



InTERS Waiver Submission

Waivers that can be submitted through the Indiana Technical Education Reporting System (InTERS) are the nonstandard course waiver, course requirement waiver, and the licensure waiver. Below are directions for submitting each type of waiver, as well as guidance on when each waiver type should be submitted.

All Waiver Types

1. First, log in to the CTE personality of InTERS with your username and password.

InTERS Web

Username:

Password:

[Data Explorer](#)

Personality:

THIS WEB SITE IS FOR AUTHORIZED USE ONLY.

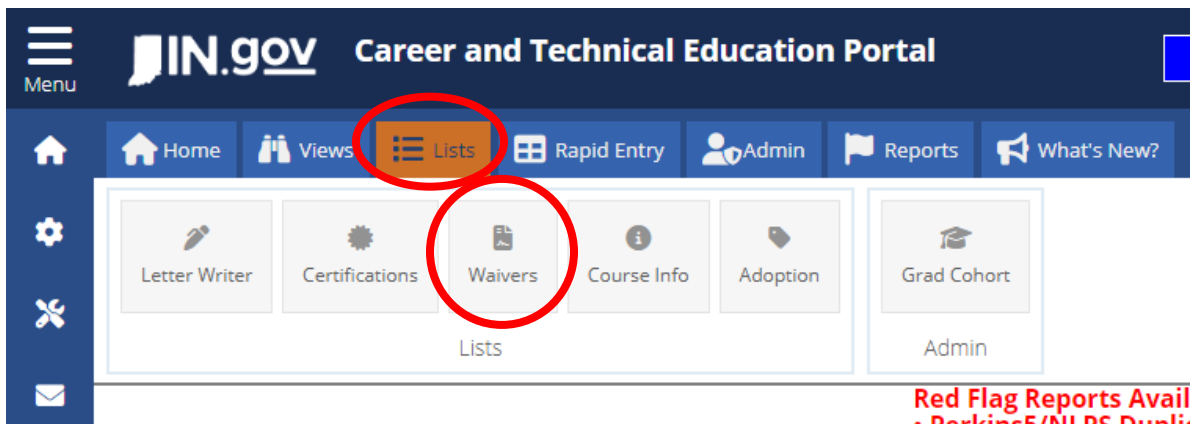
Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to an authorized site, law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign.

By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of an authorized site. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use.

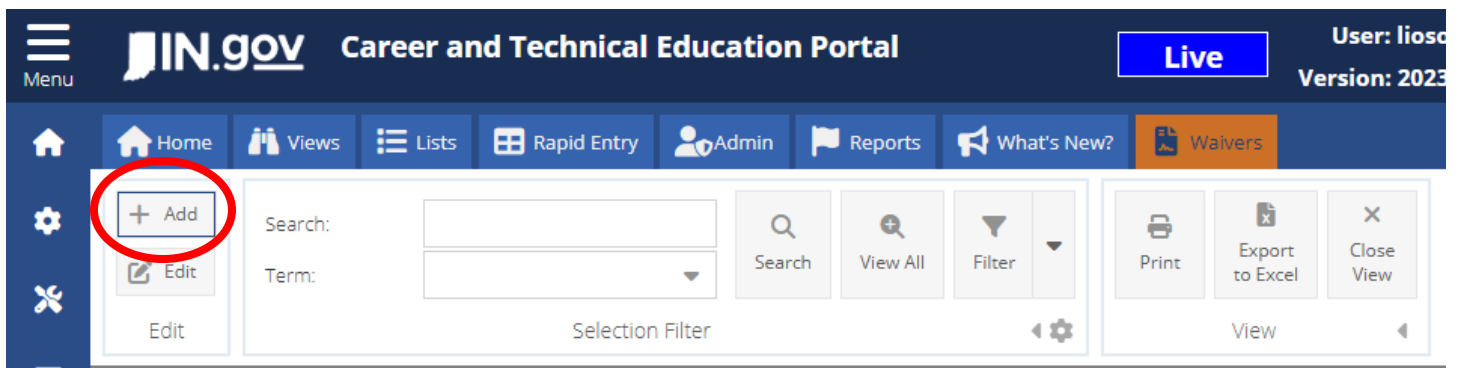
PRESS CANCEL IMMEDIATELY if you do not agree to the conditions stated in this warning.

