ED-5496 Rev 9-01-15

Tennessee Department of Education
Employment Standards Waiver Application

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

Section 1 – General Information

Last Name (First, Middle, Last):	First Name	Middle Initial
Higgins	Jessica	L

[redacted]	TN License#:	Expiration Date:
	000609703	08/31/2018

[redacted] [redacted]

Certificate Type(s)	Current Endorsement(s) Held
Apprentice	499 Elementary K-6
System Name: Warren	System #: 890
School Name: Centertown	School #: 0010
School Year: 2016-2017	Date Educator Placed in Waiver Position: 8-11-2014
Subject(s) and Course Code(s) of Waiver Position to be Filled: 9438 9439 9441 9441	Endorsement(s) Needed for the Waiver Position: SLT 458

Year of Waiver Request:
(Check One) ☐ 1st Year ☐ 2nd Year (passed tests and/or enrolled in program, required)
☑ 3rd Year (all tests passed and evidence of progress in coursework, required)

Section 2 – Recruiting and Staffing Information

Each of the following criteria must be met. Please check each box affirming that each statement is true:

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☒ 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 test(s): (Check one) ☐ Yes ☑ No	Praxis registration date : N/A Does not exist
Has applicant taken and passed appropriate Praxis test(s): (Check one) ☐ Yes ☑ No Score(s) ____	Is applicant enrolled in a university/college program: (Check one) ☑ Yes ☐ No
Name of university/college program: TN State University	Number of program hours COMPLETED: 15

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*	
Jessica Higgins	Jessica Higgins	6-29-16
Human Resources Contact – Print	***Human Resources Contact – Email***	***Human Resources Signature/Date***
Roy J. Pierce, IV	piercer@warrenschools.com	Roy J Pierce IV

Submit completed application to:
Tennessee Dept. of Education, Office of Educator Licensing 12th floor, 710 James Robertson Pkwy, Nashville TN 37243-0376

Director of Schools Name – Print	*Director of Schools Signature/Date*
John R. Cox	6-24-16

Section 4 – TO BE COMPLETED BY DEPARMENT OF EDUCATION

Teachers & Leaders Recommendation

☑ Approve ☐ Deny (See Comments Below)

Teachers & Leaders Name - Print	*Teachers & Leaders Signature/Date*
Amy Wooten	Amy Wooten
Candice McQueen, Commissioner of Education ~~- Print~~	*Candice McQueen, Commissioner of Education Signature /Date*
	Candice McQueen 8/2/16

Additional Comments

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Employment Standards Waiver Application
Frequently Asked Questions

Question: **Who can apply for a waiver?**
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.

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