

REQUEST FOR ONE-TIME EXPERIENCE AND CONTINUING EDUCATION WAIVER

[This form is provided for the assistance of certified GALs seeking the one-time, temporary waiver of qualifications that is available under Gal 401.11. As an alternative to the use of this form, GALs requesting this waiver may submit any other writing that provides the information required by the Board]

Please Note:

- *Only GALs certified before September 15, 2007 may obtain the one-time waiver.*
- *To be eligible for this waiver, the waiver request and all required renewal materials must be submitted to the Board within the 90-day period BEFORE the expiration of the GAL's initial (first) period of certification.*
- *The waiver applies only to certain continuing education and/or experience requirements and is potentially available only once, at the time of a GAL's first renewal of certification.*
- *Waiver requests relating to the experience requirements of Gal 303.01 (c) must relate only to the time for completion of professional and volunteer activity and not to the educational requirements of that rule.*
- *The one-time waiver is temporary in nature and does not relieve the GAL of the obligation to ultimately fulfill the requirements at issue. Instead, it is intended to afford GALs certified before September 15, 2007 with certain additional time in which to comply with requirements that were adopted effective September 15, 2007.*
- *Continuing education credits taken in order to fulfill requirements subject to a waiver may not be counted as continuing education credits for any subsequent period of certification. GALs completing the continuing education requirement pursuant to a waiver will do so during the person's first period of renewal; a period when he or she should also be seeking the credits that would be required toward his or her second period of renewal. Accordingly, in normal circumstances, a GAL who is granted a waiver should simultaneously work on both the credits that are subject to the waiver and the 30 credits that will be required for the next renewal.*
- *GALs requesting this waiver should list in their renewal materials the continuing education or experience requirements that they have fulfilled as of the date of filing their renewal materials. Once the required continuing education or experience requirements are completed (and no later than the date upon which the waiver expires) the GAL must provide to the Board an updated list specifying that all continuing education or experience requirements have been completed. A form entitled "Notification of Completion of Experience and/or Continuing Education Requirements Pursuant to One-Time Waiver of Gal 401.11" [GAL Form 24] is available from the Board for this purpose.*

The above, and other information provided on this form, is intended only as a generalized synopsis of the one-time waiver requirement and is not a verbatim recitation of the rules. See Gal 401.11 for specific requirements.

1. Name of person making this request: _____

2. Were you initially certified by the Board as a GAL before September 15, 2007?

Yes No

[If you answered "No" to question 2. you are not eligible to utilize this procedure]

3. (a) Has this request been submitted within the 90-day period before the expiration date of your initial certification?

Yes No

(b) What was the date upon which you were initially certified by the Board?

(c) What is the date upon which your initial certification by the Board will expire?

4. Have you submitted herewith:

(a) A fully executed Application for Renewal, Reinstatement or Recertification form?

Yes No

(b) A fully executed Supplemental Application for Renewal, Reinstatement or Recertification form?

Yes No

(c) All supporting material required by Gal 401.09? *[The Board's Renewal, Reinstatement and Recertification Checklist should be utilized to assist in submission of the required material]*

Yes No

(d) The applicable fee specified in Gal 304.01?

Yes

No

5. Are you requesting (check all that apply):

A. Waiver of the continuing education requirements of Gal 403.01 (a)? *[At least 30 continuing education credits within the expiring period of certification. If you checked this item, complete item 6. A. below. If you are also requesting waiver of the experience requirements, check box 5. B. below. Please remember to date and sign form at number 7]*

B. Waiver of the experience requirements specified in Gal 303.01 (c)? *[Requirements are, generally: 5 years of experience in professional or volunteer activities dealing with children or incapacitated adults for GALs with an associate's degree (200 hours of experience in each year); 3 years of such experience for those with a bachelor's degree and one year of experience for those with a more advanced degree. Complete item 6. B. below. If you are also requesting waiver of the continuing education requirements, check box 5. A. above. Please remember to date and sign at number 7]*

