

Course Waiver Procedure

Teacher candidates may have up to six courses waived as a part of the OC Business and Industry Route CTE Teacher Preparation Program. Those with degrees in education are likely candidates for course waivers. **Documentation is required.** A minimum of six courses in the program must be completed at OC to be considered for CTE Program completion.

The District CTE Director or the Olympic College Program Administrator:

1. Recommends (in writing) courses to be considered for waiver. Each teacher candidate's documentation will be reviewed for proof of mastery of course competencies. Copies of transcripts from the college/university or clock hour forms from other providers documenting coursework are required.
2. Forwards the recommendation and appropriate documentation to request the course waiver(s) to the OC Program Administrator.

The Olympic College Program Administrator:

1. Reviews the recommendation for compliance with course competencies.
2. Convenes a subcommittee of the Professional Educators Advisory Committee.
3. Provides the written recommendation of the subcommittee to the teacher candidate and the District CTE Director.
4. Indicates courses waived in the teacher applicant file.

Courses that may be waived with appropriate documentation:

1. Instructional Strategies - Introduction
2. Course Organization and Curriculum Development
3. Child Abuse Issues (equivalent course must have been taken within the past five years)
4. School Law (equivalent course must have been taken within the past five years)
5. Diversity - CTE Classroom (equivalent course must have been taken within the past two years)
6. Using Technology - CTE Classroom

In addition to the courses above, **Field Experience** may also be waived. Waiving this requires:

1. Completion and submission of the CTE evaluation rubric by the CTE Director
2. Completion and submission of the Annual District Evaluation form

Courses with matching curriculum from another approved provider of Plan II Business and Industry route can waive required courses. For more information: please contact the Program Manager, Mourine Anduiza (manduiza@olympic.edu).

Waiver Request: Career and Technical Education Teacher Preparation Program

Complete all portions of this form and **attach transcripts and/or other documentation**. You may be asked to provide additional documentation to assist in the review process, such as a catalog description or course syllabi.

Name _____ Date _____
 Address _____
 Home _____ Work _____ Cell _____
 E-mail _____

Check to request waiver	OC course title	Equivalent course title	Year taken	College/University	Credit/clock hours	Transcript attached?
	Instructional Strategies - Introduction					
	Course Organization and Curriculum Development					
	Child Abuse Issues (equivalent course must have been taken within the past five years)					
	School Law (equivalent course must have been taken within the last five years)					
	Diversity - CTE Classroom (equivalent course must have been taken within the past two years)					
	Using Technology - CTE Classroom					
	Courses with matching curriculum from another approved provider of Plan II Business & Industry					

My signature attests that this information is true and accurate to the best of my knowledge.

Signature (Teacher Candidate) _____ Date _____

Waiver Request: From the CTE Director of the School District Cover Sheet

Date: _____

To: Subcommittee of the CTE Teacher Preparation Advisory Committee of Olympic College

Subject: Request to waive course(s) in the CTE Teacher Preparation Program

Re: _____ (Teacher Candidate)

I have reviewed the waiver request, documentation, and transcripts for this teacher candidate and recommend the following:

Waive	Do not Waive	Course title
		Instructional Strategies - Introduction
		Course Organization and Curriculum Development
		Child Abuse Issues*
		School Law*
		Diversity - CTE Classroom**
		Using Technology - CTE Classroom
		Other (please state):

*Equivalent course must have been taken within the past five years.

**Equivalent course must have been taken within the past two years.

The teacher candidate taught in _____ (school district) for the past _____ years (2000 hours = 1year).

Approval Signature of the CTE Director of the School District:

Note: If a teacher candidate is not employed by a school district, then the OC CTE Teacher Preparation

Program Manager, Mo Anduiza, is the signatory for this form.

Field Experience: Options A and B

For business/industry professionals: Option A

After completing all required course in the CTE Teacher Preparation Program sequence, you must enroll in and successfully complete the following course.

CNCTE 14—Field Experience

Arranged, 40 clock hours

Participants will observe, assist, and teach in their program area under the direction of a certified CTE teacher.

For the current teacher: Option B

In lieu of enrolling in Field Experience, please submit the following documentation to the OC Program Manager/Coordinator:

1. Practicum Evaluation Form (found on our [website](#), completed and signed by your school district CTE Director indicating satisfactory demonstration of all competencies

AND

2. A copy of your annual satisfactory teaching evaluation (TPEP) completed by a supervisor