

Last Name _____ First Name _____ M.I. _____

Student Identification Number _____

Waiver Policy:

With Advisor approval, students with *two years of successful supervised full-time public or private school (Accredited Schools Only) teaching experience in the special education endorsement area(s) K-12 they are seeking can have one internship experience waived.

**Two years is defined as two calendar years from the date of initial contract*

Required Documentation:

- A letter from a current building principal or evaluator.
 - A letter from the building level special education professional such as the department chair or team leader.
 - A copy of the last two performance evaluations completed by school personnel, including at least one end-of-year, summative evaluation.
 - Complete the Substitution/Waiver form (print form from <http://cehd.gmu.edu/documents>). Under the “Waive this course...” section, put “EDSE 790 (2 cr.)”.
 - Write up of four hours of observation at the level opposite to that which you teach. The write ups should have the date and time of the observation noted on them and the signature/s of the teacher/s whom you observe.
-

Implications:

All students seeking GMU verification of approved licensure program completion ***must complete at least one two-credit hour internship, regardless of experience.***

Students meeting the documentation standards cited above may have the second internship waived.

Students who already have a permanent license in a single disability area but seeking additional endorsement(s) will be required to complete at least one two-credit hour internship but may seek waiver of any required second internship.

Send all documentation to:

George Mason University
Helen A. Kellar Institute
4400 University Drive, MS 1F2
Fairfax, VA 22030
Attn: Jancy Templeton