[AE Portals](#)

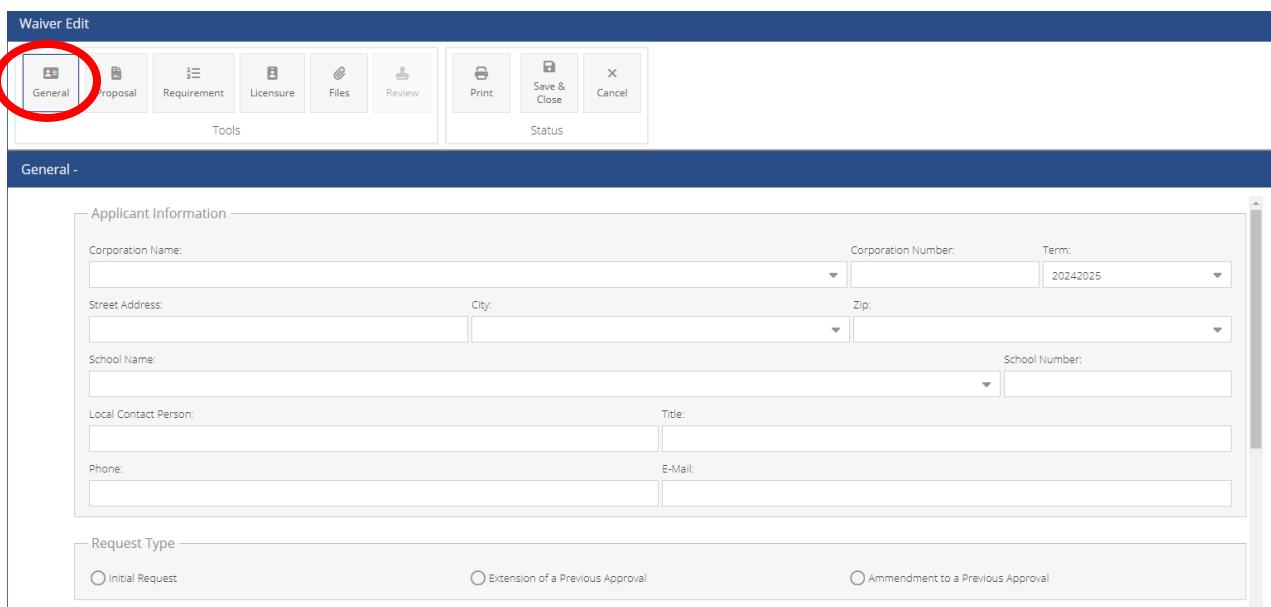
2. Select "Lists" then "Waivers."



3. Select "Add" in the upper lefthand corner of the screen to open a new waiver application.



4. Select "General" then fill out the fields of the waiver application. Complete this section regardless of the type of waiver you are requesting.

