
"A governing board of a school district shall employ for positions requiring certification qualifications, only person who possess the qualifications therefor prescribed by law..."

Applicant's Credential Goal:_____
(title of the credential which authorizes the service needed)

Specific section(s) covering requirements the applicant must meet to reach his or her Credential Goal:_____
(refer to Waiver Guidelines section IV for examples)

Brief Description of Section(s):

4. **Efforts to Recruit**
Describe the situation which resulted in this waiver request. Include a description of the employer's efforts to find appropriately certificated personnel (i.e.: job announcements, IHE placement centers, newspaper, etc.)

Justification
Describe how the requested waiver will remedy the situation, and why this person is the best candidate for the position. Include detailed information on the individual's professional preparation and expertise in the subject/area requested and describe any negative effects that are likely to occur if the waiver is not granted.

6. **Effective Dates of the Waiver** _____/_____/_____ to _____/_____/_____
Waivers should be dated effective the beginning date of service and not prior to actual service. If the waiver request is for longer than one year, please explain why.

VARIABLE TERM WAIVERS

EXAMPLE: A school district needs a Resource Specialist. The position has been advertised, but no fully-credentialed Resource Specialist has applied. The district interviews a teacher with a Specialist Instruction Credential for the Learning Handicapped who is enrolled in a Resource Specialist program, but who has only two years of teaching experience, thus does not qualify for the preliminary certificate. The district requests a Variable Term Waiver for one year for this teacher so that she may serve as a Resource Specialist while she completes both the program and the experience requirements for the certificate.

EXAMPLE: A school district located near the California/Oregon border has the holder of a Standard Elementary Teaching Credential serving as librarian on the basis of an Emergency Library Media Teacher Services Permit. The Permit is about to expire and the teacher has been unable to enroll in a program or take any course work because there is no college or university with an approved program within a reasonable commute. The teacher has tried and failed to arrange correspondence or "distance learning" courses to meet the renewal requirements. The district requests a Variable Term Waiver and submits a Plan to Develop Fully Qualified Educators explaining how they will support and assist the teacher in completing the credential requirements.

EXAMPLE: A school district needs a special education teacher for a special day class. The individual currently serving in the class was assigned for twenty days off the substitute list and holds only an Emergency 30-Day Substitute Teaching Permit. Before completing his bachelor's degree to qualify for the 30-Day Sub, this individual served as a teacher's aide in a special education class at this school for three years. The one credentialed teacher who applied for the position holds a preliminary Multiple Subject Teaching Credential so would qualify for the Emergency Permit, but has no experience in special education and does not meet the district's specified employment criteria for the position. The district requests a Variable Term Waiver and the applicant makes a commitment to begin work to complete the requirements for the Specialist Instruction Credential in Special Education.

Instructions for Completing Request for Variable Term Waiver (WV1):

1. **Employing Agency**: Enter the name and address of the school district or county office of education preparing the request and the CDS code. If the service is to be provided in a Non-Public School or Agency, enter the name and address of the NPS/NPA, check the box, and provide the county code for the county in which the NPS/NPA is located. Enter the name and telephone number of the individual the Commission may contact if there are questions about the waiver request. School Districts and NPS/NPAs should discuss with their county offices of education what information the county would like to have submitted to them concerning waiver requests (e.g., a copy of this request form or a memo stating that it has been submitted or something else).

2. **Applicant for the Waiver**: Please use one Waiver Request form per applicant. Enter the applicant's full legal name, any former name, birthdate, social security number, mailing address, titles of credentials or permits held (if any), and a brief description of the assignment for which this waiver is being requested (e.g., sixth grade bilingual classroom or Adapted Physical Education). Also indicate whether the applicant already has fingerprint clearance on file with the Commission or if an application for a Certificate of Clearance has been submitted for processing.

3. **Education Code or Title 5 Section to be Waived:** First, list the title of the applicant's credential goal--this is the credential which authorizes the service the applicant will be performing. The Commission does recognize that not every applicant for a waiver will complete the requirements for his or her "Credential Goal"--a fully-credentialed educator may be hired to fill the position or the applicant may qualify for the position under one of the available assignment options. However, a "Credential Goal" will be listed on each Waiver Approval Letter so that the authorization can be clearly stated. No other document will be required for the service that is covered by the waiver.

   Because the Waiver Approval Document will authorize service for the applicant's stated credential goal, every waiver essentially waives Education Code §44830(a) which states: "A governing board of a school district shall employ for positions requiring certification qualifications, only person who

possess the qualifications therefor prescribed by law...". In addition, identify the Education Code or Title 5 section(s) for the specific requirements the applicant needs to complete to reach his or her credential goal. Provide a brief description of the section such as that provided in guidelines sheet. The chart in section IV of the Waiver Guidelines and Instructions provides code numbers and descriptions for the codes that have been waived most frequently in the past.

