



**How to access waivers 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.**

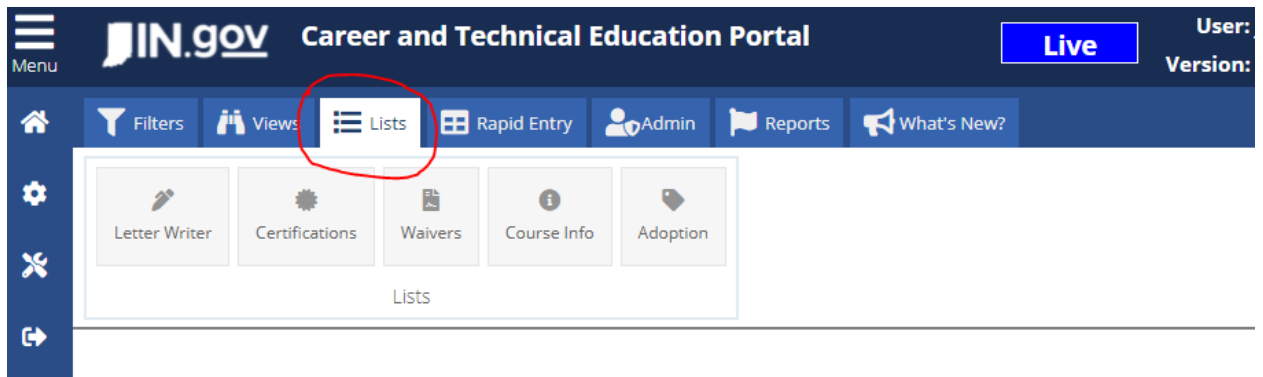
Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to an authorized site, law enforcement personnel, as well as authorized 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.

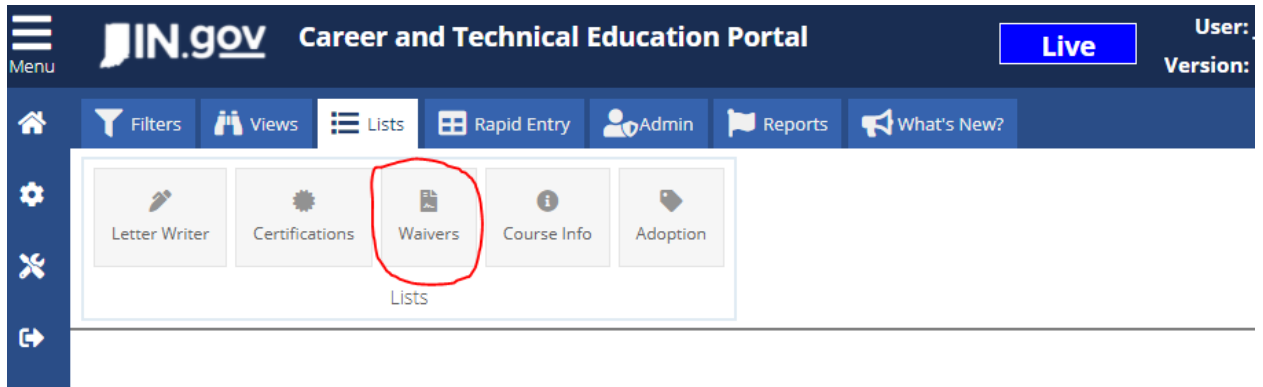
**PRESS CANCEL IMMEDIATELY if you do not agree to the conditions stated in this warning.**



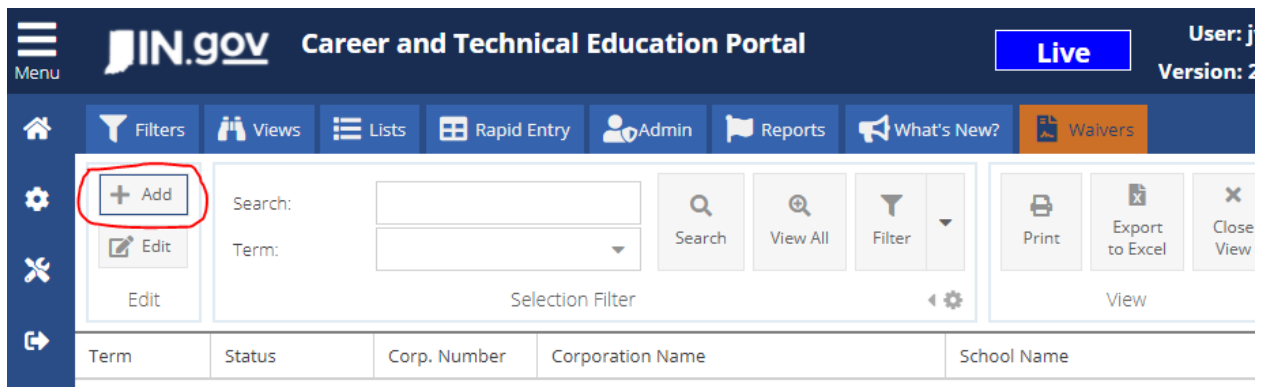
2. Select "Lists".



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.

This screenshot shows the "Waiver Edit" application interface. At the top, there is a navigation bar with several tabs: "General", "Proposal", "Requirement", "Licensure", "Files", "Review", "Print", and "Save & Close". The "General" tab is highlighted with a red circle. Below the navigation bar, the "General" section is active, displaying a form titled "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 applicant information, there is a "Request Type" section with three radio button options: "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.

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 shows the "Waiver Edit" application interface, similar to the previous one. In this view, the "Proposal", "Requirement", and "Licensure" tabs in the navigation bar are highlighted with a red circle. The "General" section remains active, showing the same "Applicant Information" and "Request Type" form. The "Request Type" section has three radio button options: "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.



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

Waiver Edit

General Proposal Requirement Licensure Files Review Print Save & Close

Tools Status

General -

Applicant Information

Corporation Name: Corporation Number: Term: 20222023

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



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 a web interface for editing a waiver. At the top is a dark blue header with the text "Waiver Edit". Below this is a "Tools" section containing five buttons: "General", "Proposal", "Requirement", "Licensure", and "Files". The "Files" button, which has a paperclip icon, is circled in red. Below the "Tools" section is another dark blue header with the text "General - undefined". Underneath is a "Supporting Files" section. It contains two buttons: "Upload File" and "Download File". The "Upload File" button, which has an upward-pointing arrow icon, 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.

A screenshot of a web application window titled "CTE Non Standard Waiver File Upload". The window has a dark blue header with a close button (X) on the right. Below the header, a red text message reads "Important! Please upload only PDF files." There are two input fields: "Description:" and "PDF File:". The "PDF File:" field has a "Browse..." button to its right. At the bottom of the form, there are two buttons: "Upload" and "Cancel". The "Upload" button is circled in red.

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

A screenshot of a web application window titled "Waiver Edit". The window has a dark blue header with a close button (X) on the right. Below the header, there is a toolbar with several icons: General, Proposal, Requirement, Licensure, Files, Review, Print, and Save & Close. The "Save & Close" button is circled in red. Below the toolbar, there is a "General -" section with a form titled "Applicant Information". The form contains several input fields: Corporation Name, Corporation Number, Term (with a dropdown menu showing "20222023"), Street Address, City, Zip, School Name, School Number, Local Contact Person, Title, Phone, and E-Mail. At the bottom of the form, there is a "Request Type" section with three radio buttons: "Initial Request", "Extension of a Previous Approval", and "Amendment to a Previous Approval". The "Initial Request" radio button is selected. At the bottom left of the window, the text "Waiver ID: New Waiver" is visible.