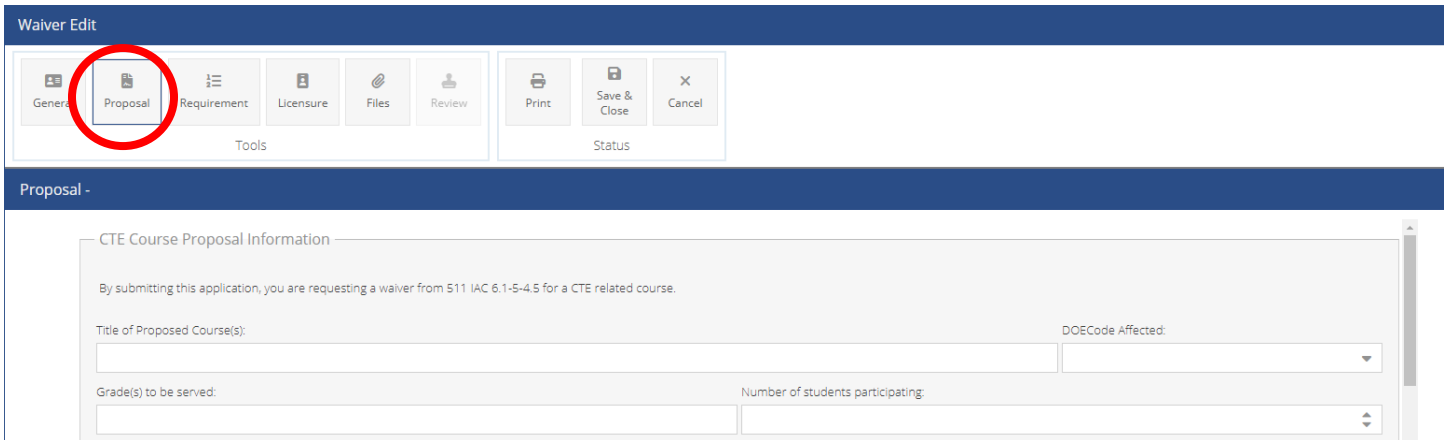


Selecting a Waiver Type

Utilize the **CTE Waiver Guidance document** to determine the waiver type for which you should apply. Then, follow the corresponding directions below.

Nonstandard Course Waiver: Pilot Course, Special Topics, Advance CTE: College Credit

1. Click “Proposal” and fill out the requested information.

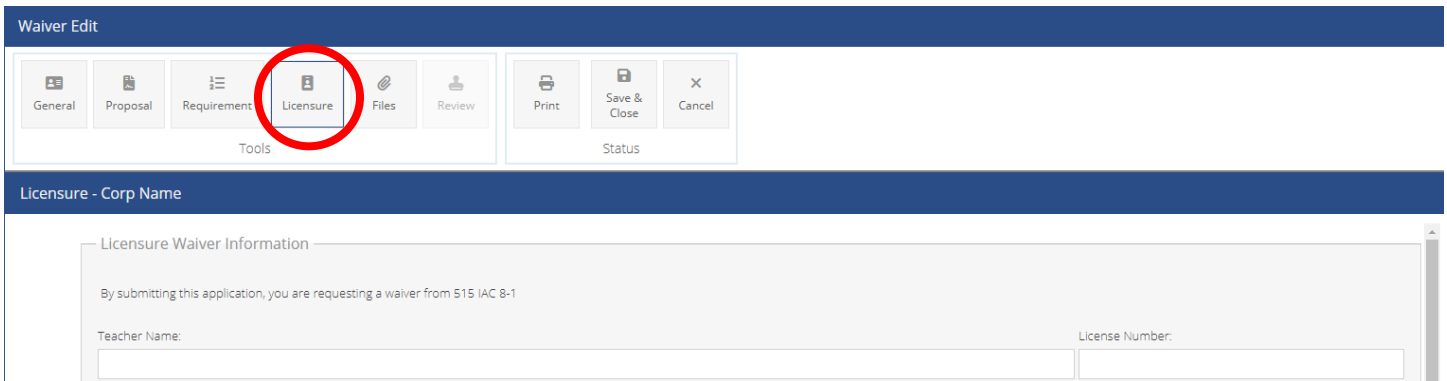


The screenshot shows the 'Waiver Edit' interface. At the top, there is a dark blue header with the text 'Waiver Edit'. Below this is a toolbar with several icons. The 'Proposal' icon, which is a document with a pencil, is circled in red. Other icons include 'General', 'Requirement', 'Licensure', 'Files', 'Review', 'Print', 'Save & Close', and 'Cancel'. Below the toolbar, there is a section titled 'Proposal -'. This section contains a form titled 'CTE Course Proposal Information'. The form includes a paragraph: 'By submitting this application, you are requesting a waiver from 511 IAC 6.1-5-4.5 for a CTE related course.' Below this are four input fields: 'Title of Proposed Course(s):', 'DOECode Affected:', 'Grade(s) to be served:', and 'Number of students participating:'.

