

Request for Waiver of Teacher Credential

Lead and Assistant Teacher Credential Waiver: Providers are required to staff the classroom with teachers that meet the credential requirements outlined in Section 12.3 and Section 13.3 of the *Pre-K Providers' Operating Guidelines*. Providers that are unable to fill a vacancy with a sufficiently credentialed lead and/or assistant teacher may request a waiver. In order for a program to request a waiver, the teacher must meet the following requirements:

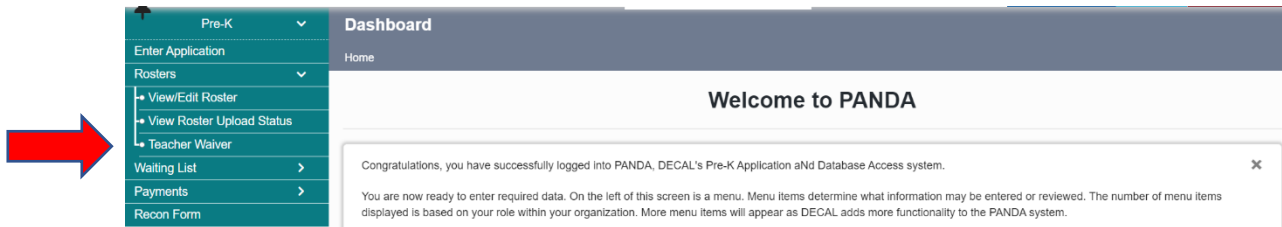
- Be enrolled in a credentialing program prior to the submission of the waiver request. Documentation must be available for review.
- Must be registered in the Georgia Professional Development System (GaPDS).

Important Information: When requesting a NEW waiver for a teacher, please note that the waiver application can only be submitted for the current school year. The application to request a new waiver for the upcoming school year will be available in July when the roster system is open for teacher data entry. Providers will be notified via email when the roster system is open.

To request a credential waiver, go to the PANDA website at <http://www.dec.al.ga.gov/panda>

Log in using your user ID and password. You will need Provider Management rights to access the teacher waiver function (this is usually the Project Director).

From the menu on the left, select **Pre-K > Rosters > Teacher Waiver**.



Click on **Request Waiver**



The Teacher Waiver Application displays. Complete the following fields:

Teacher Waiver Application

[Home](#) > [Pre-K](#) > [Rosters](#) > [Teacher Waiver](#) > [Teacher Waiver Application](#)

Please enter the teacher waiver application. Click 'Search Teacher' button to retrieve the Last Name and First Name of the teacher from GaPDS.

Year: 2023 Waiver Status: Draft

Comments:

Provider Details

Legal Name: *	DECAL Academy, Inc. Private	Project Director:	Brown, Amanda
Provider Type:		Phone No:	404-555-1234
Email Id:	Panda.test@decal.ga.gov	Specialist Manager:	Paxton, Hannah
Site Name: *	DECAL Academy		
Specialist:	Smith, Brittany		

Teacher Details:

<p>A Teacher Type: *</p> <p>B Last 4 SSN: *</p> <p>Last Name:</p> <p>GA PDS Verified Credential the teacher currently has: *</p> <p>Is the teacher currently enrolled in a credential program: *</p> <p>Indicate the qualifying credential the teacher will earn: *</p> <p>Projected completion date to receive the credential: *</p>	<p><input checked="" type="radio"/> Lead <input type="radio"/> Assistant</p> <p>9999</p> <p>GA PDS#: *</p> <p>99999999</p> <p>C Search Teacher</p>
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A	Teacher Type	Select the teacher's role in the class.
B	Last 4 SSN	Enter the last four digits of the teacher's Social Security Number (SSN) exactly as it appears in the teacher's Georgia Professional Development System (GaPDS) profile.
C	GaPDS#	Enter the teacher's Georgia Professional Development System profile number.

Click the Search Teacher button. The teacher's last name, first name and current GaPDS verified credential will automatically populate.

Note: An error message will display if the last four digits of the SSN and GaPDS number are not assigned to the same teacher in the GaPDS.

Complete the following fields:

Teacher Waiver Application

Home > Pre-K > Rosters > Teacher Waiver > Teacher Waiver Application

Please enter the teacher waiver application. Click 'Search Teacher' button to retrieve the Last Name and First Name of the teacher from GaPDS.

