

## 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): <b>Horner</b>	First Name <b>Jordyn</b>	Middle Initial <b>Ashlea</b>
Social Security #: [REDACTED]	TN License#: <input checked="" type="checkbox"/> <b>000539741</b>	Expiration Date: <input checked="" type="checkbox"/> <b>8/31/2016</b>
Area Code + Phone Number [REDACTED]	Email Address: [REDACTED] <input checked="" type="checkbox"/>	
Certificate Type(s) <input checked="" type="checkbox"/> <b>Apprentice</b>	Current Endorsement(s) Held <b>K-6 (499) <input checked="" type="checkbox"/></b>	
System Name: <b>Hamblen County Schools <input checked="" type="checkbox"/></b>	System #: <b>320 <input checked="" type="checkbox"/></b>	
School Name: <b>Fairview-Marguerite Elementary School</b>	School #: <b>10 <input checked="" type="checkbox"/></b>	
Date of Hire: <input checked="" type="checkbox"/> <b>2015-16</b>	Date Educator Placed in Waiver Position: <b>3/25/2015 <input checked="" type="checkbox"/></b>	
Subject(s) and Course Code(s) of Waiver Position to be Filled: <b>Librarian/Media Specialist (9601)</b>	Endorsement(s) Needed for the Waiver Position: <b>Library Information Specialist PreK-12 (473)</b>	
Year of Waiver Request: (Check One) <input type="checkbox"/> 1 <sup>st</sup> Year <input checked="" type="checkbox"/> <b>2<sup>nd</sup> Year (passed tests) and/or enrolled in program, required</b> <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:		
<input checked="" type="checkbox"/> The waiver is being requested to fill a vacant, high need position		
<input checked="" type="checkbox"/> The waiver is being requested to fill a mission-critical position [core academic, non-instructional leader]		
<input checked="" type="checkbox"/> 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		
<input checked="" type="checkbox"/> 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 checked="" type="checkbox"/> No	Praxis registration date :	
Has applicant taken and passed appropriate Praxis test(s): (Check one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Score(s) _____	Is applicant enrolled in a university/college program: (Check one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name of university/college program: <b>ETSU - EDUCATIONAL MEDIA/Tsch. <input checked="" type="checkbox"/></b>	Number of program hours COMPLETED: <b>12 hrs completed <input checked="" type="checkbox"/></b>	
<b>I hereby certify the information provided in this application is true and correct, and the district is in urgent need of a waiver.</b>		
Educator Name - Print <b>Jordyn A. Horner</b>	Educator Signature/Date <i>Jordyn A. Horner</i> 8/12/15	
Human Resources Contact - Print <b>Deborah L. Aarons</b>	Human Resources Contact - Email <input checked="" type="checkbox"/> <b>aaronsd@hcboe.net</b>	Human Resources Signature/Date <i>Deborah L. Aarons</i> 8/12/15
Director of Schools Name - Print <b>Dale P. Lynch</b>	Director of Schools Signature/Date <i>Dale P. Lynch</i>	

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AUG 17 2015  
Educator Licensing

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

### Section 4 – TO BE COMPLETED BY DEPARTMENT OF EDUCATION

*By checking "approve," the Division of Teachers & Leaders is making a recommendation for approval of a teacher waiver to the Commissioner of Education.*

Approve       Deny (see comments below)

<i>Teachers &amp; Leaders – Print</i>	<i>Teachers &amp; Leaders – Signature/Date</i>
<i>Michael Deurlein</i>	<i>[Signature]</i> 12/10/15
<del><i>Kevin Huffman, Commissioner of Education – Print</i></del>	<del><i>Kevin Huffman, Commissioner of Education – Signature /Date</i></del>
<i>Candice McQueen, Commissioner</i>	<i>Candice McQueen</i> 12/20/15
<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:** 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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