4. **Efforts to Recruit**: Describe the situation which resulted in this request for a waiver. Include information about the employing agency's attempts to recruit fully credentialed teachers, including a reference to the annual Declaration of Need for Fully Qualified Educators prepared prior to the employment of individuals on Emergency Permits, or a description of the location of the district and the access to college or university programs.

5. **Justification**: Describe how the requested waiver will remedy the situation, why this person is a best candidate for the position, and any negative effects that are likely to occur if the waiver is not granted. Include detailed information on the individual's experience and expertise in the area. A reference to the employer's Plan to Develop Fully Qualified Educators, a description of how the employing agency plans to support and assist the applicant in completing the requirements, and any other information that supports the request should be included in this section. Attach documentation as necessary.

6. **Effective Dates of the Waiver**: The waiver request should be dated from the applicant's first day of service to the anticipated final day of service if the service will be for one year or less. If the waiver request is for longer than one year, please explain why the longer period of time is needed. These dates will appear on the waiver approval letter. Waiver requests should be completed and submitted to the Commission before the applicant enters the assignment. If the need to fill the position is more immediate, however, *the Commission will honor the beginning date of service listed on the waiver request as long as the request is submitted to the Commission in time to be reviewed within two Commission meetings of that date.*

7. **Requests for Additional Time to Complete Requirements:** List the credential program or programs that the applicant must complete in order to qualify for the document listed as his or her credential goal and a target date by which he or she plans to complete those program(s). For example, if the applicant holds only an Emergency 30-Day Substitute Teaching Permit and will be serving on this waiver in a Resource Specialist position, list the basic teaching credential (Multiple or Single Subject), the Specialist Instruction Credential (LH, SH, CH, etc.), and the Resource Specialist Certificate.

   If the applicant has only a single program to complete, list the specific credential requirements which he or she plans to complete during the period of the waiver. For example, if the applicant for the waiver to serve in a Resource Specialist position has both a basic credential and a specialist credential, but does not have sufficient experience in special education to qualify for the preliminary Resource Specialist Certificate, list only the number of years of experience needed.

   In subsection (b), list the name and position of the person assigned to provide support and assistance during the term of the waiver. By assigning this individual, the employing agency makes a commitment to support and assist the applicant, as feasible, in completing the requirement(s).

8. **Requests from Geographically Isolated Regions:** Check the appropriate box if a Plan to Develop Fully Qualified Educators is attached or has already been submitted to the Commission. If plan is not attached, write a brief explanation as to why such a plan cannot be submitted.

9. **Requests for Subsequent Waivers:** If this applicant has previously been issued a waiver for this assignment, describe the progress that he or she has made toward completion of the requirements for the credential that authorizes the service covered by this waiver request. Include official transcripts, examination score reports, verifications of appropriate course work from a college or university with a Commission-approved program, and other documentation as appropriate.

10. **SELPA Consultation:** If the waiver requests the assignment of a teacher to a special education class, indicate whether the local Special Education Local Plan Area (SELPA) was consulted about the assignment. List the SELPA's number and the name and telephone number of the individual the Commission may contact if there are any questions about the assignment.

11. **Professional Organization Consultation:** Indicate whether the exclusive bargaining agent has been consulted regarding the waiver request or if any organization has stated opposition to the request. List the name of the organization and the name, title, and telephone number of the individual the Commission may contact if there are any questions about the request.

12. **Applicant's Certification:** The applicant must sign that he or she understands that in order to receive a subsequent waiver for this assignment he or she must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

13. **Employing Agency Certification**: The district or county superintendent, or the head of the state agency or non-public school, must sign the request to verify that the information is accurate and complete. The certification also assures the Commission that the employing agency will support and assist the applicant, as feasible, in completing the requirements for the appropriate credential.

Schedule of Commission Meeting Dates and Waiver Agenda Cutoff Dates for 1995

Commission Meeting Date	Waiver Request Cutoff Date
January 5-6 Hyatt Hotel	December 16
February 2-3 Clarion Hotel	January 13
March 2-3 Clarion Hotel	February 10
April 6-7 Clarion Hotel	March 17
May 4-5 Hyatt Hotel	April 14
June 1-2 Hilton Hotel	May 12
July 13-14 Hilton Hotel	June 23
August 24-25 Hyatt Hotel	August 4
October 5-6 Clarion Hotel	September 15
November 2-3 Clarion Hotel	October 13
December 7-8 Hyatt Hotel	November 17

Waiver requests will be reviewed by Commission staff when they arrive and any questions will be resolved, either by telephone or through the mail, before a request is scheduled for Commission Agenda. It is anticipated that the review of completed waiver requests will occur within eight weeks of the date the request is received.

All Commission meetings will be held in Sacramento unless otherwise noted.