



BASE-TN

Become A
Special Educator
in Tennessee



BASE-TN
Teaching Program

As Amended, February 15, 2011

TENNESSEE DEPARTMENT OF EDUCATION
DIVISION OF COLLEGE AND CAREER READINESS



BASE-TN
Become A
Special Educator
in Tennessee

Become A Special Educator in Tennessee Teaching Program is a program that provides limited financial support for persons who meet the eligibility criteria and desire to earn an initial Tennessee teacher license in special education or an endorsement in special education. This support involves a commitment to teach in a Tennessee public school two years for each academic year of financial support received, serving students with disabilities ages birth through twenty-one.



Tennessee Department of Education, Division of College and Career Readiness
Joseph Fisher, Assistant Commissioner
7th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0380



Department of Education, Authorization No. 331888;
February 2011, 400 copies. This public document
was promulgated at a cost of \$4.32 per copy.



BASE-TN Teaching Program

As Amended, February 15, 2011

TABLE OF CONTENTS

- I. Introduction: Purpose of the BASE-TN Teaching Program, Participating Universities and Application Submittal by Interested Scholars
- II. General - Definitions as Used in the BASE-TN Teaching Program
- III. General - Terms of the Traineeships, Fellowship Grants and Application Submittal
- IV. Eligibility
- V. Method of Selection
- VI. Amounts and Terms of Awards
 - Student Service Agreements
 - Tuition Payments
 - Cancellation
 - Repayment
- VII. Appeals Procedure
- VIII. Precedence of the Acts
- IX. How to Apply for BASE-TN Assistantships and Scholarships
- X. For Additional Information

Appendix A - List of College and University Representatives or Contact Persons

Appendix B - BASE-TN Teaching Program Application

OVERVIEW

In an effort to recruit professional personnel to the field of special education who are interested in teaching in the Tennessee public schools and serving students with disabilities, the Division of College and Career Readiness, Office of Special Education within the Tennessee Department of Education is offering financial assistance to post-baccalaureate and undergraduate students who meet the eligibility criteria presented in Section IV of this document. This financial assistance is in keeping with the provisions of Part B of the Individuals with Disabilities Education Act, as amended (IDEA or ACT) and T.C.A., Title 49-10-110, hereinafter referred to as the **BASE-TN Teaching Program** or The Program.

I. INTRODUCTION

- A. **The BASE-TN Teaching Program** provides limited financial assistance in the form of **tuition remission and textbook support** for either part-time or full-time study to professional personnel who desire to work in programs for the education of children with disabilities. The **purpose** of the program is to help professional personnel meet licensure requirements in the area of Special Education. Participation in the program is limited to (a) post-baccalaureate candidates admitted to teacher education programs (or eligible to be admitted and/or have provided written intent to seek admission) in approved Tennessee colleges and universities, and (b) educational assistants or para-professionals with at least two years of transferable college credit in an area of special education who are currently employed by a Tennessee school and serve students with disabilities ages birth through twenty-one. These candidates must seek Tennessee initial licensure in Special Education or an endorsement in Special Education. The financial award entails a commitment to full-time teaching two years in a Tennessee public school for each academic year the award is received. The **goal** of the BASE-TN Teaching Program is to help increase the number of fully licensed Tennessee teachers, including speech-language pathologists, serving students with disabilities in Tennessee public schools. See also Section IV (Eligibility) and Section V (Method of Selection).

BASE-TN Teaching Program funds may not be used to support out-of-state tuition / fees nor other student fees (e.g., parking fees, laboratory fees, online/distance education/technology fees, etc.).

- B. **The following Tennessee colleges and universities have approved teacher education programs**, including special education, and participate in the BASE-TN Teaching Program under these guidelines and criteria developed jointly by the Tennessee Department of Education, Division of College and Career Readiness, Office of Special Education, and the Tennessee Interagency Professional Educators Consortium (TIPEC):

Christian Brothers University	Memphis
Cumberland University	Lebanon
East TN State University	Johnson City
Fisk University	Nashville
Freed-Hardeman University	Henderson
Lambuth University	Jackson
Lane College	Jackson
LeMoyne-Owen College	Memphis
Middle Tennessee State University	Murfreesboro
Tennessee State University	Nashville
Tennessee Technological University	Cookeville
University of Memphis	Memphis
University of Tennessee - Chattanooga	Chattanooga
University of Tennessee - Knoxville	Knoxville
University of Tennessee – Martin	Martin

All participating universities and colleges will, at the end of each semester, provide the Department of Education, Division of College and Career Readiness, Office of Special Education, with rosters of program participants, including students completing the special education programs, type Tennessee special education license the participants have applied for and received, efforts made by the scholars to find employment in a Tennessee public school, and/or written employment verification. All program participants will be advised to search for Tennessee teaching positions as well as post their resumes on the Tennessee Department of Education’s online recruitment service, *Teach Tennessee* (www.tnteachingjobs.org), during the last semester of their programs. Tennessee schools will be encouraged to use *Teach Tennessee* to post job announcements and to view resumes of potential teacher candidates and speech-language pathologists who have participated in this program.

See Appendix A for a list of the college and university representatives and relevant contact information.

- C. **Aspiring special education teachers and post-baccalaureate level speech-language professionals interested in applying for BASE-TN Teaching Program financial assistance are encouraged to submit applications** to one of the participating colleges or universities in keeping with the deadlines and other requirements as set forth by that institution. See Appendix A for a list of the participating institutions, the representatives and other contact information. See also Section IX: How to Apply for BASE-TN Assistantships and Fellowships.

II. GENERAL - Definitions as Used in the BASE-TN Teaching Program

- A. “**Academic year of BASE-TN financial support**” consists of 30 semester hours of support - typically eight or nine months - composed of two semesters, three quarters or two trimesters of instruction. However, the 30 semester hours may be completed during 12 months, 18 months or some other time frame in keeping with the student's approved Plan of Study or Individualized Licensure Plan.

“One academic year of BASE-TN financial support” consists of 27 semester hours of support for Master’s level speech-language pathology (SLP) students. (Amended 7.25.06)

- B.** “Act” refers to the Individuals with Disabilities Education Act, as amended, 20 U.S.C. 1400 et seq.
- C.** “**Areas of Special Education**” include Preschool/Early Childhood PreK-1; Hearing PreK-12; Vision PreK-12; Speech/Language PreK-12; Modified K-12; and Comprehensive K-12.
- D.** “**Certification of Eligibility for Federal Assistance**” refers to the written certification by the applicant indicating (a) that he/she does not owe a debt, is current in repaying a debt, or is not in default (as the term is used in 34 CFR Part 668) on a debt to the Federal Government under a procurement transaction (e.g., a previous loan, scholarship, grant, or cooperative agreement) or for a fellowship, scholarship, stipend, discretionary grant or loan in any program of the Education Department (ED) that is subject to 34 CFR 75.60, 75.61 and 75.62; OR (b) that he/she has made arrangements satisfactory to the ED to repay the debt; and (c) that he/she has not been declared by a judge, as a condition of sentencing under section 5301 of the Anti-Drug Abuse Act of 1988, ineligible to receive Federal assistance for the period of the requested funding.

