Logo, company name

Description automatically generated

Case by Case Exceptions Application

|  |
| --- |
|  |

Candidates apply for a CBCE must complete this application and provide supplemental materials by Oct. 1st, for consideration in fall, or April 1st, for consideration in spring. Candidate’s will be notified of the committee’s decision.

|  |  |
| --- | --- |
| Basic Information | |
| Your Name: |  |
| Your Endorsement: |  |
| Program Entry Date: |  |
| NES Scores (Please list scores for each time you’ve taken the test): |  |

Please submit the following:

* A letter detailing in what ways you have shown competency in the subject matter and why you feel you should be given a CBCE.
* Evidence 1: Completed Content Coursework Template showing a minimum of 20 semester/30 quarter credit hours of subject matter in the subject area with a grade of B or higher.
* Evidence 2: Letter of Support (this should be submitted by the writer) or evidence showing you have scored a minimum of 65% on each section of the NES over multiple testing attempts.

Expect 2-4 weeks for a committee to be convened to review your application and make a decision. Applications that do not meet the minimum standards for evidence as stated above will not be considered.

By signing this you confirm that all the information you have provided is accurate and true to the best of your knowledge. If any part of this application is found to be intentionally misleading or fraudulent you may face immediate dismissal from the program.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Candidate Name (Print) |  | Candidate Signature |
|  |  |  |
| Date |  |  |