

**CALIFORNIA COMMISSION ON TEACHER CREDENTIALING**

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OFFICE OF THE EXECUTIVE DIRECTOR

98-9807

May 22, 1998

TO: All Individuals and Groups Interested in the Activities of the  
California Commission on Teacher Credentialing

FROM: Sam W. Swofford, Ed.D.  
Executive Director

SUBJECT: Changes in the Criteria for Credential Waivers

At its May 1998 meeting, the Commission adopted changes in policy regarding the consideration of requests for variable term credential waivers related to the California Basic Educational Skills Test (CBEST), bachelor's degrees, and specified service credentials. The Commission also approved a recommendation to change the title of one of the waiver agenda calendars.

Waiver requests are reviewed by Commission staff prior to Commission meetings and each request is placed on one of the three waiver agenda calendars based upon criteria established by the Commission:

- The **Consent Calendar** contains waiver requests that meet all established Commission criteria.
- The **Conditions Calendar** contains waiver requests that meet some Commission criteria, but the employer or applicant require additional information or guidance.
- The **Denial Calendar** contains waiver requests that do not meet Commission criteria, but are presented for the Commissioners' consideration and may be approved based upon exceptional circumstances.

**Changes in Criteria Regarding CBEST Waivers**

The Commission also changed the criteria for consideration of subsequent waivers of the CBEST, requiring the applicant to have taken the CBEST twice, and passed at least one section, during the term of the previous waiver. Prior to this change, applicants were required to have taken the CBEST only once. Waiver requests for individuals who meet the new criteria will be placed on the Consent Calendar. If an individual does not take the CBEST at least twice and pass at least one section during the term of the waiver, the subsequent waiver request will be placed on the

Denial Calendar. There are no circumstances under which requests for subsequent CBEST waivers will be placed on the Conditions Calendar.

### **Changes in Criteria Regarding Bachelor's Degree Waivers**

Requests for bachelor's degree waivers will now require verification from the individual's college or university that the individual has completed a minimum of 90 semester units toward the bachelor's degree and a statement from that institution indicating the anticipated date on which the bachelor's degree will be awarded. The statement should also indicate the remaining number of units of course work the individual must complete to earn the degree. Further, a bachelor's degree waiver for any document other than a 30-day substitute permit will be issued for only one year; subsequent waivers of this type will be placed on the Denial Calendar. Subsequent requests for a bachelor's degree waiver for a 30-day substitute permit only will continue to be considered if the individual has completed 12 semester units toward the degree during the term of the waiver.

### **Changes in Criteria Regarding Administrative Services and Pupil Personnel Services Credential Waivers**

Administrative and Pupil Personnel Services waivers will be issued for one calendar year only. These waiver requests must still meet the existing criteria. Requests for subsequent waivers of this type will be placed on the Denial Calendar.

### **Change in the Title of a Waiver Agenda Calendar**

At its May 1998 meeting the Commission adopted a recommendation to change the title of the second of these calendars to "Conditions Calendar" from its previous designation "Consent Calendar: Waivers/Conditions".

### **Additional Information Regarding These Changes**

All waiver requests considered in the June 1998 Commission meeting and subsequent meetings will be placed on the appropriate calendar based upon these new criteria. Affected waivers approved beginning June 1998 will be issued with conditions statements reflecting these changes.

Individuals who were approved for waivers prior to the June 1998 Commission meeting will still be subject to the conditions stated on the waiver document issued to them or the letter that accompanied it. However, any waivers issued for these individuals thereafter will be subject to these new criteria and conditions.

A revised chart of criteria for waiver requests is attached reflecting the changes discussed herein.

Please save this correspondence. Due to additional pending changes in waiver regulations, the updated Waiver Handbook will not be available until Fall 1998.

## COMMISSION-APPROVED CRITERIA FOR PLACEMENT OF WAIVER REQUESTS

Revised 5-8-98

*Each waiver request that does not substantially meet the criteria outlined below will be brought to the Commission for specific attention and action.*

### GENERAL CRITERIA FOR ALL WAIVER REQUESTS

- *Recruitment:* There is acceptable evidence that the employer has verified that he or she has attempted to recruit a fully credentialed individual for this assignment.
- *Geographically Isolated:* There is evidence that the employer is geographically isolated and has made an effort to work with other entities on a Plan to Develop Fully Qualified Educators.
- *Credential Goal:* There is evidence that the waiver request is in a subject matter area known to have substantial shortages of credentialed personnel.
- *Qualifications:* There is acceptable evidence that the employing agency has provided sufficient information to explain why the applicant is the best available person for the position. Such information may include verification of the completion of a degree, CBEST, part of all of a professional preparation program or related experience. The information might also include the applicant's record for completing requirements on time.
- *Assignment:* There is evidence that this person has not been identified as misassigned in this assignment by the employing agency or, if the person has been identified as misassigned, there is evidence that action other than requesting a waiver was taken as a result of that misassignment.
- *Commitment:* There is acceptable evidence that the individual will have ongoing support and assistance provided by a person who holds a credential in the area of the waiver.

