



Employer Updates

Updated: December 8, 2020

In early May, Commission staff held a webinar focused on the changes and options related to COVID-19. This webinar was geared towards information for employers. Collected here are the FAQ questions that were submitted during the webinar. Please note that these have been modified for clarity and to remove duplicative questions.

This document has been updated with guidance related to Executive Order N-66-20 and SB 820 (Committee of Budget and Fiscal Review). Full details of the Executive Order and SB 820 flexibilities can be found the [guidance document](#) posted on our COVID page.

Application Processing

Q1. How much is the VTW or WV1?

A1. The fees for the VTW is \$100. However, candidates who were previously issued a full teaching credential based on a bachelor's degree or higher and completed a teacher preparation program including student teaching are eligible for a fee waiver.

Q2. How do we submit paper forms if your offices are closed?

A2. The Commission's office is open and we are accepting paper applications.

Q3. If we are applying for STSP for current PIP holders who were not able to get into the Intern program, should I put COVID-19 in the Appeal Line on the STSP application?

A3. No, COVID-19 does not need to be listed on the Appeal Line if applying for a STSP.

Q4. For STSPs, do the applicants have to include official transcripts or can they be copies of the official? Some people have mentioned having issues securing an official right now.

A4. The Commission will accept electronic versions of official transcripts (e-transcripts) when verification is provided that the transcripts were submitted directly from the college or university to a school district, county office, or credential program sponsor. If the college or university utilizes e-Script Safe or Parchment, those can be sent directly to

the Commission. Additionally, we continue to accept verified true copies that are made from original transcripts by an analyst or employer.

Q5. For an extension by appeal, you asked for paper app, fee, and note: Covid-19 on appeal line. Should we send this to anyone's special attention for easier distribution by the mail room?

A5. ATTN: Certification Division

Q6. What is the expected turn around for the VTW approval process on CTC's side?

A6. Paper applications are typically processed within 50 business days providing that no additional background or professional fitness review is required.

Q7. Can verification letters be electronically signed?

A7. We are currently accepting electronic signatures on any document which requires one until further notice. The Commission maintains the right to request a wet signature if there is any reason to believe the electronic version is not valid.

Q8. Can the 41-4s and VTW be signed electronically/digitally?

A8. We are currently accepting electronic signatures on any document which requires one until further notice. The Commission maintains the right to request a wet signature if there is any reason to believe the electronic version is not valid.

Q9. By digital signature do you mean a scanned document signature? Or a third party verified signature?

A9. Docu-sign would be ideal since it has a verified record of the person who signed it, however, a scanned digital signature is acceptable at this time.

Q10. Will you still honor the 3 months to submit a recommendation for the PS-VTW? Example: if we're recommending for a PS-VTW with issuance date of 9/1/20, can we submit the paper app on 12/1/20?

A10. Yes. The PS-VTW can have a requested issuance date 90 days from the date it arrives at the CTC, but it cannot be earlier than June 1, 2020 or later than January 31, 2021.

Q11. If the employer applies for an incorrect document such VTW and CTC determines that there is another option that could have been used such as PIP, is the application fee lost?

A11. Yes. Per Title 5 section 80487, the application fee is considered earned upon receipt and is not refundable.

Q12. Do COVID related applications (PS-VTW and BSR deferred) have to be received at CTC between 3/19/2020-9/1/2020 or do the issue dates need to be within that timeframe?

A12. The issuance date on the PS-VTW deferral application must be between March 19, 2020 and January 31, 2021. The issuance date on the BSR deferral application must be between March 19, 2020 and August 31, 2021.

Q13. When mailing in the PS-VTW, could the IHE send many applications in one envelope or do we need to mail each one individually?

A13. Multiple applications can be included in one envelope; please make sure a fee for each application that is in the envelope is included.

Q14 Is there a fee for the PS-VTW? Who pays for that? The student or the program sponsor? Same goes for the BSR deferral.

A14. Yes, the fee is \$100. The student would pay the fee with a personal check or money order. There is no fee for a BSR deferral, but an educator would need to pay the \$100 processing fee if applying for a document based on using the deferral. The fee is for the application itself. A BSR deferral to enter into a preparation program does not require a fee.

