Tennessee Department of Education Employment Standards Waiver Application

Read and complete ALL sections of the application to ensure timely response

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Section 1 – General Information							
Last Name (First, Middle, Last):	First Name				Middle Initial		
Social Security #:	TN Lie	cense#:		Expiration Date:			
Area Code + Phone Number	Code + Phone Number Email Addres			:			
Certificate Type(s)			Current Endorsement(s) Held				
System Name:			System #:				
School Name:		School #:					
School Year:			Date Educator Placed in Waiver Position:				
Subject(s) and Course Code(s) of Waiver Position to be Filled:			Endorsement(s) Needed for the Waiver Position:				
Year of Waiver Request: (Check One) \Box 1 st Year \Box 2 nd Year (passed tests and/or enrolled in program, required) \Box 3 rd Year (all tests passed and evidence of progress in coursework, required)							
Section	on 2 – F	Recruiting an	d Staffing I	nformation			
Each of the following criteria must be met. Please check each box affirming that <u>each statement</u> is true:							
☐ The waiver is being requested to fill a vacant, high need position							
☐ The waiver is being requested to fill a mission-critical position [core academic, non-instructional leader]							
☐ The school district has engaged in thorough, responsible position-specific recruitment efforts to find appropriately endorsed candidates for the position for which a waiver is being requested AND has been unsuccessful in those efforts							
☐ The educator being recommended for the waiver is the most qualified candidate for the position for which a waiver is being requested							
Section 3 – Plans to Obtain Proper Endorsement							
Is applicant registered to take appropriate		Praxis registration date :					
(Check one) No	es 🗆	C					
	est(s):	Is applicant enrolled in a university/college program:					
Has applicant taken and passed appropriate Praxis test(s): (Check one) \square Yes \square No Score(s)			(Check one)				
(Check one)			No				
Name of university/college program:		Number of program hours COMPLETED:					
I hereby certify the information provided in this application is true and correct, and the district is in urgent need of a waiver.							
Educator Name- Print			Educator Signature/Date				
Human Resources Contact – Print	Human Resources Con		tact – Email	Human Reso	ources Signature/Date		

Director of Schools Name - Print	Director of Schools Signature/Date				
Section 4 – TO BE COMPLETED	BY DEPARMENT OF EDUCATION				
Teachers & Lead	lers Recommendation				
☐ Approve ☐ Deny (See Comments Below)					
Teachers & Leaders Name - Print	Teachers & Leaders Signature/Date				
Candice McQueen, Commissioner of Education Print	Candice McQueen, Commissioner of Education Signature /Date				
Additional Comments					
	ards Waiver Application Asked Questions				
Overtion. Who can apply for a waiven?					

Question: Who can apply for a waiver?

ED-5496

Answer: Only school districts [not individual educators] may apply for waivers.

Question: Are there any restrictions on the endorsements for which the system may acquire a waiver?

Answer: Courses which conclude with an end-of-course exam for high school credit may not be taught on waivers.

Question: Where do I locate the Subject and Course Code(s) assignment?

Answer: The information can be found in the Correlations of Course & Endorsement Codes Document.

http://www.tn.gov/education/districts/correlations.shtml

Question: When must my system apply for a waiver?

Answer: A waiver must be requested and approved if an educator holding an Apprentice, Transitional, or Professional

License is scheduled to teach more than one course or more than two sections of one course outside the area of

endorsement.

Question: What supplemental information or documents should we provide in order to strengthen this application?

Answer: Evidence [original or photocopied documentation] that the educator for whom the waiver is being requested is

actively pursuing or engaged in coursework to obtain the endorsement AND/OR registered to take the relevant

Praxis exam.

Question: How long is an approved waiver valid?

Answer: One academic year [July 1 – June 30]. Waivers must be renewed each year and must include evidence of the

applicant's progression toward the additional endorsement.

Question: Where can I send this application?

Answer: Please send completed application and supporting documentation to: Tennessee Department of Education, Office of

Educator Licensing, 12th floor, 710 James Robertson Pkwy, Nashville TN 37243-0376. Completed applications can

be faxed to (615) 532-1448 or emailed to Education.Licensing@tn.gov.

Question: If the waiver application is denied, what should we do?

Answer: The system should develop a plan to recruit an educator with the proper endorsement.

Submit completed application to: