



Waiver Submissions Impacted by COVID-19 Frequently Asked Questions Updated: April 26, 2021

This FAQ answers questions related to submitting Variable Term Waivers (VTW) and associated issues due to COVID-19. This will cover both program- and employer-requested waivers, and care should be taken to ensure the answers relate to the specific type of waiver being submitted, as they have different requirements.

Program Sponsor – Variable Term Waiver (PS-VTW)

The PS-VTW is a document available to any type of preparation program if the candidate was on track for completing the program by **August 31, 2021** and if the program sponsor submitted a request for consideration at the [April 2020 Commission meeting](#). This applies to both an Intern program and traditional program. Further information on the PS-VTW can be found on the Commission's [COVID page](#).

Variable Term Waiver (VTW)

VTW is a document issued for employers who meet the waiver criteria when a fully credentialed teacher is not available for the assignment. It allows the employer to fill the assignment while searching for a fully credentialed teacher in the subject area of the assignment and gives the waiver holder additional time to complete requirements. Information on the VTW can be found in the [VTW handbook](#) and additional information related to VTW reissuances impacted by COVID can be found on the Commission's [COVID-19 page](#).

What to include in your VTW application packet if stepping down from a PIP or STSP:

- WV1-Waiver Application
- Complete all sections of the application
- Fee of \$100
- Agenda Item/Public Notice

- Letter from the employer on official letterhead. Please list the requirement(s) not met to move to a Preliminary or Intern Credential due to COVID-19. You may also include copies of cancelled test registrations.

A detailed list of what to include in a PS-VTW application packet can be found in the Commission's [PS-VTW Guidance](#).

Anyone who held and was serving on a valid PIP or STSP during the 2019-2020 school year may work with their employer to apply to step down to a VTW in the same subject area as the PIP/STSP that they held for the 2019-2020 school year. When stepping down to a waiver, employers will actually be applying for a Single Subject (SS), Multiple Subject (MS), or Education Specialist (ES) VTW on the application form, as the Commission does not issue a PIP or STSP Waiver.

Q1. I am currently under a District Intern Credential with an extension already granted to fulfill my RICA requirement. My extension is valid until September 1, 2020. I was scheduled to take the exam on March 22, 2020. However, due to the pandemic, it has since been canceled and no timeline to when I can take the exam has been given. My question is, if I was granted an extension to my district intern credential, am I eligible to apply for another extension through the VTW? I am currently holding a teaching position, and I am concerned I will not be able to retain it due to not fulfilling my RICA requirement.

A1. If you are staying with the same employer, you should apply for another extension by appeal due to COVID-19. If you are changing employers, please speak to your program sponsor about the possibility of getting a PS-VTW.

If RICA was the only requirement necessary before being recommended for the Preliminary credential, educators are encouraged to communicate with their program sponsors. The Executive Order signed by the Governor on May 29th and SB 820 (Committee of Budget and Fiscal Review) signed in September, provided an option to allow individuals to suspend the RICA passage requirement for the Preliminary credential. Educators will still need to complete RICA before issuance of the Clear document.

Q2. Is there a specific EC you want us to use when applying for a VTW after holding a PIP or STSP?

A2. The EC should be tied to the specific requirement that they are waiving. If they are waiving CSET for entry into an Intern Program, it would be 44280. If they still need RICA, it is 44283. It will depend on which requirement they still need to meet for the full credential that is preventing them from getting into or finishing the program. All PS-VTW applications would list EC 80124.

Q3. Will the VTWs be issued for 1 year or still follow the school year rule?

A3. Since they are getting the waiver for the full document (TC1, TC2, TC3S) they will be one-year terms, not tied to the school year.

Q4. Do they need to verify any information, letter from employer, test site information, etc. for a VTW?

