

Waiver of Certification for Library Media Specialist

Waivers for the next year will be accepted from April 1 through October 1, with the following exception: Resignation of staff causing changes in library media service requirements after October 1.

Beginning July 1, 2018, waivers can be requested for one, two, or three years. Schools must provide proof of enrollment in Library Media Specialist classes for the applicant every year.

Oklahoma State Statute:

[70 O.S. § 3-126 Library Media Specialist: Waiver Certification.](#)

Note: If you do not have a teacher willing to pursue LMS certification, use the Deregulation of Library Services Form.

Preparing the Statutory Waiver

Section 1:

Submit a cover letter on school letterhead with the superintendent's signature with a brief explanation of the request for a statutory waiver.

Section 2:

Complete the waiver form with signatures from the superintendent, board president signature, and notary.

Section 3:

Complete all questions in section 3 and add any supporting documentation including letter of intent to obtain the degree and certificate along with proof of enrollment in class(es) at a qualified university/college for the area of study.

Section 2:

School Year(s): 20__ - 20__

County: _____

School District: _____

School District Mailing Address: _____

City: _____ Zip Code: _____

School Site Name: _____

Principal(s) Signature(s):

1. _____ Date: _____

2. _____ Date: _____

3. _____ Date: _____

Superintendent Name (Print): _____

Superintendent E-mail: _____

Superintendent Signature: _____ Date: _____

I hereby certify that this Library Media Specialist waiver application was approved by our local board of education at the meeting on _____.

Board President Signature: _____

Notary Seal: _____

Notary Date: _____

Commission Expiration Date: _____

Section 3:

1. What is your school Type?

 Elementary ☐

 Middle School ☐

 High School ☐

2. What is your student enrollment? _____

3. Based on your school type and student enrollment, how should your library be staffed according to the Oklahoma Administrative Code?

 Refer to the chart on page 5 of the [Standards of Accreditation for Library Media](#).

4. Describe the circumstances that require hiring a non-certified library media specialist.

5. Which educator needs this waiver? _____

6. Describe the methods of support the district intends to provide this educator.

For example: Mentor, professional development, membership in an organization, financial assistance with tuition, etc.

7. How many hours has the applicant completed for the LMS degree thus far? _____

8. Attach a letter from the teacher explaining their intent to obtain the LMS degree/certification.

9. Attach the applicant's transcript as proof of enrollment in the LMS classes.

OSDE Official Use Only

Date Received: _____

Recommended for Board Approval: _____ Not Recommended for Board Approval: _____

Board Meeting Date: _____

Approved: _____

Denied: _____

Date Sent to District: _____

Notes to District: _____