Basic Skills Requirement (BSR)

Q15. If we have program applicants for 2020 that do not qualify for the BSR deferral due to previous testing, our institution may choose to admit them to the program but they cannot enter Clinical Practice. Is this correct?

A15. Per the Executive Order from the Governor, the BSR requirement to enter a program is suspended. The BSR must now be met before issuance of the Preliminary credential. A candidate may participate fully in the preparation program without BSR.

Q16. Credential Programs can still admit without CBEST, correct? We had some confusion after a PSA.

A16. Per the Executive Order from the Governor, the BSR requirement to enter a program is suspended. The BSR must now be met before issuance of the Preliminary credential.

Q17. We would not have access to view if a candidate attempted or failed the BSR if the university is not selected as a program sponsor. How do we verify if the student qualifies?

A17. The program sponsor can ask the candidate to provide their score report to verify that they are eligible for the BSR deferral.

Q18. What needs to be submitted for a BSR deferral?

A18. If an application is being submitted to CTC for a credential or permit and is requesting the BSR deferral, only the application and fee needs to be submitted.

If the credential is being held for "RC" and the one year has passed, an email can be sent to credentials@ctc.ca.gov to request the BSR deferral. The educator's full name and DOB and state the BSR deferral is being requested due to COVID-19 would need to be

included in the email. An extension would not need to be submitted if the educator has more than one year remaining on their credential.

Per the Executive Order from the Governor, the BSR requirement to enter a program is suspended. The BSR must now be met before issuance of the Preliminary credential.

Q19. What will happen if the candidate does not pass the BSR after a year and still enrolled in the teacher preparation program?

A19. The program sponsor would not be able to recommend the candidate for their intended teaching or services credential until the BSR requirement has been satisfied. The program sponsor should maintain an affiliation with the candidate and help to support them in this process so that they can move forward and earn their credential.

Q20. What if a candidate was unable to take the CBEST because of COVID-19, then manages to take the CBEST over the summer and fails, is the 1-year deferral still good, or does it expire if the person is unable to pass?

A20. Once the BSR deferral is granted it will remain in place for one year. Candidates should make every attempt to register and pass the exam.

Q21. Clarification, can CBEST be deferred for interns?

A21. Per the Executive Order from the Governor, the BSR requirement to enter a program is suspended. The BSR must now be met before issuance of the Preliminary credential. This applies equally to traditional and intern preparation programs.

Q22. We have a few candidates who still need to submit their official SAT/ACT results to officially meet the BSR requirement. These candidates now have their original document to submit to our office for "official verification". But since we are not in the office we are unable to add the stamp that indicates we have seen the original, will there be any flexibility for credential recommendation?

A22. Program sponsors are still required to upload original or verified true copies of official BSR score reports when submitting online recommendations.

Q23. We have Intern candidates who are going to go on a BSR deferrals for the Intern Credential. Does the BSR deferral need to be applied for before the Intern Credential recommendation is made and if so, how soon in advance before the Intern Credential recommendation is made?

A23. Per the Executive Order from the Governor and SB 820 (Committee of Budget and Fiscal Review), the BSR requirement to enter a program is suspended. The BSR must now be met before issuance of the Preliminary credential. The order does not require the Commission to be notified if individuals are entering a preparation program without passage of BSR.

Q24. Will you include RC codes to the sub permits if the person deferred basic skills due to COVID?

