



Commission on Teacher Credentialing  
Certification Division  
ATTN: Waiver Unit  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

Email: [waivers@ctc.ca.gov](mailto:waivers@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

CTC Use Only

CTC Use Only	
W	Z

## VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent waivers only**.

1. EMPLOYING AGENCY (include mailing address) Santa Rosa City Schools 211 Ridgway Ave., Santa Rosa, CA 95401  NPS/NPA (list county code <u>707</u> )	County/District CDS Code 49-70920	Contact Person: Brigitte Carter  Telephone #: 707-528-5635  Email: <a href="mailto:bcarter@srcs.k12.us">bcarter@srcs.k12.us</a>
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### 2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number:

*All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.*

Full Legal Name Anna Catherine Lundborg  
First Middle Last

Former Name(s) \_\_\_\_\_ Birth Date \_\_\_\_\_

Applicant's Mailing Address \_\_\_\_\_

Phone# \_\_\_\_\_ Email \_\_\_\_\_

Waiver Title Speech-Language Pathologist Services - SLH

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment Speech & Language Pathologist, grades K-12

Indicate specific position and grade level (e.g. *chemistry teacher, grades 11-12*)

- For bilingual assignment list LANGUAGE: \_\_\_\_\_
- Is this a full time position? ☒ Yes ☐ No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) \_\_\_\_\_
- Is this a subsequent waiver? (see #9 for additional information) ☐ Yes ☒ No

### 3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: 44265.3

### 4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 08/04/2017 to 06/08/2018

Ending date of school term, track, or year: 06/30/2018

### 5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

#### a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- |  |  |
|--|--|
| <input type="checkbox"/> Special Education                             | <input type="checkbox"/> Driver Education and Training |
| <input type="checkbox"/> Clinical or Rehabilitative Services           | <input type="checkbox"/> 30-Day Substitute             |
| <input checked="" type="checkbox"/> Speech-Language Pathology Services |  |

#### b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Advertised in local/national newspapers | <input type="checkbox"/> Contacted IHE placement centers          |
| <input type="checkbox"/> Advertised in professional journals                | <input checked="" type="checkbox"/> Distributed job announcements |
| <input checked="" type="checkbox"/> Attended job fairs in California        | <input checked="" type="checkbox"/> Internet                      |
| <input type="checkbox"/> Attended recruitment out-of-state                  |   |

Other \_\_\_\_\_

#### c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

Ms. Lundborg has earned her Master of Science Degree in Speech-Language Pathology from the University of New Mexico. She has worked as a Speech-Language Pathology Apprentice providing literacy, language and auditory comprehension and fluency to students with learning disabilities due to traumatic brain injury. Ms. Lundborg is fluent in Spanish. Please see attached documentation.

# ANNA C. LUNDBORG

<b>Education</b>	<b>University of New Mexico</b>	Fall 2014-Spring 2017
	Master of Science in Speech-Language Pathology, Bilingual Training Program	
	GPA: 3.9	
	<b>University of California, Berkeley</b>	Fall 2011-Spring 2014
	Bachelors of Arts in Linguistics and Bachelors of Arts in Spanish	
	GPA: 3.868—Highest Honors	
	<b>Santa Rosa Junior College</b>	Fall 2009-Fall 2010
	<b>Healdsburg High School</b>	Fall 2006-Spring 2009
<b>Relevant Work</b>	<b>Bilingual Multicultural Services</b>	Jan - Dec 2016
	Speech-Language Pathology Apprentice (SLPA)	
	<ul style="list-style-type: none"> <li>• Provide SLPA services including literacy, complex language, auditory comprehension and fluency to students with learning disabilities, specific language impairment, fluency disorders and traumatic brain injury in a charter high school setting</li> </ul>	
	<b>Latino Healthcare Access-Albuquerque, NM</b>	Aug 2015-March 2016
	Medical Interpreter	
	<ul style="list-style-type: none"> <li>• Serve as medical interpreter, patient advocate and cultural broker for Spanish-speaking patients in an outpatient perinatal setting</li> </ul>	
	<b>Sonoma County Office of Education-Rohnert Park, CA</b>	June - July 2013
	Educational Assistant in Special Education Preschool	
	<ul style="list-style-type: none"> <li>• Assisted child with severe autism with self-care and indoor/outdoor learning activities</li> </ul>	
	<b>Jumpstart- Berkeley and Oakland, CA</b>	Sept 2012– May 2013
	Literacy Tutor at Head Start Preschools	
	<ul style="list-style-type: none"> <li>• Implement group and individual lesson plans emphasizing literacy</li> </ul>	
	<b>International House-Mexico City</b>	Jan – July 2011
	Language Instructor	
	<ul style="list-style-type: none"> <li>• Plan and implement curriculum for adult English language learners in a business setting</li> </ul>	
<b>Clinical Practicum Experience</b>	<b>Rio Rancho Public Schools (MLK Elementary and Child Find)</b>	Jan-March 2017
	<ul style="list-style-type: none"> <li>• Evaluate communication skills of bilingual (Spanish-English) and monolingual (English) children aged 2-14 years, interpret results, write reports and determine eligibility for school-based services as part of team including education diagnostician, occupational therapist and psychologist</li> </ul>	
	<ul style="list-style-type: none"> <li>• Provide pull-out communication therapy and response to intervention (RTI) therapy in elementary school setting</li> </ul>	