### ADDITIONAL CRITERIA FOR SERVICE CREDENTIALS

- *Personnel Shortage:* There is written documentation of a shortage of persons holding the specific type of services credential in this geographic area. For example, although there are shortages of persons holding Library Services credentials and Clinical Rehabilitation Services credentials in a number of geographic areas in California, few if any geographic areas are experiencing shortages of persons holding administrative services or pupil personnel services credentials.
- *Special Skills: Services, Experience and Expertise:* There is written documentation that this individual possesses special skills, or that he or she can provide special services to the pupils served by the employer, and that by virtue of this individual's training, experience or expertise, he or she is the best person for this assignment. Such written documentation shall be in the form of a state license or advanced degree in a field directly related to the proposed assignment. For example, a district seeking a waiver of a pupil personnel services credential would provide written documentation that the individual holds a state MFCC

license or a Masters of Social Work degree from an accredited institution. An example of a special skill is proficiency in a second language spoken by the students in the district.

- *Program Enrollment:* There is written documentation that this individual is enrolled in of program of professional preparation leading to the appropriate services credential and that he or she is close to completing all requirements for the credential. Such written documentation shall include specific information on the number and type of courses completed, along with the anticipated date for program completion. Written documentation of enrollment in an approved and appropriate services credential program shall be in writing and be submitted by an authorized administrator from a college or university.

### **INITIAL WAIVERS OF CBEST ONLY (All Other Credential Requirements Completed)**

*For placement on the consent calendar:*

- The applicant has not had an opportunity to take the CBEST, or the applicant has attempted to take the CBEST and passed one or more sections.
- If the waiver request is for a teacher of departmentalized mathematics or science and the applicant has taken the CBEST, he or she has passed at least the mathematics section of the test.
- If the waiver request is for a teacher of departmentalized English and the applicant has taken the CBEST, he or she has passed both the reading and writing sections of the test.
- If the applicant has taken CBEST, there is evidence that the individual is attempting to remediate under a reasonable plan developed specifically for the purpose of increasing the likelihood of his or her passing the test.
- Whether or not the applicant has taken the CBEST, there is evidence that the district will insure that the individual has access to appropriate support and assistance, such as tutoring, course work, or professional development to increase the likelihood of his or her passing the test.

*For placement on the conditions calendar:*

- The applicant has taken the CBEST and failed all three sections.
- There is evidence that the individual is attempting to remediate under a reasonable plan developed specifically for the purpose of increasing the likelihood of his or her passing the test.
- There is evidence that the district will insure that the individual has access to appropriate support and assistance, such as tutoring, course work, or professional development to increase the likelihood of his or her passing the test.

### **SECOND WAIVERS OF CBEST ONLY**

*For placement on the consent calendar:*

- The employing agency has completed the waiver request form, including a persuasive justification, evidence of support of the applicant, and verification of public notice.

- The applicant has received a personnel evaluation or written confirmation by a supervising administrator that he or she has performed satisfactorily during the waiver period.
- The applicant has taken the CBEST at least twice and passed at least one section of the test during the term of the waiver.
- If the waiver request is for a teacher of departmentalized mathematics, the applicant has passed at least the mathematics section of the test.
- If the waiver request is for a teacher of departmentalized English, the applicant has passed both the reading and writing sections of the test.
- There is evidence that the individual is attempting to remediate under a reasonable plan developed specifically for the purpose of increasing the likelihood of his or her passing the test.
- There is evidence that the district will insure that the individual has access to appropriate support and assistance, such as tutoring, course work, or professional development to increase the likelihood of his or her passing the test.

If an individual does not pass at least one section of the CBEST during the term of the waiver, the subsequent waiver request will be placed on the denial calendar.

### **THIRD & FINAL WAIVERS OF CBEST ONLY**

*For placement on the consent calendar:*

The criteria for a second year CBEST waiver are applied to all applicants for a third year CBEST waiver with the stipulation that no subsequent waiver of CBEST will be considered.

### **INITIAL WAIVERS TO COMPLETE A BACHELOR'S DEGREE OR PROFESSIONAL PREPARATION PROGRAM**

*For placement on the consent calendar:*

- The request meets the general criteria.
- For a degree waiver:
  - verification from the college or university that the individual has completed a minimum of 90 semester units toward the bachelor's degree, and
  - a statement from the college or university indicating the date on which the bachelor's degree will be awarded.

