



Variable Term Waivers for Credential Candidates who were Unable to Complete their Program Due to the Health and Safety Restrictions Related to COVID-19 Updated: October 16, 2020

Step-by-Step Guidance for Program Sponsors, Credential Candidates, Employing Agencies, and Induction Programs to Ensure Collaboration, Coordination, and Fulfillment of Obligations

On April 23, 2020, the Commission approved the use of Variable Term Waivers (VTW) for individuals who have been impacted by the COVID-19 restrictions while they were participating in a Commission-approved educator preparation program. The option to request such VTWs, called Program Sponsor Variable Term Waivers (PS-VTW), was adopted for the Commission-approved programs identified in [Appendix A](#) of Commission Agenda Item 3A and in the corresponding item [insert](#). The Commission extended these flexibilities at the October 8-9, 2020 meeting. This option is most appropriate for any educator preparation program that has candidates who have clinical practice/fieldwork, coursework, examination, or performance assessment requirements that cannot be met due to the health and safety conditions related to COVID-19 between March 19, 2020 and January 31, 2021.

The PS-VTW should be considered as an option for candidates after the completion of the Spring 2020 term, and the Commission will begin accepting PS-VTW applications on June 1, 2020 for candidates who would have completed their preparation for a credential at the end of the spring term.

This option is *not* designed for individuals in Teacher Intern programs where the candidate is continuing their Intern placement. Intern program sponsors should apply for an [extension by appeal](#) if the intern will continue to teach with the same employer. See [guidance for impacted interns](#).

In the event that such hardships continue beyond the one-year term of the PS-VTW, a re-issuance of this document is possible with verification from the program sponsor that the candidate made sufficient progress as identified in the document condition statement(s)

towards completion of the program during the initial waiver's validity. Guidance on possible re-issuances will be provided on a case-by-case basis as it becomes necessary in the future.

Step 1: Identify Each Candidate's Remaining Initial Program Requirements

Initial Preparation Programs:

- After the end of the Spring 2020 term, identify and keep documentation of the credential requirements each candidate still needs to meet.
 - The Commission took action on recommendations in [Agenda Item 4A](#) to grant flexibility to program sponsors. See [guidance on flexibility document](#). Candidates that are able to complete their program through the flexibility afforded by Commission action in Agenda Item 4A do not need to pursue the PS-VTW and should instead be recommended for their full credential.
- If requirements cannot be met through the flexibility, identify which candidates in your program are eligible for a PS-VTW.
- Meet with identified candidates to alert them of the PS-VTW option and of the outstanding credential requirements.
- Provide the candidates with a written copy of their outstanding credential requirements for later use in developing their Individual Development Plan (IDP).
- Programs should emphasize that the **program sponsor must submit the waiver request**; the credential candidate should not submit any waiver application independently.

Credential Candidates:

- Meet with the initial preparation program to confirm the specific credential requirements that remain to be completed.
- Confirm with the initial preparation program that they will apply for the PS-VTW. Remember that the candidate cannot apply for the PS-VTW without the support of the program.
- With the assistance of the initial preparation program, develop an IDP based up remaining program requirements yet to be met.

Employing Agencies:

- Nothing at this time.

Induction Programs:

- Nothing at this time.

Step 2: Apply for the Variable Term Waiver

Initial Preparation Programs:

- After the completion of the Spring 2020 term, submit a paper application for the PS-VTW to the Commission in coordination with the credential candidate. ***Note that the Commission has not yet released the PS-VTW application form. This application will be released by June 1, 2020 so that programs can identify candidates who would have been able to complete the program had the COVID-19 closures not occurred.*** Also, note that programs will *not* use the normal Application Form 41-4 or the standard waiver application form WV-1 when applying for this option.
- Care should be taken to not rely on other guidance on the Commission website that may apply to the standard VTW application. These VTWs have different requirements which are not relevant to the PS-VTW process.
- In addition to the application form, the processing fee of \$100 must be submitted by the credential candidate as a check or money order payable to “CTC.”
- Although the preparation program must submit the PS-VTW to the Commission, the form must be completed with the candidate who is being recommended for the PS-VTW. Coordinate with the credential candidate to complete the form together. The Commission will accept electronic signatures on the form if necessary.
- The PS-VTW application form consists of eight sections which are to be completed by the candidate and Program Sponsor.
 - **Section 1** – Enter the name of your Commission-approved institution (college, university, school district, or county office of education). This does not need to identify the specific program, school, or college. The requested issuance date must also be entered.
 - **Section 2** – Enter all of the candidate’s personal information. The name listed must be the candidate’s full legal name and must match what is on file at the Commission. If a program discovers that the individual’s name in the Commission’s records is not their full legal name, please email credentials@ctc.ca.gov for assistance.

