

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. A written request specifying the candidate is asking to waive the TESOL Practicum course.
 - The written request can be included within the body of the requesting email.
2. A letter of verification on school or employer letterhead validating teaching experience.

Please ensure the letter includes:

- The professional relationship between the applicant and the person signing the verification.
- 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.
- A physical signature ("wet signature") or an E-Signature (using a certified E-signature program such as Adobe or DocuSign) are both accepted.
- Attach the verification as a PDF to the requesting email.

Where can I submit the request and supporting documentation?

The TESOL Practicum waiver request and supporting verification can be emailed to unexeduc@ucsd.edu

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.