A bachelor's degree waiver for any document except an Emergency 30-Day Substitute Teaching Permit will be issued for only one year; no subsequent bachelor's degree waiver will be issued.

*For placement on the conditions calendar:*

- The request meets the general criteria.
- The waiver request is not in a recognized state-wide shortage area (e.g., Administrative Services, Pupil Personnel Services, Single Subject in PE).

Administrative and Pupil Personnel Service Credential waivers will be issued for one calendar year only; subsequent waivers requests will be placed on the denial calendar.

## **SUBSEQUENT WAIVERS TO COMPLETE A BACHELOR'S DEGREE OR PROFESSIONAL PREPARATION PROGRAM**

### *For placement on the consent calendar:*

- The employing agency has completed the waiver request form, including a persuasive justification, evidence of support of the applicant, and verification of public notice.
- The applicant has received a personnel evaluation or written confirmation by a supervising administrator that he or she has performed satisfactorily during the waiver period.
- The applicant submits a letter from an institution of higher education providing the date on which the degree will be awarded (30-Day Substitute only) or describing what he or she needs to complete to qualify for the credential, as appropriate.
- The applicant has been admitted to a college or university for the purpose of earning a degree (30-Day Substitute only) or is enrolled in course work applicable toward the credential, as appropriate.
- The applicant has completed a minimum of twelve semester units of course work applicable toward the degree (30-Day Substitute only), or has completed a minimum of six semester units of course work applicable toward the credential or 90 clock hours of staff development under the employer's approved Plan to Develop Fully Qualified Educators, as appropriate.

For the second waiver only, the applicant may submit evidence of either enrollment in a program or completion of appropriate course work.

### *For placement on the conditions calendar:*

- The employing agency has completed the waiver request form, including a persuasive justification, evidence of support of the applicant, and verification of public notice.
- The applicant has received a personnel evaluation or written confirmation by a supervising administrator that he or she has performed satisfactorily during the waiver period.
- The applicant submits a letter from an institution of higher education providing the date on which the degree will be awarded (30-Day Substitute only) or describing what he or she needs to complete to qualify for the credential, as appropriate.
- The applicant fails to verify that he or she has been admitted to a college or university for the purposes of earning a degree (30-Day Substitute only) or is enrolled in course work applicable toward the credential, as appropriate, or
- The applicant has completed fewer than twelve semester units of course work applicable toward the degree (30-Day Substitute only) or fewer than six semester units of course work applicable toward the credential, as appropriate and explains the extenuating circumstances that caused him or her to take fewer units than required.

The conditions recommended by staff will depend on the circumstances, but will generally require that the applicant complete both missed coursework and current coursework during the next year on the waiver. For example, an individual who

held a waiver to serve in a special education position who completed only three semester units of course work could be required to complete nine semester units during the next year on the waiver.

### **INITIAL WAIVERS TO COMPLETE BOTH CBEST AND A DEGREE OR PROGRAM**

The criteria are the same as for an initial CBEST-only waiver. Requests for waivers of credentials in non-shortage areas will be placed on the conditions calendar.

### **SECOND WAIVERS TO COMPLETE BOTH CBEST AND A DEGREE OR PROGRAM**

*For placement on the consent calendar:*

- The employing agency has completed the waiver request form, including a persuasive justification, evidence of support of the applicant, and verification of public notice.
- The applicant has received a personnel evaluation or written confirmation by a supervising administrator that he or she has performed satisfactorily during the waiver period.
- The applicant has taken the CBEST at least twice and passed at least one section of the test during the term of the waiver.
- If the waiver request is for a teacher of departmentalized mathematics, the applicant has passed at least the mathematics section of the test.
- If the waiver request is for a teacher of departmentalized English, the applicant has passed both the reading and writing sections of the test.
- There is evidence that the individual is attempting to remediate under a reasonable plan developed specifically for the purpose of increasing the likelihood of his or her passing the test.
- There is evidence that the district will insure that the individual has access to appropriate support and assistance, such as tutoring, course work, or professional development to increase the likelihood of his or her passing the test.
- The applicant submits a letter from an institution of higher education providing the date on which the degree will be awarded (30-Day Substitute only) or describing what he or she needs to complete to qualify for the credential, as appropriate.
- The applicant has been admitted to a college or university for the purpose of earning a degree (30-Day Substitute only) or is enrolled in course work applicable toward the credential, as appropriate.
- The applicant has completed a minimum of six semester units of course work applicable toward the degree (30-Day Substitute only), or has completed a minimum of three semester units of course work applicable toward the credential or 90 clock hours of staff development under the employer's approved Plan to Develop Fully Qualified Educators, as appropriate.