Programs subject to 34 CFR 75.60, 75.61 and 75.62 include the following:

- √ Federal Pell Grant Program (20 U.S.C. 1070a, et seq.);
- √ Federal Supplemental Educational Opportunity Grant (SEOG) Program (20 U.S.C. 1070(b), et seq.);
- √ State Student Incentive Grant Program (SSIG) 20 U.S.C. 1070c. et seq.);
- √ Federal Perkins Loan Program (20 U.S.C. 1087aa. Et seq.);
- √ Income Contingent Direct Loan Demonstration Project (20 U.S.C. 1087a, note);
- √ Federal Stafford Loan Program, Federal Supplemental Loans for students [SLS], Federal PLUS, or Federal Consolidation Loan Program (20 U.S.C. 1071, et seq.);
- √ William D. Ford Federal Direct Loan Program (20 U.S.C. 1087a, et seq.);
- √ Cuban Student Loan Program (20 U.S.C. 2601, et seq.);
- √ Robert C. Byrd Honors Scholarship Program (20 U.S.C. 1070d-31, et seq.);
- √ Jacob K. Javits Fellows Program (20 U.S.C. 1134h-1134i);
- √ Patricia Roberts Harris Fellowship Program (20 U.S.C. 1134d-1134g);
- √ Christa McAuliffe Fellowship Program (20 U.S.C. 1105-1105i);
- √ Bilingual Education Fellowship Program (20 U.S.C. 3221-3262);
- √ Rehabilitation Long-Term Training Program (29 U.S.C. 774(b));
- √ Paul Douglas Teacher Scholarship Program (20 U.S.C. 1104, et seq.);
- √ Law Enforcement Education Program (42 U.S.C. 3775);
- √ Indian Fellowship Program (29 U.S.C. 774(b));
- √ Teacher Quality Enhancement Grants Program (20 U.S.C. 1021, et seq.)

- E.** “**Eligible schools**” are those state-approved Tennessee *public schools*, including the State Special Schools, where recipients may teach for credit toward their service obligations, serving children with disabilities ages birth through 21.
- F.** “**Exit Certification**” refers to the process wherein a certificate is provided scholars (a) who have completed their Plans of Study and fulfilled their service obligation years to the State of Tennessee by serving as a fully licensed special education teacher of students with disabilities ages 0 -21 in a TN public school, or (b) who have completed their Plans of Study and fulfilled their service obligation years to the State of Tennessee by serving as a fully certified Master’s level speech language pathologist, serving students with speech-language needs in a TN public school. The certificate is provided by the institution and must identify the number of years the scholar has worked to fulfill his or her work requirements and the TN public school system(s) where the work requirements were satisfied. The Exit Certificate ***MUST*** be signed by the Grantee BASE-TN Director and members of the TN Department of Education. (Amended 02.15.11)
- G.** “**Full time student**” is a student admitted to (or has provided written intent to seek admission) the teacher education program of one of the approved participating Tennessee colleges or universities and is enrolled in and making satisfactory progress in courses delineated in his/her approved Program of Study minimum of **9 semester hours (undergraduate program) and 9 semester hours (graduate program)**. (Amended 7.25.06)
- H.** “**Full-time teaching**” is instruction (teaching) wherein a minimum of 80% of the recipient’s weekly workload is devoted to teaching students with disabilities who are enrolled in an approved Tennessee public school, exclusive of administrative, counseling or other assigned duties.
- I.** “**Full year of teaching service**” shall be the ten-month contract period or its equivalent (two complete semesters) of full-time teaching service in an approved Tennessee public school.
- J.** “**Grace period**” is a period of SIX months that shall begin on the date the student completes his/her Plan of Study in which repayment is not required. If the recipient does not fulfill his/her obligation to teach special education or serve as a speech-language pathologist in accordance with the written agreement, the traineeship or fellowship grant will be treated as a loan, with interest accruing from the date of original award.
- K.** “**Letter of recommendation**” is a *signed* letter with a *current date* attesting to (a) the student's perceived potential to successfully complete the coursework and other requirements leading to initial Tennessee licensure or endorsement in special education or a Master’s degree in speech-language pathology; (b) the student’s perceived or stated commitment to teaching in an area of special education or serving as a speech-language pathologist in a Tennessee PUBLIC SCHOOL following the completion of the program, and (c) the overall reason why the student should be selected to receive BASE-TN financial support (e.g., has no other support). See also the BASE-TN Application. (Amended 02.15.11)

- L.** “Payback” or “repayment” refers to monetary repayment of BASE-TN financial assistance received in lieu of completion of a service obligation.
- M.** “Plan of study” is a plan of enrollment in specific coursework not to exceed **three academic years** in which the scholar will complete all coursework and other requirements for an initial Tennessee teacher license in special education, an endorsement in special education, or a Master’s degree in Speech-Language Pathology. The Plan **MUST** indicate courses to be taken, other requirements, dates courses and requirements were satisfied, and the evaluations / grades received. (Amended 02.15.11)
- N.** “Repayment period” is a period in which the award will be repaid and shall begin at the end of the grace period or whenever the awarding Tennessee university or college determines that the recipient has not complied with the requirements of the Program.
- O.** “Promissory Note” (as used in the BASE-TN Program) is a legal financial document between the BASE-TN scholarship recipient and the State of Tennessee that sets forth the amount of funds the scholar will repay the State of Tennessee should he or she default in his/her responsibilities and work obligations as defined in the Student Service Agreement and the BASE-TN Guidelines. The Note defines the conditions that constitute default. Upon fulfillment of the agreed upon responsibilities and work obligations, the note becomes null and void.
- P.** “Satisfactory progress” is a standard of progress toward completion of the pursued approved Plan of Study during which time the scholar maintains the standards set by the participating university’s Teacher Education Program/Speech-Language Department. (“Student Progress Forms” will be provided by the involved college or university, and these forms must be completed at the end of each semester by the BASE-TN supported students.) (Amended 02.15.10)
- Q.** “Scholar” refers to an individual who is pursuing a special education initial teacher license or endorsement or a Master’s degree in Speech-Language Pathology and receives a scholarship or financial assistance through the BASE-TN Teaching Program.
- R.** “Service obligation” refers to a scholar’s employment* obligation to serve in an approved Tennessee *public* school two years for each 30 semester hours of financial support (or portion thereof) serving students with disabilities ages birth through twenty-one. “Service obligation” for Master’s level speech-language pathology scholars refers to a scholar’s employment* obligation to serve in an approved Tennessee public school two years for each 27 semester hours of financial support (or portion thereof) serving students with disabilities ages birth through twenty-one.

***Scholar must be fully licensed as a teacher of special education or a speech-language pathologist. Employment while serving on a permit, waiver, interim license or alternative license does not enable the scholar to fulfill his/her service obligation under BASE-TN.**

- S. **“Statement of intent”** is a signed statement from a candidate certifying his or her intent (a) to become a special education teacher or speech-language pathologist in a public state-approved Tennessee school system serving children with disabilities ages birth through 21, and (b) to comply with the requirements of the BASE-TN Teaching Program as set forth in these Guidelines.
- T. **“Student Service Agreement”** is a signed and notarized formal agreement between the scholar who is a BASE-TN Teaching Program award recipient, the involved university or college and the Tennessee Department of Education. This Agreement, which consists also of a Promissory Note by reference, delineates the scholar’s service obligations in a Tennessee public school serving students with disabilities ages 0 – 21 upon completion of the approved Plan of Study leading to teacher licensure in special education or speech-language pathology. The SSA defines the “work or repayment” requirements of the BASE-TN Program. The scholar is required to work full-time in a Tennessee public school as a fully licensed teacher / speech-language pathologist two years for each year of tuition support received. The service obligation requirement cannot be satisfied by scholars serving on an Alternative Teacher License, permit, waiver or non-public school.
- U. **“The BASE-TN Teaching Program”** is the Become A Special Educator in Tennessee Program, sponsored by the Tennessee Department of Education, **Division of College and Career Readiness**, Office of Special Education, in keeping with the mandates of IDEA, and T.C.A. §49-10-110 designed to help increase the number of properly licensed Tennessee teachers, including speech-language pathologists, who serve students with disabilities ages birth through twenty-one.