Year: 2023 Waiver Status: Draft

Comments:

Provider Details

Legal Name: * DECAL Academy, Inc.
 Provider Type: Private
 Email Id: Panda.test@decal.ga.gov
 Site Name: * DECAL Academy
 Specialist: Smith, Brittany

Project Director: Brown, Amanda
 Phone No: 404-555-1234
 Specialist Manager: Paxton, Hannah

Teacher Details:

Teacher Type: * Lead Assistant

Last 4 SSN: * 9999 GA PDS#: * 99999999 [Search Teacher](#)

Last Name:
 First Name:

GA PDS Verified Credential the teacher currently has: *

Is the teacher currently enrolled in a credentialing program: * Yes No

Indicate the qualifying credential the teacher will earn: *

Projected completion date to receive the credential: *

D
E
F

D	Indicate if the teacher is currently enrolled in a credentialing program.
E	Select the qualifying credential the teacher will earn. Refer to section 12.4 of the <i>Pre-K Providers' Operating Guidelines</i> for a list of qualifying credentials for lead teachers and section 13.4 for a list of qualifying credentials for assistant teachers.
F	Enter the projected date the teacher will receive the qualifying credential.

Click Submit to submit the waiver application for approval.
 Click the Back button to request another credential waiver.

Teacher Waiver Application

Home > Pre-K > Rosters > Teacher Waiver > Teacher Waiver Application

Please enter the teacher waiver application. Click 'Search Teacher' button to retrieve the Last Name and First Name of the teacher from GaPDS.

Year: 2023 Waiver Status: Draft

Comments:

Provider Details

Legal Name: * DECAL Academy, Inc.
 Provider Type: Private
 Email Id: Panda.test@decal.ga.gov
 Site Name: * DECAL Academy
 Specialist: Smith, Brittany

Project Director: Brown, Amanda
 Phone No: 404-555-1234
 Specialist Manager: Paxton, Hannah

Teacher Details:

Teacher Type: * Lead Assistant

Last 4 SSN: * 9999 GA PDS#: * 99999999 [Search Teacher](#)

Last Name:
 First Name:

GA PDS Verified Credential the teacher currently has: *

Is the teacher currently enrolled in a credentialing program: * Yes No

Indicate the qualifying credential the teacher will earn: *

Projected completion date to receive the credential: *

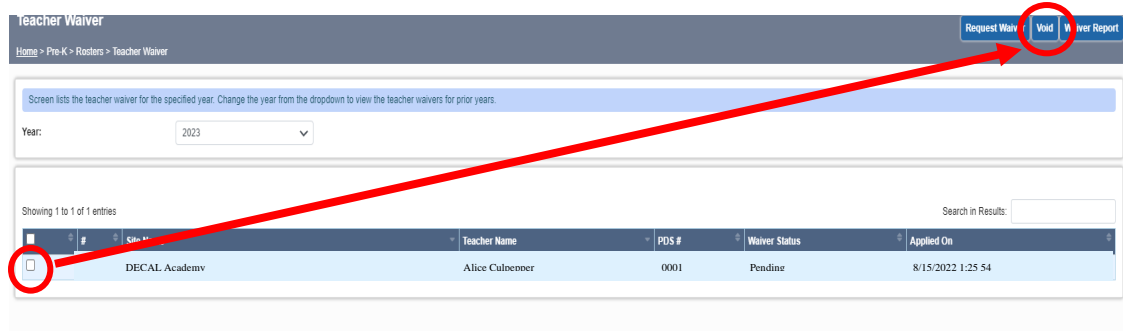
[Submit](#) [Cancel](#) [Back](#)

DECAL Approval

After submission, DECAL staff will review your waiver application. You will receive an email notice regarding the waiver approval status. If approved, the email will contain the approved credential level for the teacher, teacher salary requirements, and the funding rate for the class. Please contact your Pre-K Specialist if you have questions or issues as you submit your waiver request.

Canceling a Waiver

You may cancel a waiver application at any time. To void an application, select the teacher and click the Void button.



The screenshot shows the 'Teacher Waiver' interface. At the top right, there are buttons for 'Request Waiver', 'Void', and 'Waiver Report'. The 'Void' button is circled in red. A red arrow points from a checkbox in the table below to the 'Void' button. The table has one entry:

#	Site Name	Teacher Name	PDS #	Waiver Status	Applied On
<input type="checkbox"/>	DECAL Academy	Alice Culpepper	0001	Pending	8/15/2022 1:25:54

Requesting a Waiver Extension

Approved waivers are valid for one school year only. Providers with a waived teacher who will not hold a qualifying credential when the waiver expires may request a waiver extension if the teacher is pursuing an approved credential. Enrollment documentation must be maintained on site. To request a waiver extension, select the teacher and click the Request Extension button.

Providers may begin requesting waiver extensions in February when the Request Extension button is available.



