



Waiver Agreement

(Posted on the Missouri Accreditation website <http://www.moaccreditation.org/>)

Program Information

Program Name: _____ DVN #: _____

Program Address _____

Applicant Information

Employee Name: _____ Date: _____
Last First M.I.

Date of Hire _____

Documentation

Please check the box next to the documents included with this form

- College Schedule from the college the staff is attending**
(Please also fill out the following information regarding the college you plan to attend. This is required for all staff participating in the MOA Educational waiver with the exception of staff enrolled in LUME Institute Early Childhood Apprenticeship Program- see below)

Name of College _____

Class(es) Scheduled _____

Expected Completion date of course _____

- T.E.A.C.H Missouri Contract**
(Required only for staff members participating in T.E.A.C.H. MO program)

- LUME Institute Early Childhood Apprenticeship Program Verification Letter** (Required only for staff enrolled in LUME Institute Early Childhood Apprenticeship Program)

Contract Terms of agreement

Please read through the following Missouri Accreditation Policy language requirements for the MOA Educational Waiver. Sign below (page 2) to show your understanding and agreement of these terms.

- For an employee to be counted in the child/staff ratio, all the following requirements must be met:
 - 1) The MOA Education Waiver must be submitted with signatures of the staff member, program director, and MOA Executive Director.
 - 2) The program/ employee member must have an approved MOA Educational Waiver which has been signed by the MOA Executive Director and the class schedule from the college, before the staff member can be counted in child/staff ratio.

- 3) Employee must be at least eighteen (18) years old
- 4) Employee must have a HS diploma or a GED
- 5) Employee must work at least thirty (30) hours a week in a child care program working directly with children ages birth to 12 years old
- 6) MOA will only approve MOA Education Waivers when the employee agrees to complete a minimum of 9 credit hours of early childhood specific classes (which will achieve the requirements for Lead Teacher Status) by the MOA issued due date.
- 7) Employees, with a fully executed MOA Educational Waiver, will have a Teacher Assistant/Aid Employee Classification and will count in the Program's child/staff ratio until the Program provides Missouri Accreditation the required documentation showing grades where 9 credit hours have been received to qualify that staff member to be a Lead Teacher.
- 8) Employee must attend classes regularly, complete all assigned course work, and successfully pass each course with a grade of C or higher.
- 9) The Program must provide the MOA office with a class schedule from the regionally accredited college of the classes the employee will be taking, which will be reviewed by the MOA office to assure that the classes meet the MOA requirements. The class schedule must include the following information: Name of the regionally accredited college, the number of the course, the name of the course, the dates the course will begin and end, and the number of credits for the course. Courses must be a credit bearing course; courses which do not earn at least one credit hour will not be accepted.
- 10) Each college course must be completed by the MOA issued due date.
- 11) The Program must provide Missouri Accreditation with a copy of the employee's grades, by the MOA issued due date.
- 12) The Program must notify Missouri Accreditation within 5 work days if an employee terminates their MOA Educational Waiver.
- 13) A MOA Educational Waiver with the MOA Executive Director's signature must be approved prior to the Program's Renewal Application and/or Annual Review due date.
- 14) If the MOA Educational Waiver is broken by the recipient (Program employee) before completion of the agreement, the recipient is not eligible to apply for any additional MOA Educational Waivers.
- 15) If the MOA Educational Wavier is broken by the recipient, the Program may submit the employee transcripts to be evaluated by the MOA Office to determine the employee's job classification. If the Program employee does not meet the requirements as a Teacher Assistant/Aid Employee or Lead Teacher Classification (page 25), the Program will no longer be able to count them in the class/staff ratio.
- 16) Missouri Accreditation shall have the right to deny requests for MOA Educational Waivers by any Program or Program Employee, for any lawful reason if Missouri Accreditation, in its sole and absolute discretion, believes that it is in the best interest of Missouri Accreditation to do so.

I certify that I have read and understand the above terms of the MOA Educational Waiver.

Staff Member

Program Director

(Office use only) Missouri Accreditation Education Waiver Due Date

Missouri Accreditation shall have the right to deny requests for MOA Educational Waivers by any Program or Program Employee, for any lawful reason if Missouri Accreditation, in its sole and absolute discretion, believes that it is in the best interest of Missouri Accreditation to do so. MOA will provide the program with a completion date (listed below) that signifies the date as to when college transcripts showing grades completed or the CDA

certificate should be submitted to the MOA office. Failure to do so may result in ineligibility to apply for additional MOA Educational Waivers.

- Approval Granted
- Request Denied

MOA Executive Director Signature _____

MOA Education Waiver
Completion Due Date _____

Date Submitted to MOA _____