



INDIANA COMMISSION *for* HIGHER EDUCATION

How to access waivers for CTE courses via InTERS

1. Log into the CTE personality of InTERS with your username/password.

InTERS Web

Username:

Password:

Personality:

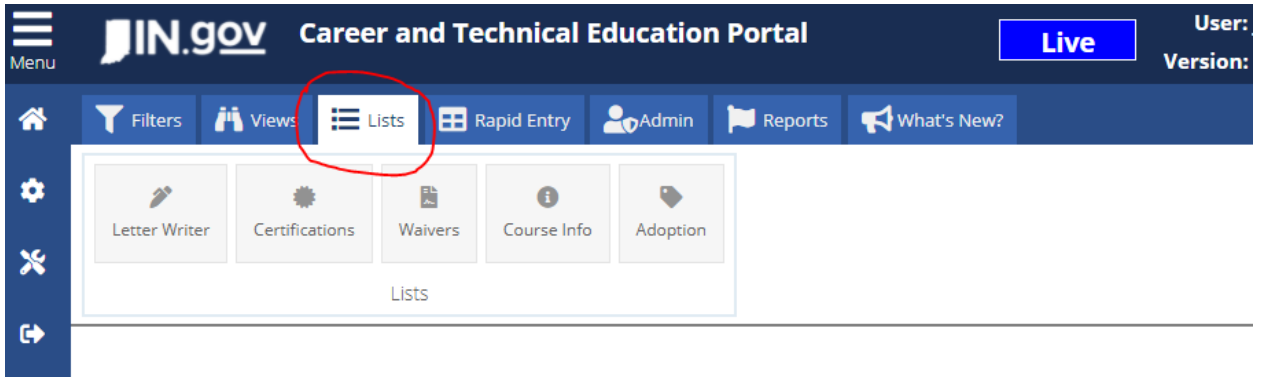
THIS WEB SITE IS FOR AUTHORIZED USE ONLY.

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.

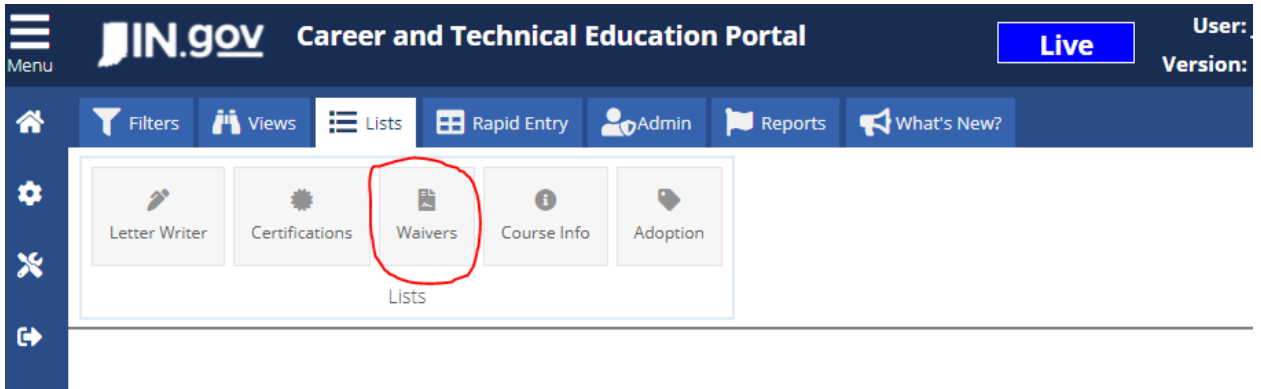
By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of an authorized site. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By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

