



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

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

CTC Use Only	
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## 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**.

<b>1. EMPLOYING AGENCY</b> (include mailing address) Santa Rosa City Schools  NPS/NPA (list county code _____)	County/District CDS Code 49-70920	Contact Person: Jan Martin  Telephone #: 707-528-5176  EMail: <a href="mailto:jmartin@srcs.k12.ca.us">jmartin@srcs.k12.ca.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 Denise Elia-Yen  
First Middle Last

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

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

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

Waiver Title CCSD for SDAIE

(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 CTE Drama Teacher

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: \_\_\_\_\_

**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 / 01 / 2017 to 06 / 30 / 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 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.

Education: BFA in Theatre Performance. Background as a professional singer/dancer/actress. Three years experience as a Workshop Director at a local Performing Arts Center. Five years experience as a Head Drama Teacher at a Summer Camp teaching and directing musical theatre. Seven years as a Drama Teacher at a local private school (Production Mgr., Artistic Director, Choreographer).

**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 checked="" 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? 1

How many individuals credentialed in the authorization of the waiver request were interviewed? 1

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

- Applicant(s) withdrew
- 1   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.

Background in drama, theatre and acting with experience in production, directing, writing of scripts and plays. Plus, backstage operations with lighting and audio.

**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.

Denise's education background is a BA in Italian Language & Literature. BFA in Theatre Performance. 2003 to present: Professional singer/dancer/actress  
 2014 to present: Workshop Director @ Spreckles Performing Arts, Rohnert Park (youth production). 2011 to Present: Head Drama Teacher/Arts in Action Summer Camp teaching and directing musical Theatre. 2010 to Present: Drama Teacher (Production Manager, Artistic Director, Choreographer) at Sonoma Day School, building & operating a drama program.

**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
Sonoma Co. (NCTIP) Designated Subjects Program	June 2020

**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 Vicki Zands Position Administrator/Principal

**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 reprovod, 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.

Denise Elia - Yew      Sept. 20, 2017  
Signature of Applicant      Date  
*(Sign full legal name as listed in #2)*

**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: Jan Martin  
Title: Human Resources Technician  
Date: 9/20/17

## SERVING ENGLISH LEARNERS

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This leaflet provides a summary of the documents issued by the Commission that authorize instruction to English learners (EL). Complete information about the authorizations and requirements for these documents can be obtained from the Commission's website.

### Requirements for Teaching English Learners

A teacher who is assigned to provide any of the following services must hold an appropriate authorization to provide the instruction to students.

- Instruction for English language development (ELD)
- Specially designed academic instruction delivered in English (SDAIE)
- Content instruction delivered in the primary language
- Instruction for Primary Language Development

Table 1 (p. 3) lists the documents issued by the Commission that authorize one or more of these types of instruction to English learners.

### Documents Currently Issued by the Commission that Authorize Instruction to English Learners Teaching Credentials with English Learner or Bilingual Authorization

All teacher candidates admitted to a California Multiple or Single Subject Teacher Credential Program on or after July 1, 2002 complete embedded English learner course work authorized under Assembly Bill 1059 (Chap. 711, Stats. 1999). In June 2006, an English Learner authorization was also embedded in the coursework for the Education Specialist Credential. These individuals earn an English learner authorization directly on their teaching credential. Individuals interested in obtaining a bilingual authorization in conjunction with their credential program should contact a college or university with a Commission-approved bilingual authorization program. Individuals prepared outside of California must meet the requirements for an English learner or bilingual authorization as outlined below.

#### English Learner Authorization/CLAD Certificates and Bilingual Authorizations

Requirements for the English learner authorization or Crosscultural, Language and Academic Development (CLAD) Certificate may be satisfied by course work completed through a Commission-approved California Teachers of English Learners (CTEL) program, passing the appropriate Commission-approved examinations, or through a combination of exams and course work. The Bilingual authorization may be earned by passage of the appropriate Commission-approved examinations, completion of a Commission-approved bilingual program, or a combination of exams and course work. Individuals must have a valid prerequisite credential on file at the time of issuance for either of these authorizations. Information regarding specific requirements may be found on the English Learner Authorization/CLAD Certificate leaflet, [CL-628C](#), Bilingual Authorization leaflet, [CL-628B](#), and Coded Correspondence [10-07](#).

