

TWC Adult Education and Literacy

Request for Staff Exemption

Please complete all fields and return this form to your assigned Program Specialist via email or fax. If requesting qualification exemption for AEL Director position, form must be signed by Signature Authority. All other request can be requested and signed by AEL Director.

Purpose of Exemption

Please select type of exemption you are requesting. You can select more than one if applicable.

Professional Development

Qualifications

Staff Member Information:

Please list information for whom you are requesting this exemption:

Last Name:

First Name:

City of Residence:

Job Title Desired:

Education level:

Grant Recipient Name:

Justification and Alternate Qualifications

Please list a justification and alternate qualifications or PD plan for the individual for whom you are requesting an exemption.

Exemption request date (mm/dd/yy):

Justify the request for exemption:

Please list alternate qualifications or PD Plan for this staff member that are being used to determine ability to perform job requirements:

Required Signatures

Please ensure that signatures are included when submitting request.

Name of Signature Authority, if applicable:

Signature Authority Signature:

Name of Adult Education and Literacy Director

Signature of AEL Director:

Section For TWC Staff Only

Select if exemption is approved or not approved.

Approved

Not Approved

TWC Comments:

Name of TWC staff reviewing exemption:

Signature of TWC Staff:

Date exemption applied in TEAMS, if applicable (mm/dd/yy):