III. GENERAL - Terms of the Traineeships, Fellowship Grants and Application Submittal

- A. To be eligible for an award, all participating students **MUST** attend one of the Tennessee colleges or universities listed in (I-B) above and make satisfactory progress in keeping with the students' approved Plans of Study or Individualized Licensure Plans as determined by the institutions' written policies.
- B. Funds received from this program are considered financial assistance for purposes of determining student aid eligibility under programs authorized by Title IV of the Higher Education Act of 1965, as amended.
- C. All such grants or awards shall be evidenced by signed and notarized Student Service Agreements (SSAs) and signed Promissory Notes in amounts equivalent to the cost of approved textbooks (in amounts determined by the Grantee

institutions) and tuition expended on the scholar's behalf. The Notes will be conditioned upon the scholar providing two years of service as a fully licensed speech-language pathologist or teacher of students with disabilities ages 0 – 21 for each academic year of BASE-TN financial support received or portion thereof as a participant in the **B**ecome **A** **S**pecial **E**ducator **i**n **T**ennessee Program (BASE-TN Program) with all service being provided in a Tennessee public school as an employee of the said district, including the State Special Schools. *(See Part II of this document for the definition of "academic year of BASE-TN financial support.")* **Upon fulfillment of the aforementioned condition, the obligation of the scholar will be discharged and the note will be voided.** (Amended 02.15.10)

Copies of the Student Service Agreements and the Promissory Notes must be maintained by the teacher education program or speech-language department of the Tennessee colleges or universities where the recipients are enrolled with the originals of the Promissory Notes forwarded to the Tennessee Department of Education, Division of Special Education, at the end of each semester (fall, spring and summer). (Amended 02.15.10) **Students are expected to maintain copies of all documents.**

The Student Service Agreement and the Promissory Note will be provided by the participating college or university as part of each applicant's admission requirements. The Promissory Note **MUST** be completed and signed EACH semester that the scholar receives BASE-TN support. **The Promissory Note MUST be completed and signed prior to or no later than 10 days after the semesters begin according to the dates determined by the involved institutions. Promissory Notes received after the due dates will not be accepted by the Grantee Institutions or the TN Department of Education for financial support for the involved semesters.** (Amended 02.15.11)

- D.** All applications received and approved shall be subject to the availability of funds.
- E.** BASE-TN funds are designed to serve as a **supplement** to other federal, private and state financial support (e.g., supplementary to Pell Grants, supplementary to subsidized Stafford Loans, supplementary to TN Teaching Fellows Program, etc.), providing assistance in the form of tuition remission and in the purchase of approved textbooks (i.e., support for textbooks in amounts approved by the student's advisor and / or BASE-TN Director). The BASE-TN funds may be used to pay the **difference** between private, Federal and State awards and the cost of tuition and approved textbooks. Any variance from the awarding of the BASE-TN funds in keeping with this paragraph must be done so by the written approval of the BASE-TN Director / Principal Investigator **AND** the involved BASE-TN Selection Committee. Appropriate justification **MUST** also be provided by the student applicant through item #18 of the BASE-TN Application. (Amended 02.15.11)

The Grantee institutions must track these financial support sources, ensuring that BASE-TN awards are **supplementary in nature**. (Amended 02.15.10)

Each BASE-TN Grantee Institution must stipulate on its Financial Authorization Form that the **BASE-TN scholars cannot receive BASE-TN monies as a refund or cause other monies to be refunded to the applicants**. (Amended 02.15.10)

BASE-TN funds may be used to pay the full cost of tuition and textbooks of successful applicants who are NOT recipients of other private, federal and state awards such as Pell Grants, Stafford Loans, etc. (Amended 02.15.11)