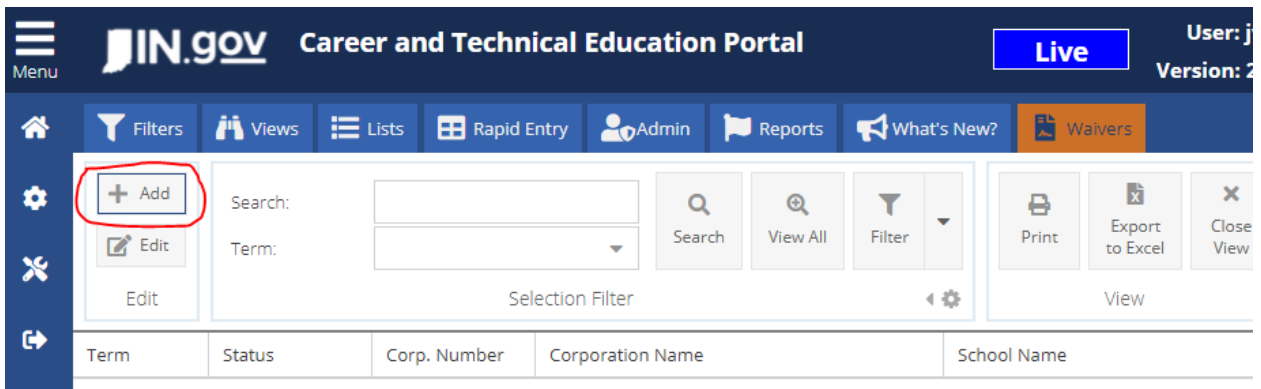
2. Select "Lists".



3. Select "Waivers".



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



5. Fill out fields under the “General” tab of the waiver application.

The screenshot shows the 'Waiver Edit' interface. At the top, there is a dark blue header with the text 'Waiver Edit' and a close button. Below the header is a toolbar with several icons: 'General' (highlighted with a red circle), 'Proposal', 'Requirement', 'Licensure', 'Files', 'Review', 'Print', and 'Save & Close'. The 'General' tab is active, and the main content area is titled 'General -'. The form contains several sections: 'Applicant Information' with fields for Corporation Name, Corporation Number, Term (set to 20222023), Street Address, City, Zip, School Name, and School Number; 'Local Contact Person' with fields for Name and Title; 'Phone' and 'E-Mail' fields; and 'Request Type' with radio buttons for 'Initial Request', 'Extension of a Previous Approval', and 'Amendment to a Previous Approval'. At the bottom left, it says 'Waiver ID: New Waiver'.

6. Based on the waiver type selected on the “General” tab you will next choose the “Proposal”, “Requirement” or “Licensure” tab(s) and fill out the fields pertaining to your request.

This screenshot is similar to the previous one, showing the 'Waiver Edit' interface. In this view, the 'General' tab is no longer highlighted. Instead, the 'Proposal', 'Requirement', and 'Licensure' tabs are highlighted with a red circle, indicating they are the next steps in the process. The rest of the interface, including the form fields and the 'Request Type' section, remains the same as in the previous screenshot.

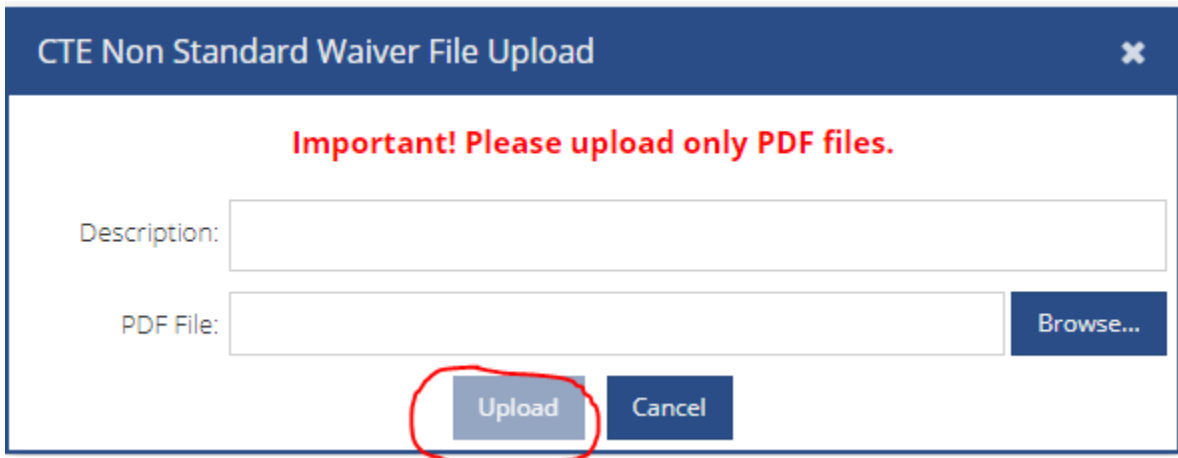
7. Once all pertinent fields have been filled in with appropriate information you may select “Save & Close” and then select “Yes”.

