

Site Supervisor or Program Director Staffing Qualifications Waiver Request

Section 1 – Provide Contractor Information															
Contractor Name and Vendor Number		Subcontractor Name if applicable													
Contractor Address: Include City, State, ZIP Code															
Program Director or Executive Officer Name and Telephone Number															
Section 2 – Waiver Applicant Information															
Waiver Applicant Name (First, Middle, Last)		Other Names used by the Applicant													
Site Name where Applicant will Work		Waiver Request is for Site Supervisor <input type="checkbox"/> Program Director <input type="checkbox"/>													
Section 3 – Indicate and Document Education		Section 4 – Indicate and Document Permit/Credentials currently held by Waiver Applicant													
Submit transcripts for all college units and degrees earned.		Submit copy of permit and/or credential.													
High School Graduate or Equivalent: Yes <input type="checkbox"/> No <input type="checkbox"/> Highest College Degree Completed: A.A. <input type="checkbox"/> B.A. <input type="checkbox"/> M.A. <input type="checkbox"/> Ph.D. <input type="checkbox"/>		Permit and/or Credential Currently Held: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">None</td> <td style="width: 33%;"><input type="checkbox"/></td> <td style="width: 33%;">Associate Teacher</td> <td style="width: 33%;"><input type="checkbox"/></td> </tr> <tr> <td>Teacher</td> <td><input type="checkbox"/></td> <td>Master Teacher</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Single/Multiple Subject Teaching Credential</td> <td colspan="3"><input type="checkbox"/></td> </tr> </table>		None	<input type="checkbox"/>	Associate Teacher	<input type="checkbox"/>	Teacher	<input type="checkbox"/>	Master Teacher	<input type="checkbox"/>	Single/Multiple Subject Teaching Credential	<input type="checkbox"/>		
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Teacher	<input type="checkbox"/>	Master Teacher	<input type="checkbox"/>												
Single/Multiple Subject Teaching Credential	<input type="checkbox"/>														
Total Units Completed		Document Number													
Field of Study		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 and 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.		<input type="checkbox"/>
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.		<input type="checkbox"/>
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.		<input type="checkbox"/>
Section 8 – Education/Experience Plan		
<p>(1) State the permit title and option the waiver applicant is pursuing on the Child Development Permit Matrix found at www.cde.ca.gov/sp/cd/ci;</p> <p>(2) State the coursework, and/or experience requirements needed by the waiver applicant.</p> <p>(3) Describe the waiver applicant's education plan (by semester) for acquiring the coursework needed to attain the permit.</p>		
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 and Date		

Contractor Certification I, the Contractor's Authorized Representative, certify the existence of a compelling need as specified in <i>California Code of Regulations</i> , Title 5 (5 CCR), Section 18295. 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, Section 18295[c]).	
Authorized Representative's Signature and Date	
Print Name and Title	

Submit Completed Form to:
Early Education and Support Division
California Department of Education
1430 N Street, Suite 3410
Sacramento, CA 95814-5901
916-322-6233/Fax 916-323-6853