EXAMPLE 1: Student John Doe: Tuition + Textbooks = \$5,000.00
Financial support through private grant, Pell Grant & Stafford Loan = \$3,000.00
Maximum eligible support from BASE-TN = \$2,000.00

~~~~~  
**EXAMPLE 2:** Student Mary Smith: Tuition + Textbooks = \$4,000.00  
Financial support through private sources, Pell Grant & Stafford Loan, etc = \$0,000.00  
Maximum eligible support from BASE-TN = \$4,000.00

- F. Applications must be submitted to the college and university representatives by the designated deadlines as determined by the participating colleges and universities. See the Websites of the desired institution or Appendix B for a copy of the BASE-TN Teaching Program Application. See Appendix A for the application due dates at the participating institutions. (Amended 02.15.11)The BASE-TN scholar MUST submit written employment verification to the BASE-TN Director at the end of each semester as requested by the Grantee Institution and the TN Department of Education, ceasing when the service obligation has been satisfied. Forms for this purpose will be provided to the program completers by the Grantee Institutions. (Amended 02.15.11)

#### IV. ELIGIBILITY

The successful applicant **MUST** meet the following criteria:

- A. Citizen, national or permanent resident of the United States and resident of Tennessee. Successful applicants may also reside in a contiguous state; however these applicants who reside in contiguous states MUST be CURRENTLY employed in a Tennessee school system. All BASE-TN supported students must reside in Tennessee and MUST satisfy the residency requirements of the Grantee institutions (Amended 02.15.11).



Applicants who seek BASE-TN support through participating private and independent colleges and universities must also satisfy the residency requirement. These applicants must reside in the state of Tennessee a minimum of 12 consecutive months prior to receiving BASE-TN Support. (Amended 03.27.09)

- B.** Satisfy the eligibility criteria for a First Priority or a Second Priority candidate as defined in Section V of these Guidelines.
- C.** Admitted to the undergraduate or graduate program of one of the participating Tennessee colleges and universities listed in (I-B) above, depending upon the student's current status. A candidate with less than a Bachelor's degree should be admitted to the undergraduate program as a degree seeking student in an area of special education. A candidate with a Bachelor's degree may be admitted to the graduate school as a degree seeking or non-degree seeking student.
- D.** Admitted to the teacher education program during the second semester of enrollment to continue receiving BASE-TN financial support. Preference will be given to candidates whose Plans of Study reflect intended admission to the teacher education program by the beginning of the second semester of enrollment. Preference will also be given to candidates who have successfully passed PRAXIS I, meet the ACT/SAT requirements and/or satisfy the GPA, MAT and/or GRE requirements of the involved university or college.
- E.** Not hold a Tennessee teacher's license in an area of special education. (**NOTE:** Speech-Language Pathology candidates **MUST** hold a minimum of a Bachelor's degree in Speech-Language.) Also, see item (N) of this Section that clarifies the relationship between financial support through the Tennessee Special Education Institutes and financial support through the BASE-TN Teaching Program. (Amended 08.20.04)
- F.** Submit a signed and notarized Student Service Agreement to the Tennessee college or university where admitted to the undergraduate or graduate program, indicating intent to teach in a state-approved Tennessee public school, serve children with disabilities ages birth through 21 on a full-time basis two years for each year (FTE) an award is received, and express intent to comply with all other requirements as delineated in the guidelines and regulations that govern the BASE-TN Teaching Program.
- G.** Submit a signed Promissory Note each semester tuition remission is received, with the understanding that the Notes will be voided upon fulfillment of the service obligations to the State of Tennessee as defined in the BASE-TN Guidelines.
- H.** Submit a copy of the approved Plan of Study developed cooperatively with the certification officer (or other such representative of the college or university) where the candidate intends to study. The approved Plan of Study must include the signature of the certification officer or other such representative of the college or university.

- I. Not accept any other financial aid that carries with it a conflicting service obligation. For the purposes of the BASE-TN Teaching Program, participation in the Minority Teaching Fellows Program shall be considered as accepting aid which carries a conflicting service obligation. Prior recipients of the Teacher Loan/Scholarship Program, the Teacher Loan Program for Disadvantaged Areas of Tennessee, and Tennessee's Special Education Institutes may be eligible for the BASE-TN Teaching Program, although funds may not be received from two or more programs during any one academic year. Students may receive BASE-TN Teaching Program support from one college or university only. Also, see item (O) of this Section. (Amended 8.20.04)
- J. Submit a complete application to the representatives of the college or university of choice by the established deadlines as determined by the participating colleges and universities. See section (I-B) above for a list of the participating colleges and universities. See Appendix A for a list of the college and university representatives and the application due dates. The application must include ALL required supporting documents (e.g., copies of college transcripts) sent to the desired institution in ONE envelope addressed to the BASE-TN Director of the institution. (Amended 02.15.11)

**NOTE: Applicants should not send the BASE-TN Teaching Program Applications to the Tennessee Department of Education.**

See Appendix B for a copy of the BASE-TN Teaching Program Application. The application may also be obtained from the college and university representatives listed in Appendix A of this document, or it may be downloaded at the following site: [www.k12.tn.us/base-tn](http://www.k12.tn.us/base-tn)

- K. Agree to inform the Tennessee college or university (where enrolled) and the Tennessee Department of Education, Division of College and Career Readiness, Office of Special Education, in writing when any significant change in status occurs and provide documentation to support it. This shall include, but is not limited to, changes in name, address, and enrollment. After obtaining teacher licensure, the recipient shall also inform the Tennessee college or university where a Plan of Study was completed when a teaching position has been obtained, when there are changes in teaching assignments, or if / when the teaching service is terminated. The recipient is required to submit written employment verification each semester, ending when the service obligations have been satisfied.
- L. Shall not be in default on any loan received to attend a postsecondary institution and can provide written evidence.
- M. **NOTE:** If a scholar elects not to fulfill his/her service obligation under the BASE-TN Teaching Program, the grantee institution must notify the State of Tennessee, Department of Education.

- N.** Shall not be receiving, or eligible to receive, support through the Tennessee Special Education Institutes.
- 1.** Individuals currently employed as special education teachers or related services personnel (e.g. speech-language pathologist, OT, PT, etc.) and serving on a permit, waiver, or interim/alternative license are NOT eligible for BASE-TN Teaching Program financial support. (Amended 8.20.04)
  - 2.** Scholars currently receiving BASE-TN Teaching Program tuition support who are offered employment in a Tennessee public school serving students with disabilities ages birth through twenty-one PRIOR to completion of their Plans of Study remain eligible for BASE-TN support provided the scholars continue satisfying all other requirements of the college or university where they are enrolled as BASE-TN Teaching Program recipients. (Amended 8.30.05)
  - 3.** Individuals who are currently eligible for financial support through the Tennessee Special Education Institutes are NOT eligible for BASE-TN Teaching Program financial support. (Amended 8.20.04)
  - 4.** Individuals currently receiving, or eligible to receive, support through the Tennessee Special Education Institutes are not eligible to "switch to" the BASE-TN Teaching Program for financial support. (Amended 8.20.04)
  - 5.** Individuals currently receiving support through the BASE-TN Teaching Program are not eligible to "switch to" the Tennessee Special Education Institutes. Should BASE-TN recipients elect to "switch to" support through the Tennessee Special Education Institutes, such recipients will be required to comply with the repayment provisions of the BASE-TN Guidelines as defined in Section VI, Part D. (Amended 12.01.07)
- O.** Participate in BASE-TN Information sessions provided by the grantee institutions at least once per semester.

**V. METHOD OF SELECTION**

- A.** Each year that funds are available, preliminary ratings of applications will be made two or more times per year by the College and University Selection Committees based upon established criteria for participation in the BASE-TN Teaching Program. The College and University Selection Committees will review the top rated candidates to determine the final selections. Each Selection Committee MUST include at least one representative from the Tennessee Department of Education. The Tennessee Department of Education, BASE-TN Office, may request copies of the applications to determine funding needs and trends critical to the efficiency of The Program.
- B.** The following priority groups have been established for the BASE-TN Teaching Program:

