



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 electronically sign the bottom portion. The completed form can then be sent to the Professional Development Officer at professional-development@texas-air.org.

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