**University of New Mexico Hospital**

Aug-Dec 2016

- Perform, interpret results and write reports for pediatric modified barium swallow studies for inpatient and outpatient population
- Perform bedside swallow, cognitive, language and speech evaluations
- Serve pediatric acute care patients aged 3 days to 17 years with diagnoses including cerebral palsy, traumatic brain injury, nonaccidental trauma, prune belly, cleft lip and cleft palate, DiGeorge (22q11.2) syndrome, prematurity, spina bifida

**Bilingual Interventions**

June-Aug 2016

- Provide therapy to bilingual (English-Spanish) and monolingual children and adults with a variety of diagnoses including developmental delay, phonological impairment, autism, aphasia, Turner syndrome, prematurity, disfluency and specific language impairment for language, speech, cognition and feeding

**University Speech Language Hearing Center (UNM-SLHC)**

June-Dec 2015

- Implement aphasia group therapy including constraint-induced therapy and AAC
- Provide cognitive therapy for an adult with right hemisphere syndrome
- Speech (ex: articulation and phonological processes) and language (ex: narrative production, vocabulary, complex structures, AAC, social skills) therapy for monolingual and bilingual preschoolers and school-aged children individually and in groups
- Provide fluency therapy to an adults with developmental and neurogenic stuttering

**Comunidad Crecer Residential School, Mexico City**

May 2015

- Participate in a clinical service-learning program in Mexico City, Mexico
- Complete evaluations and treatment planning for students with disabilities including: Prader-Willi Syndrome, Cerebral Palsy, West Syndrome, Down Syndrome, Autism, developmental delay, Schizophrenia, and blindness
- Develop AAC communication systems including PECS, iPad applications (GoTalk, ProLoQuo) and object boards for individuals with motor limitations

**Volunteer Experience**

- **First Nations Community Health Source-Albuquerque** Jan-June 2015  
Mentor/homework help for elementary age English language learner students
- **Satellite Housing- Oakland, CA** Sept – Dec 2011  
ESL Instructor to Chinese-speaking senior citizens living in affordable housing
- **Oakland International High School** Sept - Dec 2011  
Classroom assistant and tutor for refugee students from around the world
- **The Day Labor Center-Healdsburg, CA** Aug - Dec 2010  
ESL Instructor to migrant workers

**Skills**

- **Fluent in Spanish**
  - Years of experience studying and working abroad in Spain and Mexico
  - Advanced level on American Council on the Teaching of Foreign Languages' Oral Proficiency Interview
- **Certificate in Teaching English to Speakers of Other Languages (CELTA)**
  - Obtained Cambridge University's certificate in teaching ESL



May 9, 2017

To Whom It May Concern:

It's my absolute pleasure to recommend Anna Lundborg for employment as a Speech Language Pathologist.

Anna was an Apprentice Speech Language Pathologist for one year with our company.

I thoroughly enjoyed my time working with Anna, and came to know her as a truly valuable asset to absolutely any team. She is honest, dependable, and incredibly hard-working. Beyond that, she is very skilled at adapting her therapy to the needs of her clients.

Along with her undeniable talent, Anna has always been an absolute joy to work with. She is a true team player, and always manages to foster positive discussions.

Without a doubt, I confidently recommend Anna to join your team. As a dedicated and knowledgeable employee and an all-around great person, I know that she will be a beneficial addition to your organization.