1. **First priority** shall be given to candidates with a Bachelor's degree or higher whose approved Plans of Study indicate intent to complete all remaining course work and other requirements for Tennessee licensure in an area of special education within 12 to 24 calendar months from effective date of original award. This first priority includes "career switchers" or persons with a major other than an area of special education who now seek to obtain Tennessee teacher licensure in an area of special education (e.g., persons who hold a degree in general psychology, English, or elementary education). Speech-language pathology applicants **MUST** hold a minimum of a Bachelor's degree in speech-language pathology or have completed 21 hours of prerequisite coursework in speech-language pathology. The BASE-TN Teaching Program will provide supplementary financial assistance in the form of support for approved textbooks (amounts to be determined by the Grantee institution) and tuition remission to complete licensure requirements as reflected in each student's Plan of Study. The extent of the BASE-TN support provided will be determined by the availability of funds at the participating institutions as well as the other grants the applicant student may have applied for and received or will receive. *ALSO – see Section III- E above that clarifies the supplementary nature of BASE-TN. (Amended 02.15.10)*
  
2. **Second priority** shall include persons who (a) are currently working full-time as an educational assistant or para-professional in a Tennessee approved school, (b) have earned at least two years of transferable college credit in an area of special education, (c) are currently serving students with disabilities on a full-time basis, and (d) submit written intent to earn a Bachelor's degree in special education **within a maximum of three calendar years**. The BASE-TN Teaching Program will provide supplementary financial assistance in the form of support for approved textbooks (amounts to be determined by the Grantee institution) and tuition remission, assisting the scholar in completing graduation requirements leading to an initial Tennessee teacher license in special education as reflected in the scholar's Plan of Study. Second priority students will be required to begin fulfilling their service obligations as full-time teachers of special education in keeping with the BASE-TN Guidelines upon completion of the Bachelor's degree. Second priority program completers (i.e., scholars with a Bachelor's degree) will be ineligible for additional BASE-TN financial support. The extent of the tuition support provided will be determined by the availability of funds at the participating institutions. BASE-TN funds may not be used to support scholars in pursuit of a Bachelor's degree in speech-language pathology, nor the pre-requisite courses required of speech-language pathology majors.

The BASE-N Teaching Program will provide supplementary financial support in the form of textbooks and tuition remission to complete licensure requirements as reflected in each student's Plan of Study. The

extent of the BASE-TN support will be determined by the availability of funds at the participating institutions as well as the other grants the applicant student may have applied for and received or will receive. ALSO - see Section III-E above that clarifies the supplementary nature of BASE-TN support. (Amended 02.15.10)

- C. The **ranking of applicants** must consider grade point average, prior teaching experience with children with disabilities, number of semester hours required to satisfy requirements for a Tennessee teacher license in special education, and teacher shortage areas within the field of Special Education. Criteria for applicant rankings may also include standardized test scores, evidence of commitment (e.g., experiences that would indicate an interest in teaching students with disabilities), and other such factors that shall be identified as relevant to meeting the goals and interests of the BASE-TN Teaching Program.

## VI. AMOUNTS AND TERMS OF BASE-TN TEACHING PROGRAM AWARDS



- A. The BASE-TN Program is designed to **prevent** students from needing to obtain loans. If the students/BASE-TN recipients nonetheless obtain a loan, the BASE-TN support will be reduced. The specific award adjustments will be determined by the BASE-TN Directors / Principal Investigators and BASE-TN Selection Committee and must reflect compliance with the supplementary nature of the intended BASE-TN support. See Section III-E for additional clarification. (Amended 02.15.10)

Each BASE-TN Grantee Institution must stipulate on the Financial Authorization Form that the BASE-TN awardees **cannot** receive BASE-TN monies as a refund and that BASE-TN funds are supplementary to other private, Federal and State support such as Pell Grants, Stafford Loans, TN Teaching Scholars Program, etc. (Amended 02.15.11)

- B. **All such grants or awards shall be evidenced by signed and notarized Student Service Agreements and Promissory Notes\*** maintained by the Teacher Education Program, Special Education Department, and/or Speech-Language Department of the Tennessee college or university where the recipients are enrolled with a roster of the students forwarded to the Tennessee Department of Education, Division of Special Education, at the end of each semester (fall, spring and summer). The maximum award available to any student shall be established each semester consistent with the student's approved Plan of Study. *The BASE-TN funds may be used to provide support in the form of tuition remission and to purchase approved textbooks. BASE-TN Teaching Program funds may not be used to pay out-of-state fees/tuition, and other fees such as parking fees, lab fees, or online/distance education fees. (\*For additional information pertaining to the Promissory Note requirements and how the financial obligations of the scholar may be voided, see Part III, item "C" above.)*

The amount of the BASE TN Teaching Program award shall be determined by the number of semester hours carried by the student and the amount of funds

available for the BASE-TN Teaching Program at the participating institution where the student is enrolled. The participating institution determines the specific amount of BASE-TN Teaching Program funds that may be awarded to the eligible students for *approved textbook and tuition support*. Students awarded BASE-TN Teaching Program support will be responsible for other matriculation costs, including fees (e.g., parking fees, on-line fees, computer lab fees, technology fees, laboratory fees, etc.), meals, out-of-state-fees/tuition, housing, copying, and other related expenses. BASE-TN Teaching Program assistance will be awarded in keeping with the supplementary nature of BASE-TN and the current requirements and provisions of the granting agency, the Tennessee State Department of Education. (Amended 02.15.10)

- C. **Payments\*\* for the eligible students' tuition will be provided one semester at a time** payable to the college or university where the students are enrolled. Prior to disbursing the funds for a student, the institutions shall ensure that (1) the recipient continues to be enrolled in a teacher education program for the number of hours outlined in the students' approved Plan of Study; (2) the student has signed a Promissory Note for the tuition amount required in the current semester; and (3) that the recipient is making satisfactory progress in accordance with the goals of the BASE-TN Teaching Program and the written requirements of the institutions' teacher education programs/speech-language department.

**\*\*The amount of the BASE-TN Teaching Program awards for tuition at participating private and independent colleges and universities SHALL NOT exceed the current rate at the Tennessee Board of Regents' Universities. BASE-TN Teaching Program candidates MAY be encouraged to seek other financial assistance through application for Pell Grants, student loans, and other sources to account for the difference between the BASE-TN award and the tuition at the involved private or independent college or university, consistent with the requirements of that institution of higher education.**

D. **Cancellation**

1. For each two years of creditable full-time teaching service, as defined in these Guidelines, the recipient / scholar shall receive cancellation credit of one academic year's award (i.e., the equivalent of 30 semester hours for special education teachers, and the equivalent of 27 semester hours for speech-language pathologists).
2. Cancellation shall apply only if the recipient / scholar **completes** a Plan of Study leading to a Tennessee teacher license in an area of special education / speech-language pathology (i.e., initial teaching license or an endorsement) and subsequently teaches special education or serves as a speech-language pathologist in an approved Tennessee public school serving students with disabilities ages birth through 21. **(NOTE: Scholars who are employed by private agencies who are in a contractual arrangement with a Tennessee public school system or State Special School are NOT eligible for cancellation. The recipient/scholar must be**

*employed by an approved Tennessee public school system or Tennessee State Special School.)*

3. A grace period of SIX months may be granted to allow the recipient the opportunity to secure employment to begin cancellation credit. When a recipient has obtained a creditable teaching position, some or all of the grace period may be waived at his or her written request forwarded to the teacher education program or speech-language department of the college or university where the scholar completed the approved Plan of Study.
4. Recipients who believe that they are employed in teaching positions which qualify them for cancellation credit must notify the Tennessee college or university where the program was completed of that teaching status. Those individuals the institutions determine to be in a creditable full-time teaching position shall be granted a postponement on repayment to allow them the opportunity to complete two full years of teaching for each year of BASE-TN Teaching Program financial support. Upon completion of said years of teaching, cancellation credit will be applied upon receipt of the verification of such service.
5. Fractions of a year of less than one semester as a teacher of special education / speech-language pathologist will not be credited toward cancellation. Recipients who have completed a single semester of creditable full-time teaching service may request a postponement of up to one year to allow them the opportunity to secure another special education teaching position in Tennessee. Cancellation credit will then be applied upon receipt of verification of the completion of such service.
6. The debt shall be canceled in case of the death of the recipient.