2. Skip to the “All Waiver Types” section below.

Nonstandard Licensure Waiver

1. Click “Licensure” and fill out the requested information.

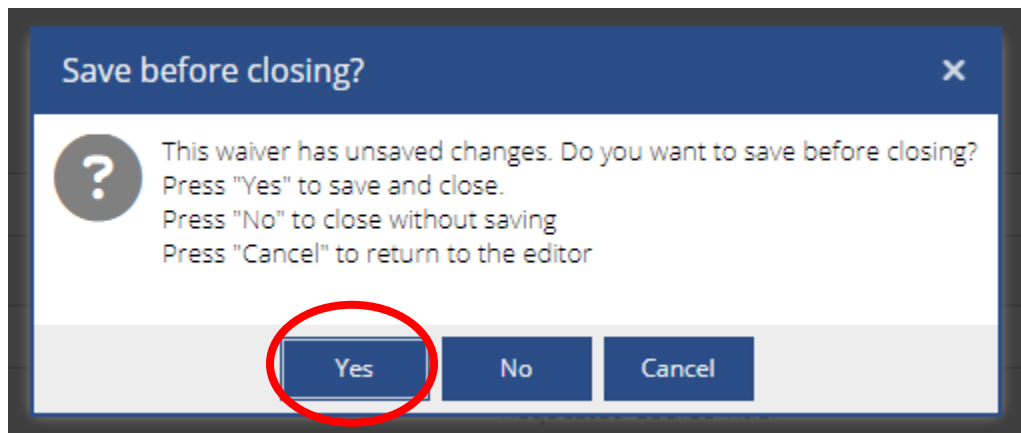
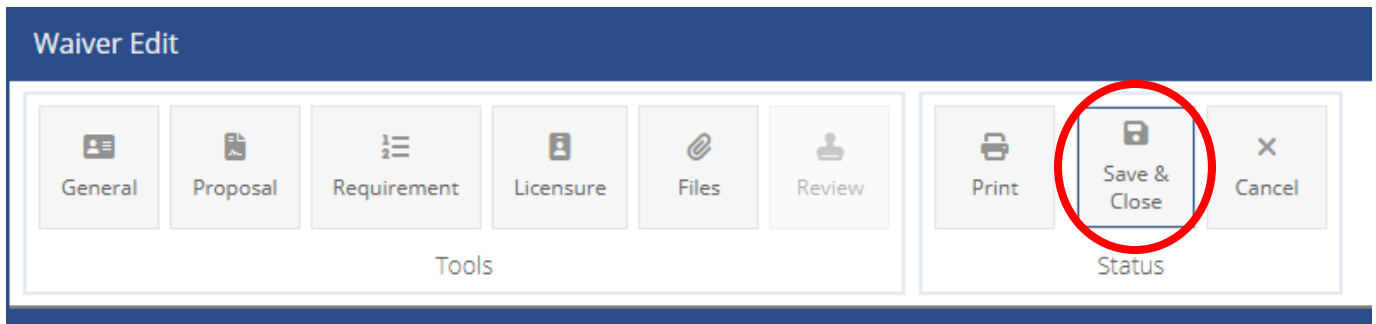


The screenshot shows the 'Waiver Edit' interface. At the top, there is a dark blue header with the text 'Waiver Edit'. Below this is a toolbar with several icons. The 'Licensure' icon, which is a document with a pencil, is circled in red. Other icons include 'General', 'Proposal', 'Requirement', 'Files', 'Review', 'Print', 'Save & Close', and 'Cancel'. Below the toolbar, there is a section titled 'Licensure - Corp Name'. This section contains a form titled 'Licensure Waiver Information'. The form includes a paragraph: 'By submitting this application, you are requesting a waiver from 515 IAC 8-1'. Below this are two input fields: 'Teacher Name:' and 'License Number:'.

