

2-24-15

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): Underwood		First Name Glenda	Middle Initial M.
Social Security #: [Redacted]	TN License #: 000-260925	Expiration Date: 8-31-2020	
Area Code + Phone Number [Redacted]	Email Address: [Redacted]		
Name of License Type(s) Professional		Current Endorsement(s) Held 403	
System Name: Polk County		System #: 700	
School Name: South Polk Elementary		School #: 0057	
School Year: 2014-2015	Date of Hire: 8-11-1997	Date Educator Placed in Waiver Position: 8-10-2015	
Subject(s) and Course Code(s) of Waiver Position to be Filled: (obtained through course assignment in course code correlations) 4th Grade 0400		Licensure Endorsement code(s) Needed for the Waiver Position: 499 Prek-4	
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

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

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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:	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 Glenda M. Underwood		Educator Signature/Date Glenda Underwood 2-2-15	
Human Resources Contact - Print Louetta Moats	Human Resources Contact - Email moatsl@k12tn.net	Human Resources Signature/Date Louetta Moats 2/10/15	
Director of Schools Name - Print Dr. James R. Jones		Director of Schools Signature/Date James R. Jones	

Submit completed application to:

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

Section 4 – TO BE COMPLETED BY DEPARTMENT OF EDUCATION

Teachers & Leaders Recommendation
 Approve Deny (See Comments Below)

<i>Teachers & Leaders Name - Print</i>	<i>Teachers & Leaders Signature/Date</i>
Dennifer Anderson	Dennifer Anderson 4/24/15
Dr. Candice McQueen, Commissioner of Education	Dr. Candice McQueen Commissioner of Education Signature /Date Candice McQueen 5/14/15
<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, 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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