

# Request for Waiver of Options Counseling Applicant Eligibility Criteria

Per Options Counseling Standard 4.3 Staff Education and Work Experience:

All Options Counselors shall have:

- a BSW with 2 years work related experience or
- a MSW with 1 year work related experience or
- a bachelor's degree in a relevant Human Services field with 3 years experience in providing support to individuals needing Long Term Services and Supports or
- a master's degree in a relevant Human Services field with 2 years experience in providing support to individuals needing LTSS or
- a bachelor's or master's degree in a non-Human Services field with 5 years experience in providing support to individuals needing LTSS

An individual who does not meet the above education and work experience criteria can request a waiver.

**Name of Individual:**

**Name of Agency:**

**Waiver is requested because: (check one)**

- Does not meet educational criteria
- Does not meet work experience criteria
- Does not meet either educational or work experience criteria

**Required waiver documentation attached:**

- Letter requesting waiver that includes justification for the request
- Letter of recommendation from applicant's supervisor
- Completed Options Counseling Initial Application for Certification

**Documentation has been reviewed and waiver is**  **Approved**  **Denied**

**State reason:**

**Signature:**

**Date:**

AAA: \_\_\_\_\_

**Send to:** Jan Moxley, Div. of Aging & Adult Services, 2101 Mail Service Center, Raleigh, NC 27312

**For DAAS Use**

**Documentation has been reviewed and waiver is**  **Approved**  **Denied**

**State reason:**

**Signature:**

**Date:**