



EFC 330 Substitution  
**Policy & Procedures**  
Spring 2018

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**Overview:** Field experience waivers are designed for **paid** Instructional

Assistants/Paraprofessionals/Substitute teachers who have had one (1) or more years of experience in a public school system OR students who were enrolled in and successfully completed the Careers in Education/Teaching Academy (or equivalent) course(s) in high school. The decision regarding each request will be based on the supporting documentation. If a teacher candidate meets one of these requirements their EFC 330 class can be waived.

**Procedure:**

Waiver/Substitution requests must include:

1. A completed waiver/substitution form available from <http://www.cwu.edu/~education/fieldexp/students/pa.html> with the required signatures from the school district representative.
2. A brief letter from the candidate stating how past experience(s) as a paraprofessional, substitute teacher or as a student enrolled in a Careers in Education course meet the requirements of EFC 330. The letter should address the following:
  - a. Highlights of experiences working with students from diverse populations (e.g., ethnic, economic, cultural, or linguistic diversity)
  - b. A summary addressing the accomplishment of the objectives in the EFC 330 Field Experience Workbook.
3. A brief letter from a school official (principal, assistant principal, teacher, etc.) in the building where you gained your experience. Along with the general recommendation, the letter should include both the length of time you worked in the school, with beginning and end dates, and the general duties to which you were assigned.
4. A completed Field Experience Workbook (**ONLY** for those candidates requesting a waiver based on working as a paraprofessional or substitute teacher) available at [www.cwu.edu/~education/fieldexp/students/pa.html](http://www.cwu.edu/~education/fieldexp/students/pa.html)
5. The Office of Field Experiences will obtain an official high school transcript from the Records Office.
6. A copy of the portfolio completed for the high school class (**ONLY** for those candidates requesting a waiver based on a high school course. Should you wish to submit the original, it may be collected at Black Hall Suite 101, or if you are on the Westside, it will be mailed back to you after you receive the letter of approval or denial). Should you not have a copy of your portfolio, you must complete the Field Experience Workbook (see #4 above).
7. Please retain copies of all documentation you submit and receive in return after approval or disapproval.
8. Once you submit your waiver/substitution application, it will be reviewed by the Office of Field Experiences. If your information is complete, you will be contacted by CWU email to come in and talk to Debbie Strand, Secretary for Dr. Ian Loverro, Chair of Curriculum, Supervision & Educational Leadership.



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9. Please note, the approval of a waiver for EFC 330 does not reduce the number of credits required to graduate.