



**Waiver Agreement**

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

**Program Information**

Program Name: \_\_\_\_\_ DVN #: \_\_\_\_\_

Program Address: \_\_\_\_\_ Program Phone #: \_\_\_\_\_

**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:

- T.E.A.C.H Missouri Scholarship for Contract college classes or CDA Participation Agreement**  
(Required only for staff members taking college classes, a class schedule must be submitted with the waiver agreement-OR-Staff working on CDA must submit signed CDA Participation Agreement with MOA Waiver form (Required only for staff members participating in T.E.A.C.H. MO program)
- CDA CERTIFICATION on-line care course working individually**  
(Required only for staff members working on their CDA certificate on-line care courses, must submit completed Child Development Associate (CDA) Credential Application form with waiver agreement)
- YWCA Metro St. Louis Head Start -Successful Pathways Child Development Associate (CDA) Pre-Credentialing Program (a.k.a Successful Pathways) – (Required for YWCA Head Start staff members only).**

**Contract Terms of agreement**

- **Staff member** by signing this waiver agreement, you understand and will comply with the MOA Policy & Procedure requirements listed on page 25-26 and complete the requirements of this Education Waiver.
- **Program Director** by signing this wavier agreement, you agree to notify MOA within five (5) days if this employee’s employment ends for any reason, Per MOA Policy & Procedure page 26
- **Program Director-** for staff using CDA on-line courses individually, you understand that if a Program has more than 5 staff which do not complete the independent on-line CDA courses and does not present the CDA certificate, that Program will be taken to the MOA Board with the possibility of losing the right to apply for MOA Educational waiver, per MOA Policy & Procedure page 26.

*I certify that I have read and understand the terms of the MOA Policy & Procedure/Waiver Agreement.*

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 Official Signature \_\_\_\_\_

MOA Education Waiver Completion Due Date: \_\_\_\_\_