

TESOL Practicum Waiver Requirements

What are the requirements for a TESOL Practicum waiver?

Any candidate seeking the waiver must have at least 1 year of full-time teaching experience directly related to Teaching English to Speakers of Other Languages.

- This experience can be in any grade or subject, preschool through adults.
- Full-time teaching experience outside of California may be accepted subject to review.

What materials must I submit for the TESOL Practicum waiver review?

1. You will need to submit an online waiver request here:
<https://ucsd.kualibuild.com/app/65ce87fdf9a011013b4daa97/start>
 - Beneath “Type of Request” you should pick:
“I want to transfer coursework I completed outside of UC San Diego Extended Studies to meet a certificate requirement.”
 - Even if you are not submitting coursework this request is a substitution using outside credentials and will be treated as a substitution in your certificate audit.
2. You will need to attach a verification letter from your employer (or previous employer) within the “Supporting Documentation” section of your request. Please ensure the letter includes:
 - The professional relationship between the applicant and the person signing the verification.
 - The person signing the verification must be an HR representative or a supervising individual who has access to the candidate’s employment records.
 - Contact information for the person signing the verification.
 - A statement indicating the teaching experience has been **full-time**.
 - Beginning and end dates of employment.
 - A brief description of duties indicating the teaching experience is directly related to Teaching English to Speakers of Other Languages.
 - The letter is required to be on official letterhead.
 - A physical signature (“wet signature”) or an E-Signature (using a certified E-signature program such as Adobe or DocuSign) are both accepted.

Any requests received without the required supporting documentation (verification letter) will be denied.

How long does it normally take to process a waiver request?

Waiver requests may take up to 4 weeks to review and process. The request will be reviewed by a program representative and the Director of the Education Department. Each candidate will be notified via email regarding the status of their request after a thorough review.

Who do I contact if I have any questions?

Please email unexeduc@ucsd.edu with any questions or concerns.