

Exceptions Letter – Waive Occupational Experience
Sample Template

[Your Name]
[Street Address]
[City, ST ZIP Code]

April 8, 2008

Colorado Community College System
CTE Credentialing Office
9101 E. Lowry Blvd
Denver, CO 80230

Dear Exceptions Committee:

This letter is in regards to my application for an initial/renewal Career & Technical Education credential. Please accept my related degree and past work experience toward the credential, and exempt me from the **required 2000 hours of related work experience within the past five years**. As you can see on the Occupational Experience Form, I have more than 8,000 hours of related experience, but it falls outside of the previous five years. In addition, my work experience will show that I have been teaching for several years in this field. I have attended different seminars and workshops (certificate of completion is included) as well as three different trainings for classroom management and course development. Finally, I plan to current occupational experience over the next two summers, totaling 600 hours.

It is my hope that based upon the many years of practical work experience and qualifications, I will be granted an exception and issued a Career & Technical Education credential.

Sincerely,

Printed Name
Title

Attachments – Supporting Documents