The screenshot shows the 'Waiver Edit' interface. At the top, there is a 'Tools' bar with buttons for 'General', 'Proposal', 'Requirement', 'Licensure', 'Files', 'Review', 'Print', and 'Save & Close'. The 'Save & Close' button is circled in red. Below the tools bar is a 'Status' section. The main content area is titled 'General -' and contains a form for 'Applicant Information'. The form includes fields for Corporation Name, Corporation Number, Term (set to 20222023), Street Address, City, Zip, School Name, School Number, Local Contact Person, Title, Phone, and E-Mail. Below the form is a 'Request Type' section with three radio buttons: 'Initial Request', 'Extension of a Previous Approval', and 'Amendment to a Previous Approval'. At the bottom left, the text 'Waiver ID: New Waiver' is visible.

8. After saving the waiver you may upload supporting documentation by right clicking on the specific row and select “edit waiver” and then the “Files” tab where you select “Upload File”.

The screenshot shows the 'Waiver Edit' interface with the 'Files' tab selected. The 'Tools' bar at the top has buttons for 'General', 'Proposal', 'Requirement', 'Licensure', and 'Files'. The 'Files' button is circled in red. Below the tools bar is a 'General - undefined' section. The main content area is titled 'Supporting Files' and contains two buttons: 'Upload File' and 'Download File'. The 'Upload File' button is circled in red. Below the buttons is a table with two columns: 'FileID' and 'Description'.

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



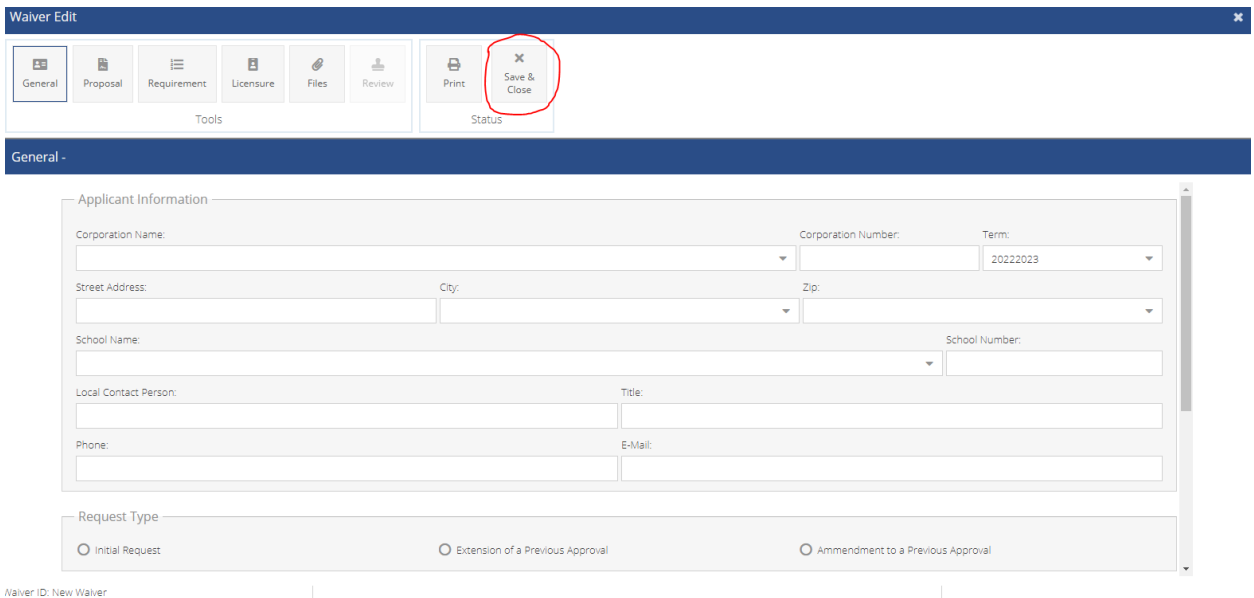
CTE Non Standard Waiver File Upload

Important! Please upload only PDF files.

Description:

PDF File:

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



Waiver Edit

General Proposal Requirement Licensure Files Review Print Save & Close

Tools Status

General -

Applicant Information

Corporation Name: Corporation Number: Term:

Street Address: City: Zip:

School Name: School Number:

Local Contact Person: Title:

Phone: E-Mail:

Request Type

Initial Request Extension of a Previous Approval Amendment to a Previous Approval

Waiver ID: New Waiver