**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

**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_