

### Subject Matter Waiver Program Evaluation Instructions

**The following steps are required when submitting materials for Subject Matter Waiver Program Evaluation. Keep checklist for your records.**

**1.** Show proof of approved bachelor’s degree, or higher, from any regionally accredited Institution of Higher Education (IHE) (unofficial transcripts) to a Credential Analyst in the CCOE Office for Student Services for verification of waiver program evaluation eligibility.

- ◆ This service is only available for students within the CSU system (current students and alumni), UC, and private regionally accredited IHE (including out of state institutions; US only).
- ◆ If you attended another regionally accredited IHE and not Cal State LA, the CCOE Office for Student Services will verify whether that IHE previously attended offers the waiver program in question. If so, you will have to receive your Subject Matter Waiver from that institution.

**2.** Complete the attached Subject Matter Waiver Program Fee form. If you are a current CCOE student and do not require an external Subject Matter Waiver Program Letter to verify completion of appropriate courses, please skip to STEP 5.

**3.** Take attached fee form to the University Cashier’s Office, located in the **Administration Bldg. #128** and pay the appropriate fee:

- ◆ \$37.50 — Cal State LA Graduates & Current CCOE student requiring a Subject Matter Waiver letter
- ◆ \$75.00 — All other regionally accredited IHE graduates

**4.** Return the Waiver Verification form to the Office for Student Services in KH D2078. The Cashier’s Office will endorse the form with a stamped receipt as proof of payment. This endorsed form **MUST** be presented to the Office for Student Services **BEFORE** continuing (Subject Matter Preparation Program Department will not evaluate a student’s transcripts without the Cashier-stamped Subject Matter Waiver Program Fee Form).

**5.** Once cleared by the Credential Analyst at the Office for Student Services, you must contact the appropriate Subject Matter Preparation Program Department. Please refer to the Subject Matter Preparation Program Advisor Sheet for the directory of advisors and departments. Be advised that you will be required to submit to the appropriate department the following:

- ◆ Cashier-stamped Subject Matter Waiver Program Fee Form (proof of payment)
- ◆ Copies of all transcripts
- ◆ Any additional course descriptions or related documents to support the Subject Matter Waiver Program Evaluation

**Please note: Evaluation will be conducted based on the documents submitted at the time of your evaluation request.**

- ◆ Subject Matter Preparation Program Department  
Received: \_\_\_\_\_ Date/Initials

**6.** Completed evaluations are sent electronically to the CCOE Office for Student Services from the subject matter departments. The Office for Student Services subsequently sends a Waiver Verification Letter to the address you provide on the Subject Matter Waiver Program Evaluation Fee Form. Waiver Verification Letters issued externally can be used to verify subject matter competencies for teaching credential program admissions, employment purposes, among other necessities. The letter will include a California Commission on Teacher Credentialing authorized signature and any outstanding course-work, if applicable, that is reinforced through the generated “blue card” or Subject Matter Waiver Evaluation. It is your responsibility as the individual submitting the Subject Matter Waiver Program Evaluation request to follow up with the designated Subject Matter Preparation Program Department and ensure completion. Should there be any deficiencies in course-work grades and/or courses or outstanding coursework, you can resubmit for a new Subject Matter Waiver Program directly from the subject matter department after the requisites have been fulfilled using the endorsed form and initial evaluation as proof of payment.