**NEW GOVERNING BODY REQUIRED INTRODUCTORY TRAINING WAIVER**

**INSTRUCTIONS:**

1. Carefully read [6.80.5 NMAC](http://164.64.110.239/nmac/parts/title06/06.080.0005.htm).
2. Complete ***all sections of this application*** that pertain to the governing body member requesting the waiver.
3. Complete the assurances.
4. Sign the request.
5. Attach required documents as PDFs and email to: [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us)

**CONTACT INFORMATION:**

|  |  |
| --- | --- |
| Name of Individual Board Member Requesting Waiver: Click here to enter text. | Name of School: Click here to enter text. |
| Email:\* Click here to enter text. | Phone Number: Click here to enter text. |
| Board Member’s Home Address: Click here to enter text. | Start Date of Governing Body Membership Term: Click here to enter a date. |

**REASON FOR REQUESTED WAIVER:**

The individual has documented professional commitments or personal commitments that prevent the individual from attending one the scheduled training dates within the first two months of board service

The trainings being offered in the next two months are located more than 100 round trip miles from the governing body member’s home address

**REQUIRED ATTACHMENTS:**

Evidence ofprofessional commitments or personal commitments that prevent the individual from attending one the scheduled training dates within the first two months of board service

*\* Email address will be used to transmit waiver decision, instructions for enrolling in essential two (2) hour virtual course, and assessment score certificate.*

**ASSURANCES:**

Please initial each.

*The undersigned hereby certifies under penalty of perjury:*

\_\_\_ I understand that waivers are granted only once. Failure to meet the waiver requirements listed below will require me to complete the seven (7) hour in-person course provided by the department before I am able to vote on Board matters.

\_\_\_ A waiver requires me to complete essential two (2) hour training through a virtual course provided by the department.

\_\_\_ I must successfully complete the two hour virtual training course within one (1) month of being notified by the department that the waiver is granted.

\_\_\_ To meet the requirements of the waiver, I must score at least eighty percent on an assessment at the end of the essential two hour training course on the first attempt.

\_\_\_ I am not allowed to vote on Board matters until I have successfully completed the two hour virtual training course.

\_\_\_ I am required to complete the seven (7) hour in-person course provided by the department within 12 months of beginning service as a governing body member.

\_\_\_ In addition to the essential two (2) hour training, I must complete eight (8) additional hours of training, for a total of 10 hours of approved training *within the first fiscal year of service*.

Name

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_