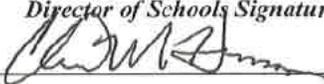


Tennessee Department of Education Employment Standards Waiver Application

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

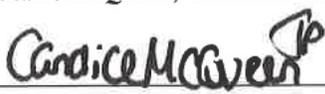
Section 1 – General Information		
Last Name (First, Middle, Last): Cornelius	First Name Kelly	Middle Initial J
Social Security #: [REDACTED]	TN License#: 000585891	Expiration Date: 8/31/2017
Area Code + Phone Number: [REDACTED]	Email Address: [REDACTED]	
Certificate Type(s) Apprentice teacher	Current Endorsement(s) Held Elementary K-6	
System Name: MNPS	System #: 190	
School Name: Lakewood Design Center	School #: 430	
School Year: 2015-16	Date Educator Placed in Waiver Position: August 2015	
Subject(s) and Course Code(s) of Waiver Position to be Filled: 9619	Endorsement(s) Needed for the Waiver Position: EL 490	
Year of Waiver Request: (Check One) <input checked="" type="checkbox"/> 1 st Year <input type="checkbox"/> 2 nd Year (passed tests and/or enrolled in program, required) <input type="checkbox"/> 3 rd 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 <u>each statement</u> is true:		
<input checked="" type="checkbox"/> The waiver is being requested to fill a vacant, high need position		RECEIVED FEB 03 2016 Educator Licensing
<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Name of university/college program: University of Tennessee - Martin <i>EL endorsement</i>	Number of program hours COMPLETED: 6 out of 9	
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 Kelly Jo Cornelius		Educator Signature/Date <i>Kelly Cornelius</i> 1-12-16
Human Resources Contact - Print Phiney Ingle	Human Resources Contact - Email phiney.ingle@mnps.org	Human Resources Signature/Date <i>Phiney Ingle</i> 1/12/16

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

<i>Director of Schools Name - Print</i> Chris Henson	<i>Director of Schools Signature/Date</i> 
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Section 4 – TO BE COMPLETED BY DEPARTMENT OF EDUCATION

Teachers & Leaders Recommendation
 Approve Deny (See Comments Below)

<i>Teachers & Leaders Name - Print</i> Michael Daurlein	<i>Teachers & Leaders Signature/Date</i>  2/4/16
<i>Candice McQueen, Commissioner of Education</i> Print	<i>Candice McQueen, Commissioner of Education Signature /Date</i>  2/7/16
<i>Additional Comments</i>	

**Employment Standards Waiver Application
Frequently Asked Questions**

**RECEIVED
FEB 03 2016**

Educator Licensing

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.

Submit completed application to:

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

January 8, 2016

Ms. Kelly Cornelius
415 Shadow Glen Drive
Nashville, TN 37211

Dear Ms. Cornelius:

Please find below the add-on checklist for the ELL program. These courses must be completed in order to obtain UT Martin's recommendation for a Tennessee teaching license (additional endorsement) in ELL PreK-12.

In addition to completing the outlined coursework, you will be required to submit passing scores on the Praxis Subject Area Assessment exam(s). You must also maintain a 2.75 specialty area GPA in order to receive the licensure recommendation.

TESL 700 – Principles of Teaching ESL

A 3 hrs.

TESL 710 – Strategies for Teaching ESL

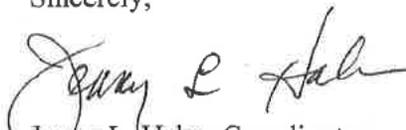
_____ 3 hrs. Sp '16

EDFN 720 – Multicultural Issues in Education & Counseling

A 3 hrs. (EG 5303)

If you need additional information, please feel free to contact me.

Sincerely,



Jenny L. Hahn, Coordinator
Admission and Licensure

enclosure