



Guidelines for the Issuance of Subsequent Waiver Issuances for Current Holders of Variable Term Waivers April 28, 2020

The Commission on Teacher Credentialing is continually monitoring the COVID-19 situation and its impact on educators and employing agencies. We are seeking solutions that will allow educators to defer requirements listed under the Condition Statement that were not completed due to COVID-19.

If the employing agency can show evidence that the educator attempted to fulfill his or her commitment to pursue the completion of the requirements while serving on a Variable Term Waiver (VTW), but was unable to complete the requirements for a subsequent waiver or move forward to a credential or permit due to COVID-19, the Commission may issue a subsequent waiver. The subsequent waiver will be issued under new guidelines for those seeking to obtain an appeal on the subsequent Variable Term Waiver due to COVID-19 affecting the closures of test site(s) and colleges. **Note that all normal waiver requirements, including board approval and recruitment, must be met for subsequent waiver issuances.**

As the information below pertains to individuals who already held a VTW when the COVID-19 situation began, any request for a subsequent document should come on the WV-1 application form, not the PS-VTW form.

Provision:

- If passage of one or more subtests of the California Basic Educational Skills Test (CBEST) were needed, the applicant will need to provide documentation that the CBEST Program testing centers in their area were closed and the applicant was unable to attempt the exam. Or, if registered, that their exam date was cancelled. This would allow them to verify that they fulfilled their obligation to pursue completion of this requirement, and would allow the Commission to issue a subsequent waiver.
- If passage of one or more subtests of the California Subjects Examinations for Teachers (CSET) were needed, the applicant will need to provide documentation that the CSET

Program testing centers in their area were closed and the applicant was unable to attempt the exam. Or, if registered, that their exam date as cancelled. This would allow them to verify that they fulfilled their obligation to pursue completion of this requirement, and would allow the Commission to issue a subsequent waiver.

- If completion of coursework was needed, the applicant will need to provide documentation that they were unable to enroll in the appropriate course, or the college did not offer online courses, or the course was cancelled. This would allow them to verify that they fulfilled their obligation to pursue completion of this requirement, and would allow the Commission to issue a subsequent waiver.
- If passage of one or more subtests of the California Preliminary Administrative Credential Examination (CPACE) were needed, the applicant will need to provide documentation that the CPACE Program testing centers in their area were closed and the applicant was unable to attempt the exam. Or, if registered, that their exam date as cancelled. This would allow them to verify that they fulfilled their obligation to pursue completion of this requirement, and would allow the Commission to issue a subsequent waiver.

Required criteria for reissuance:

- [WV1 Waiver Application](#)
- Fee (if applicable)
- Public Notice/Agenda Item
- Recruitment documentation
- Personnel evaluation
- An original letter on official letterhead from the employer explaining the reason for appeal
- Documentation from the test site – (closure date) (if applicable)
- Documentation of attempted registration (if applicable)
- Verification of enrollment in the appropriate course
- Documentation from the college – (closure date)

Appeals for subsequent Variable Terms Waivers related to COVID-19 are most appropriate for the following credential areas:

- Multiple and Single Subject
- Education Specialist
- Administrative Services
- PPS -School Counseling
- PPS - School Psychology
- PPS - School Social Work
- Teacher Librarian

- Emergency 30 Day Substitute Waivers
- Adapted Physical Education
- Speech-Language Pathology
- Certificate of Completion of Staff Development
- Bilingual Authorization
- Provisional Internship Permit