#### Single Subject-World Language: English Language Development (ELD)

The World Language: ELD content area may be listed as a stand-alone authorization on a Single Subject Teaching Credential, intern credentials (university and district) by a program sponsor with an approved pedagogy course, Short-Term Staff Permits, Provisional Internship Permits, and Variable Term Waivers. The World Language: ELD content area authorizes departmentalized ELD instruction including reading, writing, listening, and speaking, and SDAIE for additional content areas added or any other basic credential held.

### **Bilingual Crosscultural Specialist Credentials**

The requirements for a Bilingual Crosscultural Specialist Credential are possession of a valid prerequisite credential and completion of a Commission-approved Bilingual Crosscultural Specialist Program. Authorizes ELD and to teach departmentalized and self-contained classes to English learners in the target language listed or in English language development programs. Individuals trained outside of California must seek advisement and be recommended by a California college or university with a Commission-approved program.

### **University Intern Credentials with English Learner or Bilingual Authorization**

Individuals must contact a college or university with a Commission-approved intern program for the Multiple Subject, Single Subject, or Education Specialist Teaching Credential with English learner authorization for admission requirements. Those seeking a bilingual authorization should contact the Commission-approved program sponsor for specific requirements. After completing an intern program, the applicant must secure the formal recommendation of the institution for full certification. A link to a list of institutions with Commission-approved intern programs may be found on the University Intern Credentials leaflet, CL-402A.

### **District Intern Credentials with English Learner or Bilingual Authorization**

The District Intern Credential is an alternative route to earning a teaching credential. Within the program, an individual will earn either an English learner or bilingual authorization. Specific requirements and contact information may be found on the District Intern Credential leaflet, CL-707B.

### **Emergency CLAD/Bilingual Authorization Permits**

Emergency Crosscultural, Language and Academic Development (CLAD) and Bilingual Authorization (BL) Permits are available only at the request of the employing agency. Individuals seeking employment based upon an emergency permit must contact a prospective employer for information. The holder must have a valid prerequisite credential on file at the time of issuance. Emergency permits may be reissued twice, authorizing a maximum of three years of service to complete requirements for the English Learner/CLAD Certificate or Bilingual Authorization. More information may be found on the Emergency Permits— Crosscultural, Language and Academic Development (CLAD) and Bilingual Permits leaflet, CL-5330-CLAD-BL.

### **Provisional Internship Permits**

Multiple Subject, Single Subject, and Education Specialist Provisional Internship Permits with an English learner or bilingual authorization are only available at the request of an employing agency. Individuals seeking employment based upon this permit must contact a prospective employer. More information may be found on the Provisional Internship Permit leaflet, CL-856.

### **Short-Term Staff Permits**

Multiple Subject, Single Subject, and Education Specialist Short-Term Staff Permits with an English learner or bilingual authorization are only available at the request of an employing agency. Individuals seeking employment based upon this permit must contact a prospective employer. More information may be found on the Short-Term Staff Permit leaflet, CL-858.

### **Certificates of Completion of Staff Development**

The Certificate of Completion of Staff Development authorizes the holder to teach Specially Designed Academic Instruction Delivered in English (SDAIE) to English learners (EL) within the subject matter content and grade level of the holder's prerequisite credential. The holder must have a valid prerequisite credential on file at the time of issuance. Information regarding current requirements may be found on the Certificate of Completion of Staff Development leaflet, CL-824.