For the second waiver only, the applicant may submit evidence of either enrollment in a program or completion of appropriate course work.

*For placement on the conditions calendar:*

- The employing agency has completed the waiver request form, including a persuasive justification, evidence of support of the applicant, and verification of public notice.
- The applicant has received a personnel evaluation or written confirmation by a supervising administrator that he or she has performed satisfactorily during the waiver period.
- The applicant has taken the CBEST at least twice during the term of the waiver, but has not passed a section during that time.
- There is evidence that the individual is attempting to remediate under a reasonable plan developed specifically for the purpose of increasing the likelihood of his or her passing the test.
- There is evidence that the district will insure that the individual has access to appropriate support and assistance, such as tutoring, course work, or professional development to increase the likelihood of his or her passing the test.
- The applicant submits a letter from an institution of higher education providing the date on which the degree will be awarded (30-Day Substitute only) or describing what he or she needs to complete to qualify for the credential, as appropriate.
- The applicant fails to verify that he or she has been admitted to a college or university for the purposes of earning a degree (30-Day Substitute only) or is enrolled in course work applicable toward the credential, as appropriate, or
- The applicant has completed fewer than six semester units of course work applicable toward the degree (30-Day Substitute only) or fewer than three semester units of course work applicable toward the credential, as appropriate and explains the extenuating circumstances that caused him or her to take fewer units than required.

**THIRD AND FINAL WAIVERS TO COMPLETE BOTH CBEST AND A DEGREE OR PROGRAM**

- The criteria for a second year waiver of this type are applied to all applicants for a third year waiver with the stipulation that no subsequent waiver of CBEST will be considered.

**INITIAL WAIVERS FOR TIME TO COMPLETE AN EXPERIENCE REQUIREMENT**

*For placement on the consent calendar:*

- The completed waiver request must include a letter from the institution of higher education where the program requirements were taken stating that the applicant has completed all requirements for the credential or certificate with the exception of the experience requirement.

## **SUBSEQUENT WAIVERS FOR TIME TO COMPLETE AN EXPERIENCE REQUIREMENT**

### *For placement on the consent calendar:*

- The employing agency has completed the waiver request form, including a persuasive justification, evidence of support of the applicant, and verification of public notice.
- The applicant has received a personnel evaluation or written confirmation by a supervising administrator that he or she has performed satisfactorily during the waiver period.
- The applicant has completed one full year of experience toward the credential goal.

### *For placement on the conditions calendar:*

- The employing agency has completed the waiver request form, including a persuasive justification, evidence of support of the applicant, and verification of public notice.
- The applicant has received a personnel evaluation or written confirmation by a supervising administrator that he or she has performed satisfactorily during the waiver period.
- The applicant has completed only part of a year of experience toward the credential goal. (This might happen if the employer was able to assign the applicant for a summer or interim session or on a part-time basis. For the Administrative Service Credential, four summer sessions equal one year of experience.)

## **ALL SUBSEQUENT WAIVER REQUESTS**

*The Commission reserves the right to review a subsequent waiver request, even when the previous waiver approval document indicated that the commission would not approve a subsequent waiver, when the following applies:*

- The employing agency has completed the waiver request form, including a persuasive justification, evidence of support of the applicant, and verification of public notice.
- The applicant has received a personnel evaluation or written confirmation by a supervising administrator that he or she has performed satisfactorily during the waiver period.
- The applicant has failed to meet any one or all of the specified conditions, but offers verification of extenuating circumstances, such as are accepted for a credential appeal (e.g., serious illness of self or close family member).

## **APPROVED CRITERIA FOR RECOMMENDING A WAIVER REQUEST FOR DENIAL**

The following criteria are used in determining when to recommend that a waiver be denied:

- The individual has been notified of the Commission's requirements for making progress toward an appropriate credential for an assignment, and

- there is evidence that training, such as an appropriate preparation program, was available to the individual, and
- the individual has not availed himself or herself of the training opportunity, and
- there are no extenuating circumstances, such as serious illness or incapacitation.

A waiver will also be recommended for denial if:

- The individual wishes to accept employment in a new district, but has not obtained a signed employment release from the current district of employment.
- The employer has been informed by the Commission that a request for Validation of Service has been rejected for this individual and this assignment.
- The individual has been identified as misassigned, and neither the individual nor the employer has made an effort to correct the assignment.
- Certification staff has denied an administrative appeal due to failure to complete renewal requirements.