- **Section 3** – The emergency waiver title is the document the individual was working towards in the educator preparation program. For example, if an individual was identified as requiring RICA before issuance of the Multiple Subject Teaching Credential, the line in section 3 should list Multiple Subject Teaching Credential. Program sponsors must also include the Single Subject authorization area, Education Specialist specialty area, and/or bilingual authorization area, if applicable.
- **Section 4** – Enter the remaining initial program requirements which were identified in Step 1 of this guidance as still needing to be completed. If more space is required, please attach a separate sheet. For each requirement, a target completion date must be included.
- **Section 5** - The Professional Fitness Questions (PFQs) must be answered by the credential candidate. If the candidate has any questions regarding any of the fitness questions they should reach out to the Division of Professional Practices at DPPinfo@ctc.ca.gov. If a candidate marks “yes” to any of the PFQs, they must also complete a Professional Fitness Explanation Form and include it with the application packet. The form can be found at the [Professional Fitness leaflet \(oa-ef\)](#).
- **Section 6** – It is the candidate’s responsibility to read, understand, and mark “I agree” on the Child Abuse and Neglect Mandated Reporting section. No one other than the candidate should mark this, or the PFQs, on the candidate’s behalf.
- **Section 7** – The candidate must sign the application under penalty of perjury and enter the date signed. If the date is not entered, or is entered incorrectly, the application will be returned.
- **Section 8** – The program sponsor representative/analyst must fill in their personal information and sign the application. The signature certifies that the candidate receiving the PS-VTW is enrolled in a Commission-approved preparation program and had been on target to complete the program between March 19 and January 31, 2021.

Credential Candidates:

- Work with the initial preparation program sponsor to complete and sign the PS-VTW form so that the sponsor can submit a paper application for the PS-VTW to the Commission.
- Candidates will need to do the following in conjunction with their program sponsor:

- Confirm the specific credential requirements that are still needed to complete the preparation program. Obtain a copy of these requirements for use in development of the IDP.
- Acknowledge the Child Abuse and Mandated Reporting information on the application form in the space provided.
- Answer the Professional Fitness Questions on form PS-VTW and sign the application in the space provided.
- Submit the \$100 processing fee as a check or money order made out to "CTC."

Employing Agencies:

- Nothing at this time.

Induction Programs:

- Nothing at this time.

Step 3: Seek Employment in a Teaching or Services Position

Initial Preparation Programs:

- Nothing at this time.

Credential Candidates:

- Once a PS-VTW document has been submitted candidates may begin to seek employment in the area to be authorized by their credential. Candidates should continue to work with their program sponsor and notify the program immediately when they obtain employment. Candidates should also notify their initial preparation program of the Induction Program they have enrolled in, or are planning to enroll in, if applicable.

Employing Agencies:

- Once granted, PS-VTW holders are eligible for employment in the area that their document authorizes. Employers can always interview candidates while their waiver application is pending and offer conditional employment while the Commission processes an application. An employing agency may interview and hire PS-VTW candidates just as they would any credential holder.
- PS-VTW are not restricted to one employing agency. Instead, they are restricted to the preparation program that requested the waiver. The program must, in collaboration with the Induction Program if applicable, continue to support the PS-VTW holder while they work towards completing the remaining requirements to earn the credential.

- Because these PS-VTW documents are not restricted to the employing district or county, employers do not need to take board action to employ a candidate who holds a PS-VTW. Board action is only required when a local education agency (LEA) is requesting a VTW on an educator's behalf.

Induction Programs:

- Nothing at this time.

Step 4: During the First Year of Employment, Enroll in the Induction Program (if applicable)

Initial Preparation Programs:

- Maintain an affiliation with the candidate. The candidate must continue to be supported to complete the remaining requirements of their initial preparation program.

