



# Texas Association for Institutional Research

## Professional Development Certificate of Completion Program

### Waiver Request for Newcomers Workshop

The following form can be used to request a waiver of the Newcomers Workshop requirement for the Level 1 Certificate of Completion. The person requesting the waiver should complete the top portion of the form and then have their supervisor complete and sign the bottom portion. The completed form can then be scanned and emailed to the Professional Development Officer at [professional-development@texas-air.org](mailto:professional-development@texas-air.org).

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#### Individual Seeking the Waiver

Name: \_\_\_\_\_

Job Title or Position: \_\_\_\_\_

Institution: \_\_\_\_\_

Number of Years in IR: \_\_\_\_\_

Email Address: \_\_\_\_\_

By signing below, I certify that I have worked in a professional or technical capacity in Institutional Research for a minimum of two years.

\_\_\_\_\_  
*Requester's Signature*

#### Supervisor

Name: \_\_\_\_\_

Job Title or Position: \_\_\_\_\_

Email Address: \_\_\_\_\_

By signing below, I certify that the person requesting this waiver has worked in a professional or technical capacity in Institutional Research for a minimum of two years.

\_\_\_\_\_  
*Supervisor's Signature*