- A24. Substitute Permits issued without BSR due to the deferral request will include the RC Code. The Commission will provide guidance on how to add “RC” to online recommendations.
- Q25. For the CBEST deferral for entering students: is a separate email notification to the Commission required for each student or can we send one email listing everyone who is needing the deferral?**
- A25. Per the Executive Order from the Governor and SB 820 (Committee of Budget and Fiscal Review), the BSR requirement to enter a program is suspended. The BSR must now be met before issuance of the Preliminary credential. The order does not require the Commission to be notified if individuals are entering a preparation program without passage of BSR.
- Q26. For emails requesting BSR deferment, do those need to come from a person who has signature authority with CTC, or can program directors/advisors request the deferment?**
- A26. Requests must come from the program sponsor’s email account and can be from any staff member associated with the program and most likely will be from the credential analyst.
- Q27. For an out-of-state credential-holder issued a Preliminary Single Subject in 2017 with an RC code, would the BSR deferral still apply if they never took CBEST? Could this person apply for an Emergency CLAD now w/o BSR.**
- A27. Yes, if they never took CBEST it would still apply. Yes, the individual may apply for an Emergency CLAD. However, the Emergency CLAD document may not be issued for one year depending on the expiration date of the teaching credential.
- Q28. It was noted that Basic Skills cannot be deferred if they attempted to take parts of it and failed, does this apply as well for subject matter? Can we not defer it for incoming students if they attempted and failed a subtest?**
- A28. Per the Executive Order from the Governor and SB 820 (Committee of Budget and Fiscal Review), the subject matter requirement to enter a preparation program is suspended for candidates who, between March 19, 2020 and August 31, 2021, were unable to complete CSET due to COVID testing closures. Subject matter must now be met before issuance of the Preliminary credential.
- Q29. For someone interested in getting a PIP or STSP who has not passed CBEST, will they be able to apply for a PIP or STSP and defer CBEST?**
- A29. Yes, as long as they have not attempted all three subtests.
- Q30. Just want to confirm that for a sub permit someone who has their BA and has not been able to take the CBEST exam can be recommended on-line with just verification of their BA degree based on CBEST deferral?**

- A30. A 30-Day Sub Permit can be submitted with an online recommendation. The issuance date of the online recommendation will need to be between March 19, 2020 to January 31, 2021
- Q31. Would an OOS teacher whose Prelim credential required BSR within the first year but that year passed about a year ago (still within the 5-yr Prelim time period) be eligible for a VTW?**
- A31. A BSR deferral can be requested via email to credentials@ctc.ca.gov if the educator meets the requirements for the deferral. The email would need to include the educator's full name and date of birth. A VTW would not be appropriate in this situation.
- Q32. Do you want individual emails for each student or would you like minimal emails and include a list of BSR waivers in one email if possible?**
- A32. A list of individuals for the BSR deferral can be in one email, but please limit the number of individuals per email to roughly 10 as individual analysts will process an entire email at once and large lists could lead to delays.
- Q33. Is it just CBEST deferral apps that have to be received by 9/1 as is stated in 4/20/19 flexibility guide?**
- A33. The issuance date on the PS-VTW deferral application must be between March 19, 2020 and January 31, 2021. The issuance date on the BSR deferral application must be between March 19, 2020 and August 31, 2021.

Child Development

- Q34. For Multiple Subject teachers who are trying to get the Child Development permit, is the deadline still Aug 2020 or will there be any way to extend that deadline due to COVID-19 impacting their ability to take the required courses?**
- A34. The additional requirements for Transitional Kindergarten Teachers to complete additional requirements is not under the purview of the Commission. This requirement falls under the California Department of Education (CDE). Questions related to this requirement and possible extensions should be directed to CDE.

Charter Schools

- Q35. Are there any changes to AB 1505?**
- A35. The Commission is not aware of any changes proposed in the legislature. The Commission does not have the authority to make changes to statute.
- Q36. Given challenges presented by COVID, is the CTC considering granting charter networks access to CTC online for Limited Assignment Permits, Short-Term Staff Permits, CBEST deferral and PIPs like districts? This would allow credentials analysts at charters to submit applications more easily and efficiently, greatly benefiting teachers and students.**

- A36. The Commission is currently working on getting the charter school access to submit online recommendations for PIPs, STSPs, and Limited Assignment Permits. When this is rolled out the field will be notified.

Employment

- Q36. In these uncertain budget times, our district has implemented a hiring freeze. We have existing employees that would either need a PIP or waiver to continue employment. How can we meet the recruitment effort requirement amidst a hiring freeze?**

A36. Recruitment efforts must still be included for the permit or waiver that is being requested. How to meet these requirements remains a local level decision.

- Q37. Quite a few districts have been asking if the CTC will provide any flexibility for Emergency 30-Day Sub Permit holders to remain in the class beyond the allowed 30/20 days to provide continuity to students through the end of the school year. They believe removing the sub holder and replacing them with another will add to the disruption the students are already facing.**

A37. The 30 days or 20 days in the same classroom cannot be changed as this is set in Title 5 Regulations §80025.

