



CENTRAL WASHINGTON UNIVERSITY

Your future is Central.

Waiver Request/Substitution Instructions for EFC 330 Field Experience*

DEADLINES:

Fall: April 15

Winter: Oct. 15

Spring: Dec. 15

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 EFC,

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.

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 available at <https://www.cwu.edu/field-experiences/placement-policy>
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 Suite101, 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.

*The approval of a waiver for EFC 330 does not reduce the number of credits required to graduate.

Requests to waive EFC 330 Field Experience should be submitted to:

Jan Case

Office of Field Experiences

Black Hall Suite 214-23

400 E. University Way, Mailstop 7410

Ellensburg, WA 98926-7410

CWU Field Experience (EFC 330) Waiver Request Form

DEADLINES:

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TO BE COMPLETED BY APPLICANT (STUDENT)			
Last Name	First	Student ID	Date Received:
Street Address		Apt./Unit #	
City	State	ZIP	
Phone	CWU Outlook Email Address		

SCHOOL DISTRICT EXPERIENCE: INSTRUCTIONAL ASSISTANTS/PARAPROFESSIONALS/SUBSTITUTE TEACHERS ONLY		
<i>If applicable, list districts/schools in which you have worked as an instructional assistant or paraprofessional. Minimum of 2 years necessary for consideration of your request. Students requesting a waiver based on a minimum of 1 full year of paid experience as a full-time instructional assistant or paraprofessional must complete the Field Experience Workbook, available at https://www.cwu.edu/field-experiences/placement-policy</i>		
School	District	Position
School	District	Position

CAREERS IN EDUCATION/TEACHING ACADEMY EXPERIENCE STUDENTS ONLY		
<i>If you are requesting a waiver based on the completion of Careers in Education or Teaching Academy as a high school course, please complete this section.</i>		
School	District	Year(s)

REFLECTIVE STATEMENT/LETTER OF REFERENCE
<i>All applicants must attach a brief 1-page reflective statement indicating how the experience for which the waiver is being requested meets the requirements for EFC 330 Field Experience as offered by Central Washington University.</i>

TO BE COMPLETED BY SCHOOL DISTRICT REPRESENTATIVE		
<i>Please complete the following for the student listed above who was either a paid instructional assistant/paraprofessional or completed coursework for Careers in Education or Teaching Academy in your district. A minimum of 1 year of paid experience is required.</i>		
Employment Begin Date	Employment End Date	Total Years/ Months
District Official Name	Position	Signature

TO BE COMPLETED BY DIRECTOR OF FIELD EXPERIENCES, CWU		
Workbook Submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Portfolio Submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
Student Notified via Email (attach)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature (Director)	Date	