Credential Candidates:

- Work with the employer to enroll in a Commission-approved Induction Program, if applicable, to ensure that the candidate has appropriate support to not only to complete their remaining credential requirements, but to navigate their first year as an educator.
- Share the Individual Development Plan (IDP) created in collaboration with the initial preparation program with the Induction Program and assigned mentor teacher (if applicable) who will support the candidate during induction to complete remaining credential requirements.
- Complete the remaining credential requirements.

Employing Agencies:

- Support the newly hired candidate in enrolling in a Commission-approved Induction Program, if applicable. While the PS-VTW will not list "induction" as a requirement during the one-year term, the candidate must be supported and encouraged to begin induction as they are working towards completing their credential requirements. To earn a Clear credential, induction will need to be completed by the candidate, and experience in induction while serving on the PS-VTW will help towards that requirement.
- Track the candidate's progress with their remaining credential requirements.
- Communicate frequently with the candidate, the initial preparation program, and Induction Program to ensure that the candidate is on track to meet requirements for the Preliminary credential.

Induction Programs:

- Follow the guidance provided to Induction Program leadership regarding how to provide support for candidates who still have to complete a performance assessment, clinical practice/fieldwork, or other credential requirements while also participating in induction and serving as a new educator.
- Provide a trained mentor/coach to support the PS-VTW candidate in the completion of the performance assessment by focusing the work of the initial Individualized Learning Plan/Induction Individualized Plan (ILP/IIP) on the candidate's needed program requirements within the context of their job assignment as a new educator. Induction mentors/coaches will need to attend Commission provided online workshops on how to support candidates with performance assessment cycles. Performance Assessment workshops will be provided at no cost throughout the coming months.
- Count the work done as part of the initial ILP/IIP as part of their two-year participation in a job-embedded Induction Program. Once the performance assessment is completed and passed, additional ILP/IIP and induction supports will continue, based on the identified needs of the candidate.
- Guide mentors/coaches to provide timely job-embedded support to their candidates as part of the Induction Program, while improving their long-term professional practice through the completion of the performance assessment.
- Provide clear expectations to mentors/coaches regarding their key role in supporting the candidate to complete the performance assessment, clinical practice/fieldwork, or other outstanding program requirements including participation in webinars regarding the requirements of the performance assessment provided by Commission staff. Initial mentor/coach training should include the Commission's no-cost performance online assessment workshops.
- Maintain the expectation that the candidate is completing a two-year Induction Program, unless evidence suggests participation in induction beyond two years is necessary. The outstanding requirements become part of the induction experience and are not "added on" to the Induction Program.
- Maintain partnerships with each candidate's initial preparation program to ensure adequate support and accurate information is provided to these candidates.

Step 5: Complete Requirements Identified in Step 1

Initial Preparation Programs:

- Once the candidate has completed all requirements for the full preliminary credential, submit the formal online recommendation for the credential. There is no change to the online recommendation process for those who are moving from a PS-VTW to the full credential.

Credential Candidates:

- Candidates should work towards meeting the requirements for the preliminary credential in their respective area. If a candidate is approaching the end of the one-year waiver term and does not believe they will complete the requirements before the waiver expires, the candidate should coordinate with to their initial preparation program about the possibility of requesting a subsequent PS-VTW on their behalf.

Employing Agencies:

- Once the candidate meets all program requirements, the preparation program will make the online recommendation for the candidate to receive their full credential. Employing agencies should continue to support the candidate and ensure induction support and continued progress toward the Clear credential.

Induction Programs:

- Induction Programs should continue to support the candidate as they receive their Preliminary credential. Induction Programs should continue to address professional growth goals as outlined in the IDP and as appropriate for the new teacher.

In addition to the step-by-step guidance above, the following resources are provided to assist analysts who may not have experience submitting paper applications to the Commission.

- Program Sponsor Variable Term Waiver form (PS-VTW):
 - The PS-VTW form must be used when applying for a waiver for individuals who were in a preparation program and could not complete those requirements. ***This application will be available June 1, 2020.***
- [Standard Variable Term Waiver form \(WV-1\):](#)
 - The WV-1 application form must be used for those who *already hold* a waiver and could not complete the condition text requirements. [Guidance for such individuals can be found here.](#)
- [Fingerprint Information](#)

- [Professional Fitness Questions/Applications](#)
- [Processing time and application status](#)
- [Search for an Educator](#)
- [Processing Fees](#)