Department: Human Resources	Effective Date: 6/23/20	Procedure Number: 8501
Regulation Number: **645A (h)(1-2)** **648A (a)(2)(B)(ii)** **648A (a)(4)(B)**	**Regulation Topic:** **Teaching Staff Qualifications**	**Procedure Title:** **Head Start Teacher Waiver Requests**

Procedure:

For center-based teaching staff below minimum qualifications, direct service providers will maintain and submit all documentation, as well as meet the timeframes for compliance with credentials requirements, as outlined in MARC Head Start procedure 8500.

In addition, a waiver request must be submitted to MARC Head Start by any direct service provider that promotes from within or hires a Head Start teacher that has a preschool CDA and is below the minimum qualifications as outlined in MARC Head Start policy 8400.

To submit a waiver request, submit within 30 days of hire or promotion to the MARC Head Start Quality Assurance Coordinator or Organizational Development Manager the following:

- A description of the recruitment process to find a qualified candidate:
  - Where the position was advertised or posted
  - The candidate selection process
  - A narrative as to why the person selected was deemed the most qualified
- A copy of the most current college or university transcript
- A degree plan or class schedule
- A copy of the current preschool CDA
- A copy of the professional development plan with a timeline for completing coursework and signatures of staff person and direct service provider representative.

If a candidate does not have a current preschool CDA, a waiver from the Office of Head Start is not required and the Head Start teacher should proceed with college coursework as indicated in the professional development plan in accordance with MARC Head Start procedure 8500.