

California State Preschool Program (CSPP) Site Supervisor or Program Director Staffing Qualifications Waiver Request

Section 1 – Contractor Information

Enter Contractor information as indicated by the associated form field.

Name:

Vendor Number:

Subcontractor Name, if applicable:

Address:

City:

Zip Code:

Program Director or Executive Officer Name:

Email Address:

Section 2 – Waiver Applicant Information

Enter the Waiver Applicant's information as indicated by the associated form field.

Name (First, Middle, Last):

Other Names used by the Applicant:

Site Name where Applicant will work:

Waiver Request is for (select one): Site Supervisor Program Director

Section 3 – Indicate and Document Education

Submit transcripts for all college units and degrees earned. Indicate the level of education completed as indicated by the associated form field. Enter the Total Units completed and the Field of Study.

High School Graduate or Equivalent (Select one): Yes No

Highest College Degree Completed (Select one):

- Associate of Arts (A.A.)
- Bachelor of Arts (B.A.)
- Master of Arts (M.A.)
- Doctor of Philosophy (Ph.D.)

Total Units Completed: Field of Study:

Section 4 – Indicate and Document Permit/Credentials currently held by Waiver Applicant

Indicate the type of Permit and/or Credential currently held and submit copy of the permit and/or credential (Check all that apply).

Permit and/or Credential currently held:

- None
- Associate Teacher
- Teacher
- Master Teacher
- Single/Multiple Subject Teaching Credential

Document Number:

Expiration Date:

Section 5 – State Compelling Need

Contractor must demonstrate a **compelling need**. The **Program Director Waiver Request** must meet one of these criteria: (1) the waiver applicant demonstrates satisfactory educational progress in obtaining the permit or (2) the place of employment lacks reasonable access to training resources that offer the required coursework and a diligent recruitment effort failed to yield a qualified candidate. The **Site Supervisor Waiver Request** must meet one of these criteria: (1) contractor's recruitment efforts have not been successful; (2) contractor's inability to offer competitive salaries; or (3) staff's lack of reasonable access to training resources for required course work. **Please state the compelling need.**

Section 5 Response:

Section 6 – Waiver Criteria

Waiver criteria require, at a minimum, 15 units of Early Childhood Education (ECE)/Child Development (CD) core course work, including three units of ECE administration. Identify the three-unit course by course number and title from the waiver applicant’s transcripts that meets each of the core courses listed below.

Attach transcripts (unofficial transcripts are acceptable).

Required ECE/CD Core Courses	Course Number	Title	Units
Child/Human Growth and Development			
Child, Family and Community, or Child and Family			
Program/Curriculum			
Child Care Administration or Staff Relations			
ECE/CD Core Course Elective			

Section 7 – Child Care Experience

Mark **one** box. The box checked must match the waiver applicant's academic experience.

- High school graduate or GED with at least four years of teaching experience in a licensed child care center or comparable group child care program.
- An associate of arts degree with a major in early childhood education or child development; and at least two years teaching experience in a licensed child care center or comparable group child care program.
- A bachelor's degree with a major in early childhood education or child development; and at least one year of teaching experience in a licensed child care center or comparable group child care program.

Section 8 – Education/Experience Plan

1. State the permit title and option the waiver applicant is pursuing on the Child Development Permit Matrix found at [https://www.ctc.ca.gov/credentials/leaflets/child-development-permits-\(cl-797\)/child-develop-and-school-age-matrix](https://www.ctc.ca.gov/credentials/leaflets/child-development-permits-(cl-797)/child-develop-and-school-age-matrix)
2. State the coursework, and/or experience requirements needed by the waiver applicant.
3. Describe the waiver applicant's education plan (by semester) for acquiring the coursework needed to attain the permit.

Section 8 Response

Section 9 – Certification Signatures are Required

Waiver Applicant Certification

I, the Waiver Applicant, certify that the information provided accurately reflects my education and work experience.

Waiver Applicant's Signature:

Date:

Contractor Certification

I, the Contractor's Authorized Representative, certify the existence of a compelling need as specified in California Code of Regulations, Title 5 (5 CCR), Sections 17719 & 17721. Evidence supporting the compelling need is documented and available on-site for review. If an 18-month waiver is granted, the contractor will ensure that a qualified program director or site supervisor will be employed by the end of the waiver term (5 CCR, Sections 17718 & 17720).

Authorized Representative's Signature:

Date:

Print Name:

Title:

Contact Person Completing the EED-7701A Form Name:

Telephone Number:

Contact Person Completing the EED-7701A Form Title:

Email Address:

Email the Completed Form and Transcripts to:

California Department of Education
Early Education Division
StaffingWaivers@cde.ca.gov