- A4. They will need to provide a statement from the employer as to why they cannot progress to the next step in the credentialing hierarchy and that should be tied to COVID-19 also.
- Q5. Is there a beginning issue date for these VTWs?**
- A5. The earliest issuance date for those stepping down to a VTW or for those requesting the new PS-VTW is March 19, 2020. The last issuance date for a PS-VTW is August 31, 2021. There is no firm last issuance date for someone stepping down to a VTW, but they must have served on a valid PIP or STSP during the 2019-2020 school year.
- Q6. Will we allow the employers to change the authorization area? Suppose the educator previously held a MS PIP or STSP, now they are stepping down to the VTW. Can they request a SS English or SS to MS?**
- A6. No, the Commission will not allow a change of the authorization. If they previously held a SS English PIP and STSP, they may only apply for a SS English VTW.
- Q7. I am emailing to inquire about whether I am a teaching candidate eligible for the Variable Term Waiver. I graduated from my multiple subject credential program in June 2019, but I did not pass the edTPA. I am working as a long-term substitute and planned to re-film and complete my edTPA during this time. With the schools being shut down due to COVID-19, this has not been possible. The credential program I was enrolled in is unsure of whether I qualify for this waiver since I am not currently enrolled in any of their courses (having already completed everything last year). I would really like to get this waiver and begin applying for teaching positions for next year. Please let me know whether I am a candidate for this waiver.**
- A7. A PS-VTW is only issued at the request of a program sponsor. You will need to continue to work with your program as they receive updated guidance and information from the Commission. They would be the entity to ultimately decide if you qualify based on a number of factors.
- Additionally, Program Sponsors may now be able to recommend you for the credential. The Executive Order signed by the Governor on May 29th and SB 820 (Committee of Budget and Fiscal Review) signed in September, provided an option to allow individuals to suspend the TPA requirement for the Preliminary Multiple and Single Subject Credentials. Educators will still need to complete TPA before issuance of the Clear document.
- Q9. The educator held a preliminary and 2 appeals to complete subject-matter competence. They attempted CSET in December and failed. Does this make a difference to obtain a VTW?**
- A9. Due to COVID-19, we can allow the educator to obtain the VTW in this situation.
- Q10. We are wondering if candidates from prior years will be eligible for PS-VTW. We understand that PS-VTW's will only be available to candidates who were on track to complete their credential and were unable to do so because of COVID-19. We have two candidates from prior years and has failed to obtain a passing score on examinations (ed TPA or RICA) and now feel unable to continue attempting the examinations because of COVID-19. We are unclear if these candidates would qualify as 'on-track' to complete credential requirements.**

A10. If they have not been enrolled/affiliated with your program then they would *not* qualify for the PS-VTW. If these candidates are still enrolled and were working toward completion of the program before COVID-19 disruptions began, then you may submit a PS-VTW for them.

Additionally, Program Sponsors may now be able to recommend for the credential. The Executive Order signed by the Governor on May 29th and SB 820 (Committee of Budget and Fiscal Review) signed in September, provided an option to allow individuals to suspend the TPA requirement for the Preliminary Multiple and Single Subject Credentials and the RICA for Preliminary Multiple and Education Specialist credentials. Educators will still need to complete the relevant exam before issuance of the Clear credential.

Q11. If someone is on a PIP, can they go to a waiver first because of not being able to take CSETs before they go to a STSP?

A11. No. If an educator can qualify for a credential or permit, they will not be eligible for a waiver. They must exhaust all available documents for which they qualify first before requesting a waiver.

Q12. If someone has held an ES waiver (waiving CBEST), but then has held both a PIP and STSP, can they go back to a waiver because of not being able to take CSETs? Would this be considered a subsequent waiver?

A12. If the educator held a PIP or STSP and was unable to complete requirements to move to the preliminary due to COVID-19, they would be eligible for a VTW. This would be considered New Type (NT) of waiver.

Q13. If an Intern program will not apply for a PS-VTW for an educator (say they only need RICA), then we as the employer can apply for one for them correct?

A13. If the educator held an Intern and was unable to complete requirements to obtain the preliminary due to COVID-19, they should apply for an appeal if they are staying with the same employer. The appeal application must be submitted by the Intern program.

If RICA was the only requirement necessary before being recommended for the Preliminary credential, educators are encouraged to communicate with their program sponsors. The Executive Order signed by the Governor on May 29th and SB 820 (Committee of Budget and Fiscal Review) signed in September, provided an option to allow individuals to suspend the RICA passage requirement for the Preliminary credential. Educators will still need to complete RICA before issuance of the Clear document.

Q14. Do we have to fill out all sections of the WV1 application form? Is it a first type or new type? And, do we need new recruitment?

A14. The requested VTW will be considered a new type and all sections of the VTW application must be completed. You may use recruitment from the previous 2019/2020 school year.

Q15. If someone's STSP or PIP was due to expire on October 1, 2020, would they be ineligible for an employer requested COVID-19 justified waiver because the date is after the September 1, 2020 date the programs have to deal with?

- A15. The individual in this scenario would still be eligible to step down to the VTW as they held a valid PIP or STSP during the 2019-2020 school year. The VTW must request the same subject area as was listed on the PIP or STSP.
- Q16. I held a VTW that is expiring this summer and was unable to take the CBEST exam. How do I request deferral?**
- A16. If you previously held a VTW and need to maintain it for employment, you must contact your employer regarding a subsequent waiver.