Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
651 Bannon Street, Suite 601
Sacramento, CA 95811

CTC Use Only

Email: waivers@ctc.ca.gov
Website: www.ctc.ca.gov

CTC Use Only	
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VARIABLE TERM WAIVER REQUEST FOR 30-DAY SUBSTITUTE BASIC SKILLS REQUIREMENT

Requests must be prepared by the employing agency, not the applicant, and must be typewritten or computer generated. This form may be used for **first time and subsequent** 30-Day Substitute basic skills requirement waivers **only**. All other types of variable term waiver requests must be submitted on form WV1.

1. EMPLOYING AGENCY (include mailing address)	County/District CDS Code	Contact Person: Telephone #: Email:

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

If fingerprint clearance is not on file at CTC, the applicant must complete all professional fitness questions (see #5) and submit a completed Live Scan receipt (41-LS). If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name _____
First Middle Last

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

California Credential or Permit Held (if any) _____

Assignment 30-DAY SUBSTITUTE TEACHER

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED: EC §44830(a)

"A governing board of a school district shall employ for positions requiring certification qualifications, only person who possess the qualifications therefore prescribed by law..."

Specific section(s) covering the assignment: **EC 44252(b)**

4. EFFECTIVE DATES:

/ / to / /

Waivers are dated effective the beginning date of service. This waiver cannot exceed one year.

5. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

Warning: Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your document.

Do you understand:

- these instructions and;
- that you will later declare under penalty of perjury that the information you give is true and correct and;
- the Commission may reject your application if it is incomplete and;
- the Commission may deny your application or take disciplinary action against your document if you do not disclose misconduct?

◯ Yes ◯ No

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school

because of allegations of misconduct or while allegations of misconduct were pending?

◯ Yes ◯ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place?

You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- infractions (DUI or reckless driving convictions are not infractions)

◯ Yes ◯ No

c. Are you currently the subject of any criminal inquiry or investigation by a law enforcement agency or any noncriminal allegation of misconduct by any licensing agency in California or any other state?

◯ Yes ◯ No

d. Are any criminal charges currently pending against you?

◯ Yes ◯ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

6. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

7. PUBLIC NOTICE (check the box that applies)

Public School District: Attached is a copy of the agenda item presented to the governing board of the district in a public meeting stating that the district has been unable to recruit enough substitutes who have met the basic skills requirement. With the signature of the Superintendent or his or her designee in item #8 below, the person signing verifies that the item was acted upon favorably by the board.

County Office of Education or State Agency: Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the position, and the fact that employment will be on a waiver. With the signature of the Superintendent or Administrator or his or her designee in item #8 below, the person signing verifies that there were no objections to the waiver request.

8. APPLICANT'S CERTIFICATION

I understand that I must meet the basic skills requirement during the valid term of this waiver.

I understand that all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed in an open meeting.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

Signature of Applicant **Date**
(Sign full legal name as listed in #2)

9. EMPLOYING AGENCY CERTIFICATION

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

Attachments Checklist

- Verified photocopies of transcripts verifying completion of a bachelor's degree
- Copy of governing board minutes declaring a shortage of substitutes
- Check or money order for the appropriate fee, made payable to the Commission on Teacher Credentialing or CTC
- Completed Live Scan (41-LS) receipt ONLY if fingerprint clearance is not on file at CTC
- Completed *Professional Fitness Explanation Form*, if applicable