- Q38. Do we have to look at fully credentialed teachers before we can consider a new teacher who will need to be hired on a waiver due to COVID-19?**

A38. Hiring practices remain a local level decision.

- Q39. If a new teacher is hired with a PS-VTW issued by a university but it is not issued by the start of school, what do we use to have a TCC put in place by our County? In the past, only those credentials being submitted by them are given a TCC.**

A39. [Education Code 44332](#) provides county offices the authority to issue Temporary County Certificates (TCCs). The statute does not require that a county review the application submitted to the Commission prior to issuance of a TCC. However, the county office may choose to do so as their local practice. It will be at the discretion of each county to determine if they will issue TCCs for pending PS-VTW applications.

Extensions

- Q40. Can an intern credential be extended further than 3 years due to COVID?**

A40. Any candidate that was on track to complete their program this spring/summer, and was impacted by school closures, would be eligible for an extension, even if they were working on a previous extension, due to this emergency situation.

- Q41. A teacher has an expired intern and now is on a STSP. Does she have any options?**

A41. They can look into obtaining an intern extension or a regular VTW.

- Q42. Are there any options for candidates on a GELAP who were not able to “show progress” and/or out of state folks who were not able to take the CTEL?**

- A42. These individuals may be eligible for COVID-19 extension.
- Q43. How about the emergency CLAD permit holders that are on their 2nd permit and they were not able to complete the requirements due to COVID and they have proof that they couldn't complete because of COVID?**
- A43. These individuals may be eligible for COVID-19 extension.
- Q44. For Intern extension requests, would COVID-19 be entered in "Appeal" line on the 41-4 or would RGA-20 be entered?**
- A44. If the extension request is due to COVID-19, please write "COVID-19" in the Appeal line on form 41-4.
- Q45. When applying for extensions for GELAP and Emergency CLAD - how long is the extension for?**
- A45. The extension is for one year, though this may vary depending on the expiration date of the base credential when applicable.
- Q46. Is there a document or route available to someone who has already held 3 Emergency CLAD documents and used a medical appeal?**
- A46. They may be eligible for the COVID-19 extension.
- Q47. For districts with emergency CLADs or Limited Assignments: When the emergency expires say Sep. 1 they need to renew with app, \$100 money order, letter stating they could not complete requirements per COVID 19 correct? I would like clarification as the letter from CTC does not specifically state this needs to be sent in an app packet.**
- A47. Employers who wish to submit an extension application may do so now by submitting a 41-4 application form, the processing fee, and a verification letter from the credential holder that they were impacted by the health and safety restrictions related to COVID-19 and an explanation as to why the credential holder was unable to complete their renewal requirements. In the top right-hand corner of page one of the 41-4 application, on the line marked "Appeal," employers should write "COVID-19" to ensure proper routing within the Commission. Further information can be found in the following guidance document: [Flexibilities Approved by the Commission on Teacher Credentialing at the April 2020 Commission Meeting in Response to COVID-19 Related School Closures](#)
- Q48. We have teachers with out-of-state and out-of-country credentials and need to take the CTEL & CSETs to clear their preliminary credential. Since all the test centers are closed - what can we do?**
- A48. They may be eligible for the COVID-19 extension.
- Q49. If a teacher has failed two or three sections of the CTEL, are they eligible to apply for an extension of their Emergency CLAD?**

A49. They could apply for an extension due to COVID-19. The number of times they took and failed the CTEL is not a factor for extensions by appeal.

Q50. I have a CTE teacher that was working under a Preliminary CTE credential that expired 4/1/2020. She has additional courses to take to complete her program, but with COVID-19, school closures, etc. she is unable to do the coursework prior to the fall of 2020. Can I apply for an extension for her if her credential expired prior to the CTC action regarding extensions and waivers?

A50. An extension can be submitted for the CTE credential based on COVID-19 as a "good cause". With the application and fee, a written statement as to why the renewal requirements were not completed and a verification letter that they were impacted by COVID-19 will need to be included.

Q51. Can an intern who already used the appeal for a one-time extension this year appeal for a second extension under COVID to continue working on RICA?

A51. Yes, another extension on the Intern Credential can be submitted if the educator was impacted by COVID-19.