The screenshot shows the 'Teacher Waiver' interface. At the top right, there are buttons for 'Request Waiver', 'Request Extension', 'Void', and 'Waiver Report'. The 'Request Extension' button is circled in red. A red arrow points from a checkbox in the table below to the 'Request Extension' button. The table has one entry:

#	Site Name	Teacher Name	PDS #	Waiver Status	Applied On
<input type="checkbox"/>	1 DECAL Academy	Alice Culpepper	0001	Approved	8/15/2022 1:25:54

Extension request message displays.



The screenshot shows the 'Teacher Waiver' interface. At the top right, there are buttons for 'Request Waiver', 'Request Extension', 'Void', and 'Waiver Report'. A message box is displayed below the year dropdown:

To complete your extension request, select the upcoming year from "Year" dropdown and edit/submit the waivers in "Draft" status.

The table below has one entry:

#	Site Name	Teacher Name	PDS #	Waiver Status	Applied On
<input type="checkbox"/>	1 DECAL Academy	Alice Culpepper	0001	Draft	8/15/2022 1:25:54

Select the upcoming school year from the dropdown. Click on the teacher's name.

Teacher Waiver Request Waiver Request Extension Void Waiver Report

Home > Pre-K > Rosters > Teacher Waiver

Screen lists the teacher waiver for the specified year. Change the year from the dropdown to view the teacher waivers for prior years.

Year: 2023 (dropdown menu open showing years 2005-2024, with 2024 circled in red)

To complete your extension request

Showing 1 to 1 of 1 entries

#	Site Name	Teacher Name	PDS #	Waiver Status	Applied On
1	DECAL	Alice Culpepper	0001	Draft	8/15/2022 1:25:54

The Extension Waiver Application displays. Complete fields 1, 2, and 3. Click 'Submit' to complete your extension request."

Teacher Waiver Application Back

Home > Pre-K > Rosters > Teacher Waiver > Teacher Waiver Application

Please enter the teacher waiver application. Click 'Search Teacher' button to retrieve the Last Name and First Name of the teacher from GaPDS.

Year: 2024 Waiver Status: Draft Submit Cancel

Comments:

Provider Details

Legal Name: * DECAL Academy, Inc. ▼
 Provider Type: Private Project Director: Brown, Amanda
 Email Id: Panda.test@dec.al.ga.gov Phone No: 404-555-1234
 Site Name: * DECAL Academy ▼
 Specialist: Smith, Brittany Specialist Manager: Paxton, Hannah

Teacher Details:

Teacher Type: * Lead Assistant
 Last 4 SSN: * 9999 GA PDS#: * 99999999 Search Teacher
 Last Name: Culpepper First Name: Alice
 GA PDS Verified: Credential the teacher currently has: * Non-BCE Bachelors Degree or higher

1 Is the teacher currently enrolled in a credential program: * Yes No

2 Indicate the qualifying credential the teacher will earn: * Please Select ▼

3 Projected completion date to receive the credential: * mm/dd/yyyy 📅

Pulling Credential Waiver Reports

Select **Pre-K > Rosters > Teacher Waiver**.

Pre-K Dashboard

Home

Welcome to PANDA

Congratulations, you have successfully logged into PANDA, DECAL's Pre-K Application and Database Access system. ✕

You are now ready to enter required data. On the left of this screen is a menu. Menu items determine what information may be entered or reviewed. The number of menu items displayed is based on your role within your organization. More menu items will appear as DECAL adds more functionality to the PANDA system.

Choose a menu item by using the left button of your mouse to click on the item. For example, to enter your application for the next program year, click on "Enter Application"; to enter a roster, click on "View/Edit Roster".

Menu: Enter Application, Rosters (expanded), View/Edit Roster, View Roster Upload Status, Teacher Waiver, Waiting List, Payments, Recon Form, CLASS Observation, View/Edit Calendar

Click **Waiver Report**.

Teacher Waiver Request Waiver **Waiver Report**

Home > Pre-K > Rosters > Teacher Waiver

Screen lists the teacher waiver for the specified year. Change the year from the dropdown to view the teacher waivers for prior years.

Year:

Showing 1 to 1 of 1 entries Search in Results:

#	Site Name	Teacher Name	PDS #	Waiver Status	Applied On
1	DECAL Academy	Alice Culpepper	0001	Approved	8/15/2022 1:25:54

Select Report Type from the drop-down list.

Teacher Waiver Reports

Home > Pre-K > Rosters > Teacher Waiver > Teacher Waiver Reports

Select the search criteria and click Show Report.

Year:

Report Type:

- Teacher Waiver List
- Teacher Waiver List**
- Teacher Waiver Nearing Expiration
- Teacher Waiver Extension Report
- Unused Teacher Waiver Report

Show Report

