



One-time Deferral Request Form

Last Name _____
First Name _____
Email Address _____
Phone _____

Candidates in Alameda County Office of Education's Career Technical Education Teacher Preparation Program are expected to enroll in a required course the first available time it is offered. Applicants agree to do so on the Commitment to Satisfy all Requirements form which is included in the program application. They also pay a tuition deposit that is non-refundable.

A request to defer enrollment in a required course or to continue in the program after dropping a course is allowed once and is permitted under the following circumstances. Please indicate your reason to defer enrollment in your required course by placing an "X" next to the reason for extension that applies.

- _____ Medical reasons (self or family)
- _____ Maternity
- _____ Extenuating demand of job or family

Candidates will be informed whether their deferment is allowed within 30 days. If the deferment is allowed, the candidate will be permitted to defer their registration until the next date the course is offered. If after receiving a one-time deferment the candidate does not enroll in the next available course by the end of the first week, a candidate will forfeit their deposit and be dismissed from the program. A second deferment will not be permitted.

Note that a deferment in enrollment in ACOE's Clear Career Technical Education program does **not** extend expiration date of a 3-Year Preliminary Career Technical Education Teaching Credential granted by the Commission on Teacher Credentialing.

Please acknowledge the statements above and request a one-time deferment by signing below. Send this form to cte@acoe.org.

Candidate Signature

Date

Review Date _____ Program Director Initial _____ Status Accepted/Denied _____
Follow-up Date _____ Entered in SIS Yes/No _____