Additionally, the Executive Order approved May 29th and SB 820 (Committee of Budget and Fiscal Review) provide additional options for impacted individuals. Any educator who only has the RICA passage remaining before completing all program requirements should speak to their program sponsor about possibly qualifying for a deferral of the exam.

Q52. Financial hardship is not considered a valid reason for appeals. What about Financial hardship due to COVID?

A52. Financial hardship is not a "good cause" for an extension, but COVID-19 can be used as a "good cause" when applying for an extension.

Q53. How about School Nurse Credentials who are not able to upgrade to the clear, can they apply for a waiver?

A53. An educator holding a Preliminary School Nurse Credential that is expired or will be expiring will need to apply for an extension by appeal, not a waiver.

Q54. For those on emergency CLAD, SELAP, GELAPs and were unable to complete due to COVID, I can just request an extension on their current document, correct?

A54. Yes. A written explanation as to why the renewal requirement hasn't been completed and a verification letter that they were impacted by COVID-19 will need to be included with an application and fee.

Q55. If a person has an Intern Credential: Multiple Subject and currently has the 1-year extension that expires 8/1/2020. They have not been able to pass the RICA yet. Do they qualify for one of the waivers?

A55. If the person is remaining with the same employer, an additional extension can be submitted. But, if the person is changing employers and is on track to complete their program by January 31, 2021, the program can submit a PS-VTW.

Additionally, the Executive Order approved May 29th and SB 820 (Committee of Budget and Fiscal Review) provide additional options for impacted individuals. Any educator who only has the RICA passage remaining before completing all program requirements should speak to their program sponsor about possibly qualifying for a deferral of the exam.

Q56. If someone's prelim or emergency permit (not PIP or STSP) expires after 9/1/20, then a COVID extension is not currently an option for them. However, CTC may push that 9/1 date back further later?

A56. Extensions by appeal related to COVID are not tied to the 9/1/2020 date. In the scenario presented, the individual could still apply for an extension by appeal after 9/1.

General

Q57. Any changes or updates to Designated Subject CTE applicants?

A57. An extension can be submitted for the CTE credential based on COVID-19 as a "good cause". No other changes have been approved for CTE credentials.

Q58. Would OOS teachers that need to pass the CTEL qualify for an extension?

A58. Through their employer, they may be eligible for an Emergency CLAD or an extension on the Emergency CLAD. Also, if the individual holds a Preliminary with the REL code, they may be eligible for an extension by appeal on the Preliminary.

Q59. Pearson continues to cancel scheduled test dates due to the COVID challenges. For those trying to meet their CTEL requirements in a timely matter this has been a great struggle. Does the Commission have any insight regarding this matter? Can a consideration for these exams be done remotely?

A59. Through their employer they may be eligible for an Emergency CLAD or an extension of the Emergency CLAD due to COVID-19. The Commission is not able to mandate the exam scheduling from Pearson.

Q60. Are there any updates regarding CalSAAS? Will the non-consequential year move 2020-2021 now?

A60. At this time, the authority for a non-consequential year of monitoring is identified in Education Code section 44258.9, which specifically states that the 2019/2020 school year's monitoring results are intended to be non-consequential. Unless there is a statutory change, the 2020/2021 school year will move forward as the first consequential school year for assignment monitoring.

Q61. How soon will in-writing application guidance be available for the various options being presented?

- A61. All guidance regarding the [Commission agenda items 3A and 4A can be found here.](#)
- Q62. Do County Offices and Districts still have to submit their Declaration of Need for the 2020-21 school year. If so do we still have to provide verification of posting document 72 hours prior to superintendent's signature (we don't have access to our buildings); does it still require a wet signature by superintendent?**
- A62. The county must still provide the required supporting documentation with the submittal of the Declaration of Need, Form CL-500. If the Public Notice cannot be posted in your lobbies currently, you may still post the Public Notice on your website, and that will be accepted. Please provide a public announcement signed by the superintendent or administrator (an electronic signature can be accepted).

Program Requirements

Q63. Can an Intern Credential be issued without CSET?

- A63. Per the Executive Order from the Governor and SB 820 (Committee of Budget and Fiscal Review), the subject matter requirement to enter a preparation program is suspended for candidates who, between March 19, 2020 and August 31, 2021, were unable to complete CSET due to COVID testing closures. Subject matter must now be met before issuance of the Preliminary credential.

