

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): Garner		First Name Brandi		Middle Initial J
Social Security #: [REDACTED]	TN License #: <del>000516179</del> 000516179	Expiration Date: 8-31-21		
Area Code + Phone Number [REDACTED]		Email Address: [REDACTED]		
Name of License Type(s) K-6 Professional		Current Endorsement(s) Held 499		
System Name: BEDFORD COUNTY SCHOOLS		System #: 020		
School Name: BEDFORD COUNTY LEARNING ACADEMY		School #: 0080		
School Year: 2015/2016	Date of Hire: 7/1/2015	Date Educator Placed in Waiver Position: 11/9/2015		
Subject(s) and Course Code(s) of Waiver Position to be Filled: (obtained through course assignment in course code correlations) Science & Biology (3210 & 3216) 7/11/12 GRAD		Licensure Endorsement code(s) Needed for the Waiver Position: 415		
Year of Waiver Request: (Check One) <input checked="" type="checkbox"/> 1 <sup>st</sup> Year <input type="checkbox"/> 2 <sup>nd</sup> Year (passed tests and/or enrolled in program, required) <input type="checkbox"/> 3 <sup>rd</sup> Year (all tests passed and evidence of progress in coursework, required)				

Section 2 - Recruiting and Staffing Information

Approval criteria checklist:

- 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) <input type="checkbox"/> Yes <input type="checkbox"/> No	Praxis registration date:
Has applicant taken and passed appropriate Praxis test(s): (Check one) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Score(s) 150	Is applicant enrolled in a university/college program: (Check one) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of university/college program: M TSU	Number of program hours COMPLETED: Biology Education / 120 - 00

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 Brandi J Garner		Educator Signature/Date Brandi J Garner	
Human Resources Contact - Print James E. Claybourne	Human Resources Contact - Email CLAYBOURNEJ@BEDFORDK12TN.NET	Human Resources Signature/Date James E. Claybourne 11/9/2015	
Director of Schools Name - Print Don Embrey		Director of Schools Signature/Date Don Embrey 11/9/2015	

Submit completed application to:

Tennessee Dept. of Education, Office of Educator Licensing 12<sup>th</sup> floor, 710 James Robertson Pkwy, Nashville TN 37243-0376

Educator Licensing  
NOV 09 2015  
RECEIVED

<b>Section 4 – TO BE COMPLETED BY DEPARTMENT OF EDUCATION</b>	
<i>Teachers &amp; Leaders Recommendation</i>	
<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny (See Comments Below)	
<i>Teachers &amp; Leaders Name - Print</i>	<i>Teachers &amp; Leaders Signature/Date</i>
Amy Wooten	Amy Wooten 11.19.15
<i>Dr. Candice McQueen, Commissioner of Education</i>	<i>Dr. Candice McQueen Commissioner of Education Signature /Date</i> Candice McQueen <sup>VP</sup> 11/21/15
<i>Additional Comments</i>	

**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, 12<sup>th</sup> 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](mailto: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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