7. If a recipient is determined to be totally and permanently disabled under the standards established by T.C.A. for determining disability for members of the Tennessee Consolidated Retirement System, the outstanding debt shall be canceled. A recipient is not considered totally and permanently disabled on the basis of a condition that existed prior to his / her application unless the recipient's condition has substantially deteriorated since he/she submitted the application. If at any time subsequent to an initial determination of disability the recipient's condition improves to the point where a total and permanent disability no longer exists, the institution may reinstate any outstanding obligations previously canceled.
8. The amount of this award plus interest may not be discharged in a bankruptcy filed during the first seven years after the repayment of the award first becomes due (exclusive of any periods of deferment or other authorized suspension of the repayment period).

## **E. Repayment**

- 1.** The award must be repaid should the recipient choose not to honor the terms and conditions of the Student Service Agreement and the guidelines that govern the BASE-TN Teaching Program.
- 2.** The amount of the award or scholarship that has not been retired through eligible service will constitute a debt to the State of Tennessee that ***MUST*** be repaid by the scholar and may be collected by the State of Tennessee. Repayment will include the full amount of the award received plus interest (at the rate of 10% per annum), in an amount proportional to the service obligation not completed as follows: (Amended 02.15.10)
  - a.** The State of Tennessee charges the scholar interest on the unpaid balance owed at the rate of 10% (ten-percent) per annum. (Amended 02.15.10)
  - b.** Interest on the unpaid balance accrues from the date the scholar is determined to have entered repayment status.
  - c.** Any accrued interest is capitalized at the time the scholar's repayment schedule is established.
  - d.** No interest is charged for the period of time during which repayment has been deferred.
  - e.** The State of Tennessee may impose reasonable collection costs.
  - f.** A scholar enters repayment status on the first day of the first calendar month after the earliest of the following dates, as applicable:
    - i.** The date the scholar informs the grantee institution that he/she does not plan to fulfill the service obligation under these Guidelines;
    - ii.** Any date when the scholar's failure to begin or maintain employment makes it impossible for the individual to complete the service obligation within the number of years required to satisfy his/her obligations under this program; or
    - iii.** Any date on which the scholar discontinues enrollment in the course of study as described in these guidelines.
  - g.** The scholar must make payment(s) to the State of Tennessee that cover(s) principal, interest, and collection costs according to a

schedule established by the Tennessee State Department of Education.

Repayment may be in whole or in monthly installments in accordance with a schedule established by the Tennessee State Department of Education. The maximum installments shall not exceed 12 months. In extreme or extenuating instances, the maximum installments shall not exceed 24 months.  
(Amended 02.15.10)

**Communications from the scholars regarding repayments *MUST* be sent to the grantee institution as specified by the grantee institution with copies to the Tennessee Department of Education.**

3. Repayment by **recipients who complete the Plan of Study** shall begin on the first day of the month following the end of the grace period.
4. Repayment by **recipients who fail to complete the Plan of Study** shall begin on the first day of the month after the college or university has determined that the students are no longer enrolled in its teacher education program / speech-language pathology program or otherwise fail to comply with the terms of the agreement. Interest shall begin to accrue immediately after termination of the award.
5. The college or university where the candidate received the BASE-TN scholarship or financial support ***MUST*** inform the Tennessee Department of Education if a scholar fails to fulfill or chooses not to fulfill the service obligations of the BASE-TN Teaching Program. This notice ***MUST*** be sent within 30 days of the grantee's awareness that the scholar does not intend to satisfy service obligations consistent with the requirements of the BASE-TN Program.

## **VII. APPEALS PROCEDURE**

- A. Generally, the rulings of the Director of the BASE-TN Initiative, Tennessee Department of Education, Division of Special Education, in conjunction with the university or college BASE-TN Director, Certification Officer, and / or Dean of Education - as deemed appropriate by the Director of the BASE-TN Initiative - shall apply.
- B. An individual who believes that the ruling was not in accordance with the published Guidelines and the goals and intent of the BASE-TN Teaching Program may appeal to the Assistant Commissioner, Tennessee Department of Education, Division of College and Career Readiness, Office of Special Education, for relief. The ruling of the Assistant Commissioner shall be the last administrative remedy.

### **VIII. PRECEDENCE OF THE ACTS**

These Guidelines are subordinate to IDEA and T.C.A. §§49-10-110 and are intended to facilitate their implementation. Any portions of these Guidelines which are adjudicated as contrary to law are to be considered null and void. All other portions of these guidelines shall be severed therefrom and considered in full force.

### **IX. HOW TO APPLY FOR BASE-TN ASSISTANTSHIPS AND FELLOWSHIPS**

Interested persons who meet the eligibility criteria shown in Part IV above should contact the appropriate college or university representatives listed in Appendix A of this document. BASE-TN Teaching Program Applications may be obtained from these representatives. Also refer to Appendix B for a copy of the BASE-TN Teaching Program Application. **The completed application *MUST* be submitted to the college or university where the applicant intends to enroll by the appropriate deadlines indicated by the participating colleges and universities.** {See Section (I-B) of this document as well as the BASE-TN Teaching Program Application form for a list of the participating institutions.} The applicant ***MUST*** also satisfy other requirements of the participating colleges and universities (e.g., admission to undergraduate or graduate school) as designated by the institutions.

**NOTE:** The BASE-TN Teaching Program financial awards are competitive and ***MUST*** be coordinated with other financial assistance received by the applicant before and / or after being awarded in keeping with the requirements of the college or university where the applicant seeks to enroll. This includes - but is not limited to - employer and/or agency tuition reimbursement programs, loans and grants from other sources. (See also Sections III-C; V-B-1; V-B-2; and VI-A which clarify the supplementary nature of BASE-TN support) (Amended 02.15.10)

### **XI. FOR ADDITIONAL INFORMATION**

For additional information regarding these Guidelines or the BASE -TN Teaching Program, contact:

Dr. Cleo J. Harris, Director of the BASE-TN Initiative  
TN Dept of Education, **Division of College & Career Readiness**  
7<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243-0380  
Telephone: 615-532-3259  
E-mail: cleo.harris@state.tn.us

**OR**

**Contact the appropriate college or university representative shown in Appendix A.**

# APPENDIX A

## BASE-TN TEACHING PROGRAM College and University Representatives or Contact Persons



**Become A Special Educator in TN**

Rev. 02-15-11

| NAME / E-MAIL ADDRESS                                                                                                                                                | UNIVERSITY                    | ADDRESS                                                                                           | AREAS OF CONCENTRATION, MAJOR OR LICENSURE | TEL / FAX                                        | APPLICATION DUE DATES                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------|-------------------------------------------------------------------------|
| <b>DR. CHARLES COLLIER</b><br><a href="mailto:ccolier@cumberland.edu">ccolier@cumberland.edu</a>                                                                     | Cumberland University         | School of Education<br>One Cumberland Square<br>Lebanon, TN 37087                                 | Modified K-12<br>Comprehensive K-12        | 615-444-2562, x1110<br>1-877-217-5284            | 06-22-11 (Fall-2011)<br>10-21-11 (Spr-2012)                             |
| <b>DR. WENDY ASHCROFT</b><br><a href="mailto:washcrof@cbu.edu">washcrof@cbu.edu</a>                                                                                  | Christian Brothers University | Department of Education<br>650 East Parkway South<br>Memphis, TN 38104                            | Modified K-12                              | 901-321-4350<br>901-321-3299                     | 04-01-11 (Sum-2011)<br>07-15-11 (Fall-2011)<br>10-15-11 (Spr-2012)      |
| <b>DR. LORI MARKS</b><br><a href="mailto:marks@etsu.edu">marks@etsu.edu</a><br><br><b>MRS. CYNTHIA HALES</b><br><a href="mailto:halesc@etsu.edu">halesc@etsu.edu</a> | East TN State University      | HDAL Box 70548<br>Johnson City, TN 37614                                                          | Modified K-12<br>Comprehensive K-12        | 423-439-7685<br><br>423-439-7675<br>423-439-7790 | 04-01-11 (Sum-2011)<br>04-01-11 (Fall-2011)<br>10-28-11 (Spr-2012)      |
| <b>MR. RICHARD BOWERS</b><br><a href="mailto:rbowers@fisk.edu">rbowers@fisk.edu</a>                                                                                  | Fisk University               | Office of Teacher Certification<br>1000 17 <sup>th</sup> Avenue North<br>Nashville, TN 37208-3051 | Modified K-12                              | 615-329-8745<br>615-320-3026                     | 04-22-11 (Full Sum-2011)<br>06-30-11 (Fall 2011)<br>11-18-11 (Spr-2012) |
| <b>DR. MARIE C. JOHNSON</b><br><a href="mailto:mcjohnson@fhu.edu">mcjohnson@fhu.edu</a>                                                                              | Freed-Hardeman University     | School of Education<br>158 Main Street<br>Henderson, TN 38340-2399                                | Modified K-12<br>Comprehensive K-12        | 731-989-6781<br>731-989-6959                     | 04-29-11 (Sum-2011)<br>07-15-11 (Fall-2011)<br>11-25-11 (Spr-2012)      |
| <b>MS. PAULA BROWNYARD</b><br><a href="mailto:brownvard@lambuth.edu">brownvard@lambuth.edu</a>                                                                       | Lambuth University            | School of Education<br>705 Lambuth Blvd.<br>Jackson, TN 38305                                     | Modified K-12<br>Comprehensive K-12        | 731-425-3264<br>731-425-2311                     | 07-15-11 (Fall-2011)<br>11-01-11 (Spr-2012)                             |