Q 64. Can a teacher candidate begin student teaching without a certificate of clearance?

- A64. No candidate in any educator preparation program may teach or provide services to students without a certificate of clearance. The [Live Scan](#) centers are open some with limited hours.

Q65. For incoming students, 20-21, can they get a deferral for subject matter competency? All subtests, or is it like the CBEST that if they attempted and failed, a deferral is not granted?

- A65. Per the Executive Order from the Governor and SB 820 (Committee of Budget and Fiscal Review), the subject matter requirement to enter a preparation program is suspended for candidates who, between March 19, 2020 and August 31, 2021, were unable to complete CSET due to COVID testing closures. Subject matter must now be met before issuance of the Preliminary credential. This order does not have a stipulation regarding how many attempts were made on the exam; it is suspended for anyone entering.

Q66. If we have program applicants for 2020 that do not qualify for the BSR deferral due to previous testing, our institution may choose to admit them to the program, but they cannot enter Clinical Practice. Is this correct?

- A66. Per the Executive Order from the Governor, the BSR requirement to enter a program is suspended. The BSR must now be met before issuance of the Preliminary credential. A candidate may participate fully in the preparation program without BSR.

Q67. Can you mention the specific document that talks about affiliation in regard to interns being affiliated with a program? There are lots of docs in the COVID section on the CTC site?

A67. Please review the [Guidance for Teacher Intern Programs and Candidates](#).

Program Sponsor Variable Term Waiver (PS-VTW)

Q68. Can an intern step down to a STSP if they are unable to take the RICA? Or a waiver?

A68. The Executive Order approved by the Governor on May 29th and SB 820 (Committee of Budget and Fiscal Review) provide a new path for individuals who have not completed RICA. If RICA passage was the final requirement needed to complete a program, the program sponsor may now apply for the Preliminary credential. Further information can be found in the [Guidance Regarding Executive Order Actions Related to COVID-19](#) document.

Q69. An intern credential holder has completed all required coursework and is waiting to take the RICA. Her current employer expressed the interest to hire her again for Fall 2020. Should she apply for PS-VTW or request a 1-year extension on her Intern Credential with her current employer? (Our university does not allow a 0-unit course enrollment. Therefore, an extended intern credential would cost the intern more money.)

A69. The PS-VTW is available to credential candidates who were on target to complete a Commission-approved program between March 19, 2020 to January 31, 2021.

Additionally, the Executive Order approved by the Governor on May 29th and SB 820 (Committee of Budget and Fiscal Review) provide a new path for individuals who have not completed RICA. If RICA passage was the final requirement needed to complete a program, the program sponsor may now apply for the Preliminary credential. Further information can be found in the [Guidance Regarding Executive Order Actions Related to COVID-19](#) document.

Q70. Is PS-VTW applicable to out of state teacher students who were impacted by COVID-19 and unable to finish their program out of state?

A70. The PS-VTW is only available to candidates enrolled in a Commission-approved educator preparation program.

Q71. Do we need board approval to employ someone with this new waiver?

A71. For the PS-VTW, Board approval is not needed.

Q72. Do candidates working in private schools need to apply for the PS-VTW?

A72. The PS-VTW is only available to credential candidates who were on target to complete a Commission-approved program between March 19, 2020 to January 31, 2021.

Q73. Does the PS-VTW application allow a candidate to apply for a Supplementary and/or Subject Matter Authorizations? What about candidates who qualify for 2 credentials (2 subject areas) when they leave the program? Would 2 PS-VTW applications be required?

A73. Yes, if the candidate was on track to complete the added authorization prior to 9/1/20 and if the program sponsor is authorized to add that additional authorization. If candidate qualifies for two single subject areas, it would be one PS-VTW requesting both authorizations. If the candidate was on track to complete two different programs (ie: Single Subject and PPS), it would be two applications and fees for two PS-VTWs.

Q74. The VTW guidance PDF states, "a teacher candidate who is NOT hired in 2020-21 may be on a VTW." Why would a student choose to pay a fee for a VTW if they are not employed?

A74. Once a PS-VTW is issued, it will give the candidate one year of additional time to complete the remaining requirements while authorizing the individual to teach or provide services associate with their respective credential.

Q75. If someone hasn't passed the RICA, would they apply for the PS-VTW?