Please feel free to contact me at 505-266-5557 should you like to discuss Anna's qualifications and experience further. I'd be happy to expand on my recommendation.

Best wishes,

Carla Hendricks, MS, CCC-SLP  
Director  
Bilingual Multicultural Services Inc.



500 Laser Road NE  
Rio Rancho, NM 87124  
P. 505.896.0667  
F. 505.896.0662

May 5, 2017

Re: Anna Lundborg

To Whom It May Concern,

The following letter of reference is being provided for the above named individual.

I had the pleasure of supervising Anna at Martin Luther King Jr. Elementary School in Rio Rancho, New Mexico from January 2017 to March 2017 as part of her Graduate Internship for Speech Language Pathology through the University of New Mexico. Anna's personal and professional manner was exceptional. She easily established rapport with the students and staff.

Anna demonstrated excellent abilities in working with students with speech and language delays. She worked with students from kindergarten through fifth grade. Anna applied the knowledge that she acquired during her graduate studies to address the needs of the students. She was eager to learn new therapy techniques, and she always followed through with suggestions. She was always prepared for the individual and small group speech and language therapy sessions. Anna took a genuine interest in the students and always went the "extra mile" to ensure that the students were working on their goals and objectives. The responsibilities of her position were always carried out effectively and on time.

Anna exhibited a sincere compassion and a high degree of professionalism and integrity. She would be an asset to any position to which she may apply and consequently should be considered with high regard and without reservation.

Sincerely,

*Janet Cooper MS CCC-SLP*

Janet Cooper MS CCC-SLP  
Speech/language Pathologist  
Rio Rancho Public Schools  
Rio Rancho, New Mexico



May 09, 2017

Dear recruitment team;

I am writing to recommend Ms. Anna Lundborg for the position of bilingual speech-language pathologist in your school district. She recently completed her master's degree in speech-language pathology from the UNM Department of Speech and Hearing Sciences. At UNM she participated in a competitive, pre-professional program entitled *Class for All*, which is a rigorous program to train bilingual speech-language pathologists. It was during her training that I got to know Ms. Lundborg, as I am one of her former clinical supervisors and classroom instructors.

Ms. Lundborg is one of the strongest student clinicians I have supervised to date. She proved herself capable, insightful, and engaged. Ms. Lundborg has a very well rounded set of skills, from social instincts to impressive retention of knowledge regarding communication disorders and related interventions. I have witnessed her relate well to children of all ages and across different languages and cultures.

Ms. Lundborg brings practical skills and experience. Beyond the clinical experience that graduate school provides, she has gained clinical experience as an SLP assistant (SLPA). Her first-hand experiences in the schools should allow her to quickly adapt to your employment environment. Additionally, she has very strong Spanish language proficiency. Her ability to capably deliver therapy in Spanish was an asset in our clinic in New Mexico. I venture that Spanish will also be an asset in California's schools.

Ms. Lundborg has a promising future ahead of her in the field of speech-language pathology. Truly, she is the kind of colleague with whom I would like to work. Certainly, she will work well with other school-based professionals, given her collaborative, hard-working and supportive nature. I give Ms. Lundborg my highest recommendation for the position and welcome further conversation as you consider your applicants.

Sincerely,

*Jennifer Hanson, M.S., CCC-SLP*

Jennifer Hanson, M.S., CCC-SLP  
Lecturer II and Clinical Instructor  
University of New Mexico  
Speech & Hearing Sciences  
1700 Lomas Boulevard, Suite 1300  
Albuquerque, NM 87131  
(p) 505-277-0331



TEST DATE: 06/16/17  
SSN: XXX-X0-  
ID#: 41634395

ANNA C LUNDBORG  
820 CENTER ST  
HEALDSBURG CA 95448

Reading Section Scaled Score: 78

# of Items	Skill Area	Performance Indicators
11 to 20	Critical Analysis and Evaluation	++++
21 to 30	Comprehension and Research Skills	++++

Mathematics Section Scaled Score: 61

# of Items	Skill Area	Performance Indicators
11 to 20	Estimation, Measurement, and Statistical Principles	+++
11 to 20	Computation and Problem Solving	++++
11 to 20	Numerical and Graphic Relationships	++++

Writing Section Scaled Score: 47

Performance on Topic 1:

Your topic 1 essay met or exceeded the minimum standard.