| <b>DR. LORA BAILEY</b><br><a href="mailto:lbbailey@lanecollege.edu">lbbailey@lanecollege.edu</a>                                                                     | Lane College                  | Office of Teacher Education<br>545 Lane Avenue<br>Jackson, TN 38301                               | TO BE DETERMINED                           | 731-425-2554                                     | TO BE DETERMINED                                                        |

|                                                                                                                                                                                           |                                |                                                                                                                                      |                                                                                                     |                                                                  |                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DR. RALPH CALHOUN</b><br><a href="mailto:ralph_calhoun@loc.edu">ralph_calhoun@loc.edu</a>                                                                                              | LeMoyne-Owen College           | 807 Walker Avenue<br>Memphis, TN 38126-9989                                                                                          | Modified K-12                                                                                       | 901-435-1276<br>901-435-1299                                     | 04-25-11 (Fall-2011)<br>11-18-11 (Spr-2012)                                                                                                          |
| <b>DR. CRAIG RICE</b><br><a href="mailto:crice@mts.edu">crice@mts.edu</a>                                                                                                                 | Middle TN State University     | P.O. Box 69<br>Murfreesboro, TN 37132                                                                                                | Modified K-12<br>Comprehensive K-12                                                                 | 615-898-5643<br>615-898-5309                                     | 03-14-11 (Fall-2011))<br>10-03-11 (Spr-2012)                                                                                                         |
| <b>DR. JUDITH PRESLEY</b><br><a href="mailto:jpreslev@tnstate.edu">jpreslev@tnstate.edu</a>                                                                                               | TN State University            | Dept. of Teaching / Learning<br>College of Education<br>3500 John A. Merritt Blvd.<br>Clay Building, Room 210<br>Nashville, TN 37209 | Modified K-12                                                                                       | 615-963-5468<br>615-963-5114                                     | 04-29-11 (Fall-2011)<br>11-04-11 (Spr-2012)                                                                                                          |
| <b>DR. HELEN DAINTY</b><br><a href="mailto:hdaintv@tntech.edu">hdaintv@tntech.edu</a>                                                                                                     | TN Technological University    | 80 West 8 <sup>th</sup> Street<br>Matthews Hall, Box 5074<br>Cookeville, TN 38505                                                    | Modified K-12<br>Comprehensive K-12                                                                 | 931-372-3116<br>931-372-6270                                     | 05-03-11 (Sum-2011)<br>07-19-11 (Fall-2011)<br>11-22-11 (Spr-2012)                                                                                   |
| <b>DR. KAY REEVES</b><br><a href="mailto:kreeves@memphis.edu">kreeves@memphis.edu</a><br><br><b>MS. Z. CAROL HUNTER</b><br><a href="mailto:zchunter@memphis.edu">zchunter@memphis.edu</a> | University of Memphis          | Park Avenue Campus<br>4111 South MSU, B Street<br>Bldg. 48, Room 102<br>Memphis, TN 38152                                            | Early Childhood PreK-1<br>Modified K-12<br>Comprehensive K-12                                       | 901-678-3859<br>901-678-0285<br><br>901-678-1740<br>901-678-2243 | 03-31-11 (Full Sum-2011)<br>03-31-11 (Fall-2011)<br>10-31-11 (Spr-2012)                                                                              |
| <b>DR. BARBARA RAY</b><br><a href="mailto:barbara-ray@utc.edu">barbara-ray@utc.edu</a>                                                                                                    | University of TN - Chattanooga | 615 McCallie Avenue<br>Chattanooga, TN 37403                                                                                         | Modified K-12<br>Comprehensive K-12<br>Preschool/Early<br>Childhood PreK-12                         | 423-425-4538<br>423-425-5380                                     | 04-10- 11 (Sum-2011)<br>06-20-11 (Fall-2011)<br>11-10-11 (Spr-2012)                                                                                  |
| <b>DR. SHARON BARKDOLL</b><br><a href="mailto:sbarkdol@utk.edu">sbarkdol@utk.edu</a>                                                                                                      | University of TN - Knoxville   | Theory / Practice in Teacher<br>Education<br>Jane and David Bailey<br>Education Complex, A409<br>Knoxville, TN 37996-3442            | Modified K-12<br>Comprehensive K-12<br>Preschool/Early<br>Childhood PreK-Grade 3                    | 865-974-6459<br>865-974-8718                                     | 03-01-11 (Sum-2011)<br>07-01-11 (Fall-2011)<br>10-05-11 (Spr-2012)                                                                                   |
| <b>DR. BETH N. QUICK</b><br><a href="mailto:bquick@utm.edu">bquick@utm.edu</a>                                                                                                            | University of TN - Martin      | College of Education and<br>Behavioral Sciences<br>Dept. of Educational Studies<br>240 Gooch Hall<br>Martin, TN 38238                | Modified K-12                                                                                       | 731-881-7193<br>731-881-7809                                     | 03-11-11 (Sum-2011)<br>06-10-11 (Fall-2011)<br>10-28-11 (Spr-2012)                                                                                   |
| <b>DR. TINA SMITH</b><br><a href="mailto:tsmith31@tnstate.edu">tsmith31@tnstate.edu</a>                                                                                                   | Tennessee State University     | Department of Speech<br>Pathology & Audiology<br>330 Tenth Avenue, North<br>Box 131, Suite A<br>Nashville, TN 37203-3401             | Speech-Language<br>Pathology<br>(Master's level, online /<br>distance education<br>courses only)*** | 615-963-7057                                                     | 11-01-12 for Spring 2012<br>(This is the next date SLP<br>applicants will be accepted<br>by the BASE-TN supported<br>Distance Education<br>Program.) |

\*\*\*For additional information and courses offered, visit [www.tennessee.gov/education/speced](http://www.tennessee.gov/education/speced) and click on "News / Announcements."



# APPLICATION

## Appendix B

# Become A Special Educator in TN Teaching Program



Tennessee Department of Education  
 Division of College and Career Readiness  
 7th Floor, Andrew Johnson Tower  
 710 James Robertson Parkway  
 Nashville, Tennessee 37243  
 615-532-3259 • 1-888-212-3162 • 615-253-5567 (FAX)

**Type or print in ink.** All information must be completed and received at the college or university of the applicant's choice by the date indicated by that institution. A commitment to full-time teaching in a Tennessee public school serving children with disabilities ages birth through twenty-one is a requisite for receiving the BASE-TN award. An applicant must be (1) a post-baccalaureate student with a major other than Special Education who is seeking an initial teacher license or an endorsement in Special Education, including Master's level Speech-Language Pathology or (2) an educational assistant / para-professional currently employed in a Tennessee public school serving students with disabilities ages birth through twenty-one who is seeking an initial Tennessee teacher license in Special Education. The educational assistant must have earned a minimum of two years of transferable college credit in an area of Special Education. (See the accompanying BASE-TN Guidelines for other criteria that may apply: [www.k12.tn.us/BASE-TN](http://www.k12.tn.us/BASE-TN) and [www.tennessee.gov/education/speced/](http://www.tennessee.gov/education/speced/)).

The awards are made on a competitive basis contingent upon available funding. Failure to provide accurate, complete and truthful information may result in denial of your request for BASE-TN funds.

### PART I

1. Name: \_\_\_\_\_  
 (Last) (First) (MI)

2. Telephone Number: \_\_\_\_\_ 3. Cellular Number: \_\_\_\_\_

4. Current Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ + \_\_\_\_\_ County: \_\_\_\_\_

5. Permanent Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ + \_\_\_\_\_ County: \_\_\_\_\_

6. E-mail Address: \_\_\_\_\_ 7. Drivers License - Which State? \_\_\_\_\_

8. U.S. Citizen, National or Permanent Resident:  Yes  No (Only U.S. citizens, nationals & permanent residents are eligible.)

9. List the Years Lived in Tennessee: \_\_\_\_\_ to \_\_\_\_\_ ; \_\_\_\_\_ to \_\_\_\_\_ ; \_\_\_\_\_ to \_\_\_\_\_  
 (Preference will be given to Tennessee residents.)

10. Race or Ethnic Group:  American Indian or  Asian or Pacific Islander 11. Gender:  Male  Female  
 (Check One)  Alaska Native  
 Black  Hispanic  
 White  Other \_\_\_\_\_  
 (Specify)

12. Are you licensed to teach in Tennessee?  Yes (attach copy / copies with application)  No  
 If "yes", in which area(s):  
 \_\_\_\_\_ License #: \_\_\_\_\_  
 \_\_\_\_\_ License #: \_\_\_\_\_

13. Are you currently employed as a teacher or speech therapist/pathologist/teacher?  Yes  No  
If yes, which state? \_\_\_\_\_ Grade Level? \_\_\_\_\_

School System? \_\_\_\_\_ Subject(s) Taught? \_\_\_\_\_

Principal's Name: \_\_\_\_\_ Tel: ( ) \_\_\_\_\_

Address of School: \_\_\_\_\_

14. Are you currently employed in a Tennessee public school as an educational assistant/speech-language assistant/ para-professional?  
 Yes  No