A75. The PS-VTW is available to credential candidates who were on target to complete a Commission-approved program between March 19, 2020 to January 31, 2021. If all they have left is RICA, this is an appropriate option.

Additionally, the Executive Order approved by the Governor on May 29th and SB 820 (Committee of Budget and Fiscal Review) provide a new path for individuals who have not completed RICA. If RICA passage was the final requirement needed to complete a program, the program sponsor may now apply for the Preliminary credential. Further information can be found in the [Guidance Regarding Executive Order Actions Related to COVID-19](#) document.

Q76. Those completing a credentialing program through the university, will the university apply for the waiver or the LEA?

A76. The program sponsor would apply for the PS-VTW on behalf of the credential candidate.

Q77. Will we be found out of compliance for those people that are on PS-VTW documents?

A77. Once the PS-VTW is issued, it will give the candidate one year of additional time to complete the remaining credential requirements while authorizing the individual to teach or provide services associated with their respective credential.

Q78. How does an IHE know whether to appeal for an extension vs apply for the PS VTW?

A78. The PS-VTW is only available to credential candidates who were on target to complete a Commission-approved program between 3/19/20-9/1/20. If this does not apply to the candidate's situation, they may be eligible for an extension.

Q79. What are employers looking for to ensure an educator is authorized by a PS-VTW? Normally we'd be looking for an intern credential to be officially granted to know that they are authorized for the teaching position they are hired for.

A79. Once a PS-VTW is issued, it will be viewable online just like any other credential, permit or waiver.

Q80. Can the program submit the new waiver for a candidate who is completing a multiple subject program with a bilingual authorization so that the candidate can work in a dual immersion assignment? Candidate is only pending RICA and due to COVID could not test.

A80. The bilingual authorization may be included on the PS-VTW if the program sponsor has a Commission-approved bilingual program and the candidate was on track to complete the program between March 19, 2020 to January 31, 2021.

Additionally, the Executive Order approved by the Governor on May 29th and SB 820 (Committee of Budget and Fiscal Review) provide a new path for individuals who have not completed RICA. If RICA passage was the final requirement needed to complete a program, the program sponsor may now apply for the Preliminary credential. Further information can be found in the [Guidance Regarding Executive Order Actions Related to COVID-19](#) document. As was stated for the PS-VTW, the bilingual authorization can only be included on the recommended document if the program sponsor has a Commission-approved bilingual program.

Q81. In regards to RICA and interns, what if they've already had a university extension, would they qualify for a STP or is the "regular" waiver the way to go, or does the University need to apply for the waiver?

A81. The educator would not qualify for a STSP or VTW in this case. Instead, an additional extension on an Intern Credential can be given if the educator is with the same employer. Or, if the educator is with a different employer, the program can submit a PS-VTW.

Q82. A PIP/STSP holder has completed Intern preservice but needs CSET for initial issuance of the Intern. Is it true that the program is not able to request PS-VTW?

A82. Correct. The PS-VTW is only available for those that were on track to complete their program by January 31, 2021. It would not assist a potential intern candidate in this situation.

However, per the Executive Order from the Governor, the CSET requirement to enter a program is suspended. The CSET competence must now be met before issuance of the Preliminary credential. A candidate may participate fully in the preparation program without CSET. Further information can be found in the [Guidance Regarding Executive Order Actions Related to COVID-19](#) document.

Q83. When IHE's submit the online application for the Preliminary credential for a PS-VTW document holder, will the Preliminary Credential be considered a "New Type" or "First Time" document?

A83. This will depend if the educator has held other documents with the Commission other than the PS-VTW. If the educator has only held a PS-VTW, then the Preliminary Credential will be a "First Time" document. If the educator has held another credential or permit such as a 30-Day Sub Permit, then the Preliminary Credential will be a "New Type" document.

Variable Term Waiver (VTW)

Q84. STSP holders in the 19-20 school year that have already held a VTW years ago can reapply for a VTW for the 20-21 school year?

A84. If the STSP holder is not eligible for a PIP, they can step down to a regular VTW. If the VTW previously issued is for the same subject area as the STSP, a subsequent waiver may be issued.