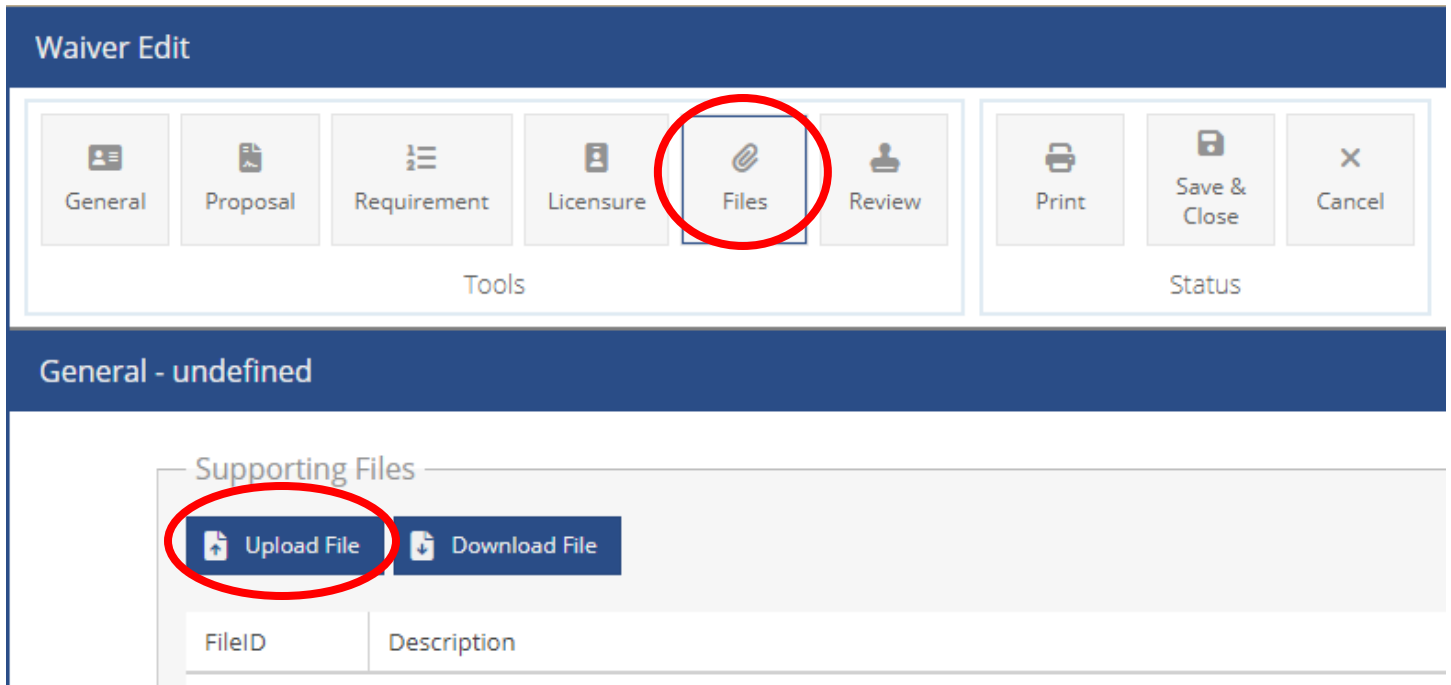
2. Skip to the “All Waiver Types” section below.

All Waiver Types

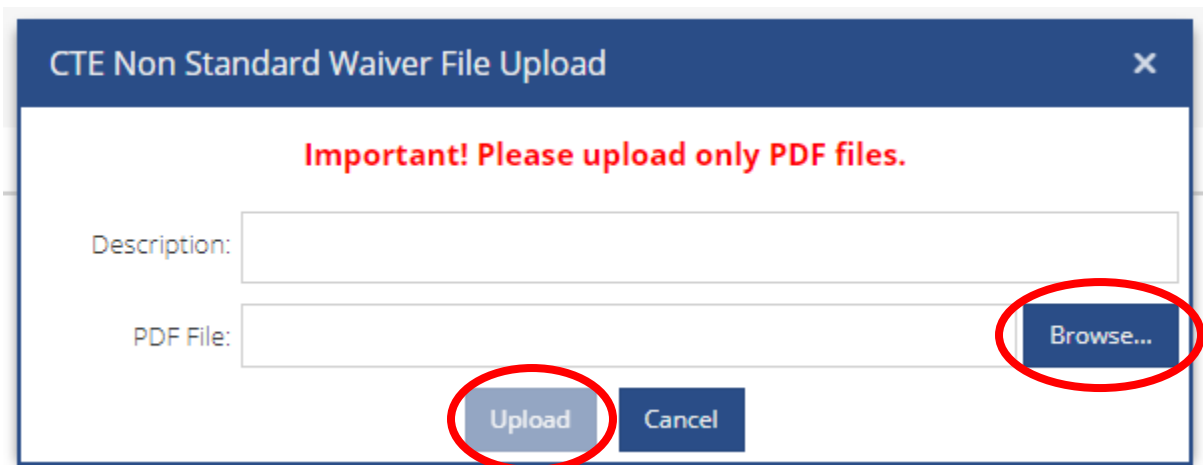
1. Once all applicable fields have been completed for the type of waiver you are requesting, select "Save & Close," then select "Yes."



- After saving the waiver, you may upload supporting documents by right clicking on the specific row (for the applicable waiver) and selecting “edit waiver.” Then select “Files” and “Upload File.”



- Input a description of the document and choose the specific file you want to upload by selecting “Browse” and then select “Upload” to complete the process.



- If you upload files, be sure to select “Save & Close” and “Yes” upon exiting the waiver application.

