

Tennessee Academy for School Leaders (TASL) Event Facilitators Frequently Asked Questions

1. *What are TASL credits?*

Tennessee Academy for School Leaders (TASL) credits are continuing education credits for sitting instructional leaders in Tennessee. Only events that have been approved by the TASL office may offer TASL credit.

2. *Who must earn TASL credit?*

All principals, assistant principals, and instructional supervisors are required to earn TASL credit.

3. *How do I request TASL credit for my event?*

A district or other organization wishing to offer a professional learning event for TASL credit should complete and submit a TASL Application for Event Approval & Credit, available on the [TASL website](#).

The TASL director will review events for alignment to the Tennessee Instructional Leadership Standards (TILS), department strategic plan, and appropriate state initiatives. Details about the scoring process can be found in the [TASL Credit Event Guidelines](#) document.

4. *What are the TASL credit parameters for an event?*

TASL-approved events may not provide **fewer than four hours** of professional learning or **more than eight hours** in a single day/session.

TASL-approved conferences may offer a maximum of **three credit options** for the entire conference. This includes pre-conferences and after-hours meetings.

Attendance verification for cumulative events, such as study councils and directors' meetings, should be provided following the event's **conclusion**.

5. *What are my responsibilities as an event facilitator?*

Event facilitators will serve as the contact for the event and are responsible for keeping accurate attendance records and providing verification of attendance to each participant upon event completion. The event facilitator will handle all post-event attendance questions.

6. *How soon should I submit my TASL credit request application?*

Event organizers should submit their request at least 30 days before the event begins to allow ample time for a program review to occur.

7. *How soon will I know if my event has been approved, and when can I advertise TASL credit?*

Event organizers will be contacted by the TASL director within two weeks of the application submission if the event application is submitted on time. **Events must be approved by the TASL program director before the event can advertise TASL credit.**

8. How will I be notified about my event?

Event facilitators will receive an automated email from TNCompass confirming the details of an approved event.

Event facilitators may receive an email from the TASL director with clarifying questions prior to approving or denying a credit request.

Event facilitators will receive an email from the TASL director with details regarding denied events, including the reason the event was denied.

9. How long is my event approval valid?

Applications are only valid for the specific event and date(s) requested in the TASL credit application. Any changes due to unforeseen circumstances (inclement weather, sickness, change in venue, etc.) must be reported to the TASL office as soon as possible to accurately reflect the credit options for leaders in TNCompass.

10. What should be included in certificates provided to participants?

Proof of attendance must be provided to participants by the event organizer. This documentation must include:

- Official letterhead or official organizational seal
- Participant name, license number, and verified credit hours
- Date, location, and **exact title of the event** as provided on the event application
- Name and title of the event organizer/organizing entity
- Signature of event organizer (digitally captured signature is acceptable)

11. When should certificates be shared with participants?

Certificates should be shared with participants **only after all deliveries of the event are complete**. For example, if an event is delivered across the state within a two-week period, no certificates should be sent until the two-week delivery window has passed. For a one-day event, certificates may be issued upon the conclusion of that day.

12. Why should we wait until all event deliveries are complete to send certificates?

Events become available to leaders one working day after the last delivery date. Until that date, leaders cannot access your event in TNCompass to upload credit documents. Additionally, a leader can only upload one certificate for each event.

13. My event has ended. May I request TASL credit for my event?

Retroactive credit will not be granted.

14. My event occurs every year. Should I apply yearly?

Yes, recurring events must reapply for TASL credit each year.

15. I have questions that have not been answered here. Who can I contact?

With TASL event related questions, contact TASL.Information@tn.gov.