Performance on Topic 2:

Your topic 2 essay met or exceeded the minimum standard.

Cumulative Status: Highest Results

Section	Highest Score	Test Date
Reading	78	06/17
Mathematics	61	06/17
Writing	47	06/17

Total Passing Score: 186  
CBEST Status: PASSED

Your scores will be sent to the following:  
Commission on Teacher Credentialing

For privacy/confidentiality reasons, only the last five digits of your Social Security Number are reported.



This barcode contains unique candidate information

**CALIFORNIA BASIC EDUCATIONAL SKILLS TEST™ (CBEST®)**

Permanent Passing Status Verification

ANNA C LUNDBORG



TEST DATE: 06/16/17 COMMISSION ON ID#: 41634395  
SSN: XXX-X0-4 TEACHER CREDENTIALING

**CALIFORNIA BASIC EDUCATIONAL SKILLS TEST™ (CBEST®)**

Passing Status Transcript Copy

ANNA C LUNDBORG



TEST DATE: 06/16/17 COMMISSION ON ID#: 41634395  
SSN: XXX-X0-4 & CREDENTIALING  
Ensuring Educator Excellence

This transcript copy is for your use and may be sent to any agency requiring CBEST verification.

**CALIFORNIA BASIC EDUCATIONAL SKILLS TEST™ (CBEST®)**

Passing Status Transcript Copy

ANNA C LUNDBORG



TEST DATE: 06/16/17 COMMISSION ON ID#: 41634395  
SSN: XXX-X0-4 TEACHER CREDENTIALING  
Ensuring Educator Excellence

This transcript copy is for your use and may be sent to any agency requiring CBEST verification.

Anna Catherine Lundborg  
NM ID: \*\*\*-\*\*-1  
DATE OF BIRTH: 1

THE UNIVERSITY OF NEW MEXICO  
OFFICE OF THE REGISTRAR  
ALBUQUERQUE, NEW MEXICO 87131-0001

PAGE: 1  
DATE ISSUED: 27-JUL-2017

Course Level: Graduate/GASM  
  
Degree Awarded Master of Science 13-MAY-2017  
Primary Degree  
Program : MS Speech-Language Pathology  
College : Graduate Programs  
Campus : Albuquerque/Main  
Major : Speech-Language Pathology  
  
SUBJ NO. COURSE TITLE CRED GRD PTS R

INSTITUTION CREDIT:

Fall 2014  
Graduate Programs  
S 506 Reading & Writing in Research 3.00 A- 11.01  
Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 11.01 GPA: 3.67

Spring 2015  
Graduate Programs  
S 425 Aural Rehabilitation 3.00 A- 11.01  
S 458 Preclinical Training 3.00 A+ 12.99  
Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 24.00 GPA: 4.00

Summer 2015  
Graduate Programs  
S 500 Clinical Practice 3.00 A- 11.01  
S 507 Adult Neurogenic Comm Disorders 3.00 A 12.00  
S 539 T: Biling Acq: Clinical Impl 3.00 A 12.00  
Ehrs: 9.00 GPA-Hrs: 9.00 QPts: 35.01 GPA: 3.89

Fall 2015  
Graduate Programs  
S 500 Clinical Practice 3.00 A 12.00  
S 517 Dysphagia 3.00 A 12.00  
S 531 Motor Speech Dis & Stuttering 3.00 A 12.00  
S 534 Intervention: Child Language 3.00 A 12.00  
Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 48.00 GPA: 4.00

Spring 2016  
Graduate Programs  
S 525 Voice Disorders 3.00 A- 11.01  
S 532 Augmentative Communication 3.00 A 12.00  
\*\*\*\*\* CONTINUED ON NEXT COLUMN \*\*\*\*\*

Subj No. COURSE TITLE CRED GRD PTS R

Institution Information continued:  
SHS 533 Assessing Language in Children 3.00 A- 11.01  
SHS 535 Medical Speech Language Path 3.00 A 12.00  
Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 46.02 GPA: 3.83

Summer 2016  
Graduate Programs  
SHS 500 Clinical Practice 3.00 A- 11.01  
Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 11.01 GPA: 3.67

Fall 2016  
Graduate Programs  
SHS 500 Clinical Practice 3.00 A 12.00  
SHS 538 Fluency Disorders 3.00 A 12.00  
Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 24.00 GPA: 4.00