Q85. I heard that someone must have used both their PIP and STSP to drop down to the VTW. If they still have their PIP available but passed CSETs can they apply for the VTW?

A85. Yes, they can drop down to a regular VTW since they would not be eligible for a PIP if they have met subject matter. The guidance regarding using "both their PIP and STSP" is dependent on them qualifying. In this example, as the person is not eligible for the PIP, their option becomes a regular VTW.

Q86. Can someone who started on a Waiver, then used PIP and STSP, still go back down to a waiver?

A86. Yes.

Q87. How will test centers being reopened affect these new exceptions on STSP to waiver and subsequent waiver apps?

A87. The testing centers reopening does not affect those on STSPs stepping down to a regular VTW. If the health and safety situation surrounding COVID significantly changes and the Commission decides to modify the options available, the field will be notified when that decision is made.

Q88. Does a special note need to be submitted with the application for a STSP holder who is applying to step down to a VTW?

A88. The application should include a verification letter from the holder that they were impacted by COVID-19 restrictions and an explanation as to why they were unable to complete requirements.

Q89. I understand that the PS-VTW does not have to go the board for approval, but the PIP/STP VTWs will still need board approval. Is that correct?

- A89. Yes, regular waivers (VTW) still need Board Approval.
- Q90. How soon can we start applying for STSP holders to step back to a VTW?**
- A90. Regular VTW applications can be submitted now.
- Q91. If a STSP holder needing to finish TPA's to receive a prelim credential be eligible for a VTW and can the district apply or does the university need to apply?**
- A91. The preliminary preparation program may apply for the PS-VTW.
- Additionally, per the Executive Order from the Governor, candidates who met all requirements for the preliminary document except TPA may now receive the preliminary with that exam listed as a requirement to earn the Clear. Candidates should speak to their program sponsor regarding this potential option. Further information can be found in the [Guidance Regarding Executive Order Actions Related to COVID-19](#) document.
- Q92. Would a Multiple Subject Variable Term Waiver also be issued with EL authorization like the PIP/STSP? Do we need to expressly state on the form?**
- A92. Yes, a Multiple Subject Waiver will be issued with the English Learner Authorization and does not need to be listed on the waiver application form.
- Q93. If a person exhausted a STSP, has subject matter and BSR, but just enrolled in an intern program (not impacted by COVID) they can be on a VTW?**
- A93. If the person is enrolled in an Intern Program, the program should recommend the person for an Intern Credential.
- Q94. If someone already has used PIP/STSP in Math can they step down to variable term waiver in science?**
- A94. No. The subject area for the VTW must remain the same as the subject area on the PIP/STSP.
- Q95. If we are applying for the VTW to extend a teacher on a STSP this year, do we need to include recruitment in the application if the teacher has been in this position for the last year or two and it is not a vacancy?**
- A95. If the educator remains in the same position, the recruitment included with the VTW can be the same recruitment that was submitted for the 2019-2020 school year.
- Q96. I currently have an employee who has completed all university requirements to be recommended for her preliminary in special education, except passing the RICA. Her university tells her they will not recommend her for an intern credential because student teaching has already been completed. She is currently employed by us under a STSP. At this point, as a district, I can recommend her for a VTW?**
- A96. The Executive Order approved by the Governor on May 29th and SB 820 (Committee of Budget and Fiscal Review) provide a new path for individuals who have not completed

RICA. If RICA passage was the final requirement needed to complete a program, the program sponsor may now apply for the Preliminary credential. Further information can be found in the [Guidance Regarding Executive Order Actions Related to COVID-19](#) document.

Q97. If districts submit a VTW application for those stepping down from STSP, but a program later determines they are eligible for a PS-VTW, what happens?

A97. If the educator is enrolled in a program and on track to complete the program by January 31, 2021, a VTW should not be submitted. However, if a VTW and a PS-VTW were both submitted for the same document and authorizations, only one of the applications will be processed and the fee for both applications are earned upon receipt.

Q98. OOS prepared teacher didn't pass CBEST first year so she's on a waiver this year. Took it again this year and passed all but math. Due to COVID she wasn't able to re-take the exam this spring. Am I applying for an extension to her current waiver (by COVID appeal) for 20-21 or am I applying for a subsequent waiver?

A98. If the teacher was issued a VTW, a subsequent waiver can be requested.