

## Waiver of WVBE Policy 5202 Request Form for Professional and Career and Technical Certificates

This form is to request a waiver of State Board of Education policy 5202.  
**Incomplete forms will be returned.**

This is a county/Multi-County Center waiver request from \_\_\_\_\_ County for the \_\_\_\_\_ school year for

Mr./Ms. \_\_\_\_\_.

Has applicant been granted a waiver for the same credential before? Yes No *(Only one waiver request for the lifetime of the credential is allowed)*

Does the applicant meet the minimum GPA required for the requested credential? Yes No GPA: \_\_\_\_\_

Waiver requested for:

- Professional Certificate or equivalent
- First Class/Full Time permit or Out of Field Authorization
- Career and Technical Certificate/Permit
- Alternative Teaching Certificate
- Substitute Permit

1. Check all that apply. **Reason(s) for waiver request:**

- Unavailability of Coursework Documented (IHE verification required)
- Lack of 25% of program (Form 1/1A)
- Illness/Death
- Lack Industry credentials (CTE)
- Hardship
- Lack wage-earning experience (CTE)

2. Has a waiver letter request from the County Superintendent/Multi-County Director been submitted or attached?

Yes No *(Waiver letter request must be submitted with this form)*

3. Have the appropriate application and corresponding fees been submitted to the Office of Educator Effectiveness and Licensure?

Yes No

4. Has the educator been made aware of the requirements to renew/obtain the necessary license/credential or permit that may be issued as a result of an approved waiver?

Yes No

5. Has the educator been made aware that only one waiver is allowed per the lifetime of a license/credential or permit?

Yes No

\_\_\_\_\_  
County Superintendent/Multi-County Director Signature

\_\_\_\_\_  
Date