Spring 2017  
Graduate Programs  
SHS 558 Clinical Internship 9.00 A+ 38.97  
Ehrs: 9.00 GPA-Hrs: 9.00 QPts: 38.97 GPA: 4.33

\*\*\*\*\* TRANSCRIPT TOTALS \*\*\*\*\*  
Earned Hrs GPA Hrs Points GPA  
TOTAL INSTITUTION 60.00 60.00 238.02 3.96  
TOTAL TRANSFER 0.00 0.00 0.00 0.00  
OVERALL 60.00 60.00 238.02 3.96  
\*\*\*\*\* CONTINUED ON PAGE 2 \*\*\*\*\*

ISSUED TO:

Anna Lundborg  
Parchment:14576947  
Certified eTranscript

Alex Gonzalez, Registrar

Anna Catherine Lundborg  
NM ID: \*\*\*\*-\*\*-\*\*\*\*  
DATE OF BIRTH:

THE UNIVERSITY OF NEW MEXICO  
OFFICE OF THE REGISTRAR  
ALBUQUERQUE, NEW MEXICO 87131-0001

Course Level: Undergraduate

OBJ NO.	COURSE TITLE	CRED GRD	PTS R
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INSTITUTION CREDIT:

Spring 2014

Graduate Programs:

S 321	Intro To Audiology	3.00 A	12.00
S 428	Phonological Disorders	3.00 A	12.00
S 450	Neural Basis of Communication	3.00 A	11.01
Ehrs: 9.00 GPA-Hrs: 9.00 QPts: 35.01 GPA: 3.89			

Spring 2015

Graduate Programs:

OL 123	Bio for Health Related Sci	3.00 A	12.00
S 310	Anat & Physio of Human Comm	3.00 A	12.00
S 431	Language Disorders in Children	3.00 A	12.00
S 459	Multicultural Considerations	3.00 A	12.00
Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 48.00 GPA: 4.00			

\*\*\*\*\* TRANSCRIPT TOTALS \*\*\*\*\*

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	21.00	21.00	83.01	3.95
TOTAL TRANSFER	0.00	0.00	0.00	0.00
GRAND TOTAL	21.00	21.00	83.01	3.95

\*\*\*\*\* END OF TRANSCRIPT \*\*\*\*\*

ISSUED TO:

Anna Lundborg  
Parchment: 14576947  
Certified eTranscript

Alex Gonzalez, Registrar

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- |   |  |
|---|--|
| <input type="checkbox"/> Administrative Services                                    | <input type="checkbox"/> Multiple Subject Teaching                                     |
| <input type="checkbox"/> Single Subject Teaching (all subject areas)                | <input type="checkbox"/> Pupil Personnel Services: Counseling, Psychology, Social Work |
| <input type="checkbox"/> Designated Subjects – except driver education and training | <input type="checkbox"/> Reading Specialist/Certificate                                |
| <input type="checkbox"/> Teacher Librarian Services                                 | <input type="checkbox"/> Teacher of English Learner Students                           |

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☐ Distributed job announcements
- ☐ Contacted IHE placement centers
- ☐ Internet (i.e. [www.edjoin.org](http://www.edjoin.org))

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other \_\_\_\_\_

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? \_\_\_\_\_

How many individuals credentialed in the authorization of the waiver request were interviewed? \_\_\_\_\_

What were the results of those interviews? (Please indicate answers in numbers)

- \_\_\_\_\_ Applicant(s) withdrew
- \_\_\_\_\_ Candidate(s) declined job offer
- \_\_\_\_\_ Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

**e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE**

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

**7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL**

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
U. of New Mexico, SLP Services Cred. recommendation	December 2018

**8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER**

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Sonya Randrup Position Coordinator, Special Services

**9. SUBSEQUENT WAIVER REQUESTS**

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

**10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?**

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

☐ Yes ☒ No ☐ Not applicable (program completion is not a requirement)

# 11. 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:** You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- 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 credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

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 employment

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 inquiry or investigation by any law enforcement agency or 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 reprovved, 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

## 12. 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

## 13. 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 school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

☐ **County Office of Education, State Agency, or Nonpublic, Nonsectarian School or 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 specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

#### 14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

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.

Anna Luey  
Signature of Applicant  
(Sign full legal name as listed in #2)

7/28/17  
Date

#### 15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

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

Signature: [Signature]  
Title: Assistant Superintendent, Human Resources  
Date: 07/31/2017