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**Center Based Preschool Teacher Qualification Waiver Request**

**Policy:** In accordance with the Head Start Program Performance Standards, NMCAA Head Start and, when applicable, Collaborative Center partners will make every effort to recruit and employ lead teachers possessing one of the following credentials:

1. a baccalaureate or advanced degree in early childhood education or in a field related to early childhood education with the required early education coursework and teaching experience ; or
2. an associate degree in early childhood education; or
3. an associate degree in a field related to early childhood education and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children; or
4. a baccalaureate degree unrelated to early childhood education and admitted to the Teach for America program and compliance with Teach for America-related statutory requirements in section 648A(a)(3)(B)(iii) of the Head Start Act.

If repeated attempts to hire a classroom teacher that meets the above qualifications are unsuccessful, NMCAA will seek Policy Council and Board approval to apply for a teacher qualification waiver.

**Procedure:**

Site Supervisors will follow agency policy when posting open positions. Collaborative Centers will follow processes and procedures for open positions as identified by the Collaborative Center’s administration. If a position posting closes and no viable candidates are found, the Site Supervisor/CC(SC) will complete a Summary of Recruitment Attempts and review with the Site Manager/CC & EHS CB Manager to identify other potential recruitment strategies and determine next steps.

The above process will continue, with a Summary of Recruitment Attempts completed for each round of postings, until the Site Supervisor/CC(SC) and Site Manger/CC & EHS CB Manager determine that recruitment options have been exhausted. At that time, they will notify the Program Director of attempts made and discuss the potential to interview/consider future qualified candidates.

Future qualified candidates will at a minimum:

1. possess a current CDA credential appropriate to the age of the children being served; or
2. possess a state-awarded certificate for center-based pre-school teachers that meets or exceeds the requirements for a CDA; or
3. demonstrate that she/he has completed all prerequisites for a CDA or state-awarded preschool certificate meeting or exceeding the requirements of the CDA and is awaiting the award of the CDA or certificate; and
4. be enrolled in a program that grants a qualifying associate or higher degree and that the degree will be awarded in a reasonable time not to exceed 3 years.

Future qualified candidates will be interviewed with the understanding that no offers of employment will be made without an approved Teacher Qualification Waiver from the Office of Head Start.

If a future qualified candidate fulfills the above process, all Summary of Recruitment Attempts, as well as a completed compliance plan for the candidate to be considered, will be provided to the Early Childhood Programs Director for presentation to both the Policy Council and the Board, for consideration of approval to request a Teacher Qualification Waiver from the Office of Head Start, according to ACF-IM-HS-11-04.

Should the Policy Council and the Board approve moving forward with the Teacher Qualification Waiver process, the hiring supervisor or CCSC will also provide the Early Childhood Programs Director with proof of the candidate’s current credentials and proof that the candidate is enrolled in an educational institution and on track to obtain an acceptable credential, as outlined in the candidate’s completed compliance plan.

**6/22 References: ACF-IM-HS-11-04**

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**Summary of Recruitment Attempts**

**Site:**

**Position Posting Locations:**

**Dates of Posting (open-close):**

**Did the posting receive any applicants? If yes, how many unqualified applicants?**

**For any qualified applicants, please provide the information below.**

**Applicant 1**

**Qualifications:**

**Was an interview offered? If not, why?**

**If an interview took place, was a job offer made? If not, why?**

**If a job offer was made, was it accepted?**

**Other notes pertinent to this applicant:**

**Applicant 2**

**Qualifications:**

**Was an interview offered? If not, why?**

**If an interview took place, was a job offer made? If not, why?**

**If a job offer was made, was it accepted?**

**Other notes pertinent to this applicant:**

**Applicant 3**

**Qualifications:**

**Was an interview offered? If not, why?**

**If an interview took place, was a job offer made? If not, why?**

**If a job offer was made, was it accepted?**

**Other notes pertinent to this applicant:**