*Reference: California Education Code, Sections 44203 and 44253.2 through 44253.10; and Title 5, California Code of Regulations, Sections 80015 through 80016, 80021 and 80021.1, 80024.1 through 80024.2.1, 80024.7, and 80024.8*

**Table 1  
 Credentials, Certificates, Permits, and Supplementary Authorizations Issued by the  
 Commission that Authorize Instruction to English Learners<sup>1</sup>**

Document	Types of Instruction Authorized		
	ELD <sup>2</sup>	SDAIE <sup>2</sup>	Primary Language Instruction <sup>2</sup>
Multiple or Single Subject Teaching Credential with English Learner Authorization or CLAD Emphasis	■	■	
Multiple or Single Subject Teaching Credential with a Bilingual authorization or BCLAD Emphasis	■	■	■
Education Specialist Instruction Credential with English Learner Authorization	■	■	
Bilingual Crosscultural Specialist Credential	■	■	■
CLAD Certificate	■	■	
Bilingual Authorization	■	■	■
Language Development Specialist (LDS) Certificate <sup>3</sup>	■	■	
BCLAD Certificate <sup>3</sup>	■	■	■
Bilingual Certificate of Competence (BCC) <sup>3</sup>	■	■	■
General Teaching Credential <sup>3</sup>	■		
Single Subject Teaching Credential in World Language: ELD content area <sup>9</sup>	■	■	
Supplementary Authorization in English as a Second Language (ESL) or Introductory ESL <sup>3</sup>	■		
University Intern Credential with English Learner Authorization or CLAD Emphasis	■	■	
University Intern Credential with a Bilingual Authorization or BCLAD Emphasis	■	■	■
District Intern Credential with English Learner Authorization	■	■	
District Intern Credential with a Bilingual Authorization or BCLAD Emphasis	■	■	■
Clear Designated Subjects Career Technical Education Credential <sup>7</sup>		■	
Emergency CLAD Permit	■	■	
Emergency BL Permit	■	■	■
Provisional Internship Permit/Short-Term Staff Permit with English Learner Authorization	■	■	
Provisional Internship Permit/Short-Term Staff Permit with Bilingual Authorization <sup>8</sup>	■	■	■
Certificate of Completion of Staff Development <sup>4</sup>	■	■	
Certificate of Completion of Staff Development (SB 1969) <sup>4,6</sup>	■	■	

<sup>1</sup> Some of the authorizations have restrictions related to grade level and subject. See the appropriate leaflet or call the Commission for complete information about a document's authorization.

<sup>2</sup> ELD..... *Instruction for English language development*  
 SDAIE ..... *Specially designed academic instruction delivered in English*  
 Primary Language Instruction ..... *Instruction for primary language development and content instruction delivered in the primary language*

<sup>3</sup> No longer initially issued but may be renewed. Although the holder may legally be assigned to teach ELD, the Commission does not recommend this assignment unless the holder possesses skills or training in ELD teaching.

<sup>4</sup> Option authorizing ELD within the grade, setting, and content area of the credential applies only for teachers holding Multiple Subject, Single Subject or Education Specialist credentials. This option had a sunset date of January 1, 2008. See *Coded Correspondence 07-16*. Some of the authorizations have restrictions based on the methods used to qualify for the certificate. Authorizes SDAIE only for holders of the Designated Subjects Career Technical Education and Special Subjects Teaching Credentials and Services Credentials with a Special Class Authorization.

<sup>5</sup> No longer issued but holders of valid documents may continue to serve on these documents.

<sup>6</sup> Never resulted in the issuance of a certificate. The Commission served as repository of program completion information only.

<sup>7</sup> Only applies to the clear CTE credential. The five year preliminary CTE credential program does not contain SDAIE embedded coursework or provide a SDAIE authorization.

<sup>8</sup> May be issued with the bilingual authorization when accompanied by proof of target language proficiency

<sup>9</sup> Separate EL authorization will not be added to a credential issued in this content area

**[Click Here for Commission-Approved Professional Preparation Programs](#)**, or visit the Commission's website at **[www.ctc.ca.gov](http://www.ctc.ca.gov)**