6. A. **Complete the following if you checked item 5. A. above and are seeking waiver of the continuing education requirement of Gal 403.01 (a)**

Please note that this waiver is intended for use where the "guardian ad litem would not, absent the waiver, be afforded a period of 3 years in which to complete the specified continuing education requirement" which became effective on September 15, 2007. See Gal 401.11 (b) (5). The period of waiver cannot be for a period of more than 3 years from the date of the expiration of initial of certification. See Gal 401.11 (d) (3). Not all GALs certified before September 15, 2007 will require the maximum period of possible waiver in order to be afforded a 3-year period in which to complete continuing education.

Generally, the maximum period of waiver claimed under this section should be a period of time after the date of expiration of your initial certification that is equal to the length of time that you were certified as of September 15, 2007.

Note also that during the period of the waiver a GAL should still be pursuing the separate 30 continuing education credits that will be required for the next (second) renewal of certification. See Gal 401.11 (d) (2) and (g).

Date to which waiver is requested: _____

B. Complete the following questions if you checked item 5. B. above and you are seeking waiver of the volunteer and professional experience requirement of Gal 303.01 (c)

(1) Please select **one** of the following:

- I possess an associate's degree from an accredited college or university [*5 years applicable experience required*]
- I possess a bachelor's degree from an accredited college or university [*3 years applicable experience required*]
- I possess an advanced degree from an accredited college or university, beyond a bachelor's degree [*1 year of applicable experience required*]

(2) *Please note that this waiver is intended for use where the GAL would not, absent the waiver, be afforded a period of 1, 3 or 5 years (depending upon education) in which to complete the professional and volunteer activity requirements which became effective on September 15, 2007. See Gal 401.11 (b) (6). For those holding an advanced degree beyond a bachelor's degree, the period of waiver cannot be for more than 1 year from the date of expiration of the GAL's initial certification. For those holding a bachelor's degree, the period of waiver cannot be for a period of more than 3 years from the date of expiration of initial certification. For those holding an associate's degree, the period of waiver cannot be for more than 3 years from the date of expiration of initial certification. See Gal 401.11 (d) (4) – (6).*

Not all GALs certified before September 15, 2007 will require a waiver in order to meet these requirements. Similarly, not all GAL's requesting a waiver will require the maximum period of possible waiver in order to obtain the applicable experience. GALs who do not possess the requisite experience as of September 15, 2007 should strive to obtain that experience as soon as possible thereafter.

The maximum period of waiver required in order to afford a GAL a sufficient time to complete or obtain requisite experience will vary depending upon the GAL's circumstances. Generally, the following formula may be used to calculate an appropriate period of waiver:

The waiver period is a period of time after the expiration of the GAL's initial (first) certification equal to:

- The required number of years of experience;***
- Minus the number of years of experience possessed as of September 15, 2007;***

- *Minus the amount of time that existed between September 15, 2007 and the expiration of the initial period of certification.*

(a) Please specify the number of years of qualifying professional or volunteer experience that you possessed as of September 15, 2007:

(b) Please specify the amount of time that existed between September 15, 2007 and the expiration of your initial (first) period of certification:

(c) Please specify the date to which the waiver is requested:

(d) If your calculation of the date to which the waiver is requested is based upon a formula or calculation other than that described above, please describe what calculation you made in order to determine the requested length of the waiver and why:

7. Date and Signature.

Reminder

GALs requesting the one-time waiver must nonetheless specify in their renewal application materials the continuing education activities undertaken as of the date of the renewal application, as well as the experience specified in Gal 303.01 (c) that they possessed as of that date. ***If a waiver is granted, the GAL shall, by no later than the date that the waiver expires, again submit that information, updating it with the additional continuing education or experience obtained. [See Gal 401.11 (e) and (f)]***

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Date: _____

Signature: _____

Name in Print: _____