If yes, which school system? \_\_\_\_\_ Do you serve students with disabilities?  Yes  No

What percentage of the day? \_\_\_\_\_ %

Describe the student composition of the classroom(s) where you serve: \_\_\_\_\_

Principal's Name: \_\_\_\_\_ Tel: ( ) \_\_\_\_\_

Address of School: \_\_\_\_\_

Have you completed at least two years of transferable college credit in an area of special education?  Yes  No  
*\*College transcript(s) MUST be attached to reflect this college work*

15A. Please check each of the following programs in which you are a CURRENT award recipient. (Failure to provide accurate, complete and truthful information will result in denial of your application.)

- |                                                                            |                                                                    |
|----------------------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Teacher Loan Program for Disadvantaged Areas      | <input type="checkbox"/> Teacher Loan/Scholarship                  |
| <input type="checkbox"/> Minority Teaching Fellow Program                  | <input type="checkbox"/> TN Teaching Scholars Program              |
| <input type="checkbox"/> Educ Assistant Program: Cumberland, Lee & Bethel  | <input type="checkbox"/> Robert C. Byrd Honors Scholarship Program |
| <input type="checkbox"/> PELL Grant                                        | <input type="checkbox"/> TN DOE Special Education Institute        |
| <input type="checkbox"/> Stafford Loan: Subsidized                         | <input type="checkbox"/> Stafford Loan: Unsubsidized               |
| <input type="checkbox"/> Others, including private support (specify) _____ |                                                                    |

15B. Please check each of the following programs in which you were a PRIOR award recipient: (Failure to provide accurate, complete and truthful information will result in denial of your application.)

- |                                                                            |                                                                    |
|----------------------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Teacher Loan Program for Disadvantaged Areas      | <input type="checkbox"/> Teacher Loan/Scholarship                  |
| <input type="checkbox"/> Minority Teaching Fellow Program                  | <input type="checkbox"/> TN Teaching Scholars Program              |
| <input type="checkbox"/> Educ. Assistant Program: Cumberland, Lee & Bethel | <input type="checkbox"/> Robert C. Byrd Honors Scholarship Program |
| <input type="checkbox"/> PELL Grant                                        | <input type="checkbox"/> TN DOE Special Education Institute        |
| <input type="checkbox"/> Stafford Loan: Subsidized                         | <input type="checkbox"/> Stafford Loan: Unsubsidized               |
| <input type="checkbox"/> Others, including private support (specify) _____ |                                                                    |

16. Will you receive or have you received any other financial aid that requires a teaching commitment or other type service obligation after you receive your Tennessee teacher license in an area of special education?  Yes  No

If yes, explain: \_\_\_\_\_

17. Have you or do you currently receive financial support through the TN Special Education Institutes?  Yes  No

If yes, tell when and give the number of hours of support received: \_\_\_\_\_

18. If you currently receive a PELL Grant and / or a student loan (Stafford or other), explain why you are also seeking BASE-TN support.  
\_\_\_\_\_

19. After you receive your teacher license in an area of Special Education, including Speech-Language Pathology, what level do you plan/prefer to teach / serve?

- Infants/Preschool  Elementary  Secondary

20. Which area of special education do you plan to seek an initial Tennessee license in special education or an additional endorsement in special education?

- |                                                              |                                                    |
|--------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Preschool / Early Childhood Pre K-1 | <input type="checkbox"/> Speech / Language PreK-12 |
| <input type="checkbox"/> Vision PreK-12                      | <input type="checkbox"/> Hearing PreK-12           |
| <input type="checkbox"/> Modified K-12                       | <input type="checkbox"/> Comprehensive K-12        |

21. What is the highest degree you hold?

- |                                              |                                                 |
|----------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> High School Diploma | <input type="checkbox"/> Associate Degree       |
| <input type="checkbox"/> Bachelor's Degree   | <input type="checkbox"/> Master's Degree        |
| <input type="checkbox"/> Doctor's Degree     | <input type="checkbox"/> Other (specify): _____ |

22. Where do you plan to enroll?\*

- |                                                        |                                                        |                                                         |
|--------------------------------------------------------|--------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Cumberland University         | <input type="checkbox"/> Lane College                  | <input type="checkbox"/> University of Memphis          |
| <input type="checkbox"/> Christian Brothers University | <input type="checkbox"/> LeMoyne-Owen College          | <input type="checkbox"/> University of TN - Chattanooga |
| <input type="checkbox"/> East TN State University      | <input type="checkbox"/> Middle TN State University    | <input type="checkbox"/> University of TN - Knoxville   |
| <input type="checkbox"/> Fisk University               | <input type="checkbox"/> TN State University – BASE-TN | <input type="checkbox"/> University of TN - Martin      |
| <input type="checkbox"/> Freed-Hardeman University     | <input type="checkbox"/> TN State University - SLP     |                                                         |
| <input type="checkbox"/> Lambuth University            | <input type="checkbox"/> TN Technological University   |                                                         |

\* Students may receive BASE-TN Teaching Program financial support from one college or university only. The completed BASE-TN Teaching Application MUST be submitted to the designated college or university representative. See Appendix A.

23. Have you been accepted by this Institution's Graduate Program?  Yes  No (If yes, attach acceptance letter.)\*

24. Have you been accepted by this Institution's Undergraduate Program?  Yes  No (If yes, attach acceptance letter.)\*

25. Have you been accepted by this Institution's Teacher Education Program or Speech Language Department?  
 Yes  No (If yes, attach acceptance letter.)\*

26. Have you completed your Plan of Study that indicates the courses you need to satisfy requirements for initial Tennessee license in special education or an endorsement in special education?  Yes  No (If yes, attach copy, including signature of the institution's Director of Teacher Education Program, Dean, Department Head, or Certification Officer.)\*

a. Indicate each term for which you are applying for BASE-TN Teaching Program tuition support and hours you plan to take based on your Plan of Study developed cooperatively with a college or university teacher education program representative:

|                                  | Number of Credit Hours | Projected Calendar Year(s) of Matriculation |
|----------------------------------|------------------------|---------------------------------------------|
| A. Fall Semester                 | _____                  | _____                                       |
| B. Spring Semester               | _____                  | _____                                       |
| C. Summer – 1 <sup>st</sup> Term | _____                  | _____                                       |
| D. Summer – 2 <sup>nd</sup> Term | _____                  | _____                                       |
| E. Summer – Full Term            | _____                  | _____                                       |
| F. Other (specify)               | _____                  | _____                                       |

b. When do you anticipate completing the requirements for Tennessee teacher licensure in an area of Special Education?

\_\_\_\_\_

**NOTE: The BASE-TN Selection Committee will give preference to applicants who are able to answer “YES” to items 23 or 24, item 25, and 26 above AND include ALL required supporting documentation in their application packets.**

27. STANDARDIZED TESTS SCORE REPORTS. Provide scores you received on the following standardized tests and the dates the tests were taken. (Must attach copies of score reports.)

|                |                              |                |                      |    |               |                      |                |                      |
|----------------|------------------------------|----------------|----------------------|----|---------------|----------------------|----------------|----------------------|
| ACT<br>Score:  | <input type="text"/>         | Date<br>Taken: | <input type="text"/> | OR | SAT<br>Score: | <input type="text"/> | Date<br>Taken: | <input type="text"/> |
| GRE<br>Scores: | Verbal: <input type="text"/> | Quantitative:  | <input type="text"/> |    | MAT<br>Score: | <input type="text"/> | Date<br>Taken: | <input type="text"/> |

**Praxis Series --** On the reverse side of THIS page, provide the following information: Praxis Tests taken AND scores received. Attach copies of your official score report(s).

28. EMPLOYMENT HISTORY. Provide your employment history for the last 10 years as applicable. Use the space below.

Current Job Title: \_\_\_\_\_ Your Start Date: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer's Address \_\_\_\_\_

Telephone No.: ( ) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Other Jobs / Employment During the Last 10 Years:

A. Job Title: \_\_\_\_\_ Start / End Dates: \_\_\_\_\_ to \_\_\_\_\_

Employer: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Telephone No: ( ) \_\_\_\_\_

B. Job Title: \_\_\_\_\_ Start / End Dates: \_\_\_\_\_ to \_\_\_\_\_

Employer: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Telephone No: ( ) \_\_\_\_\_

C. Job Title: \_\_\_\_\_ Start / End Dates: \_\_\_\_\_ to \_\_\_\_\_

Employer: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Telephone No: ( ) \_\_\_\_\_

D. Job Title: \_\_\_\_\_ Start / End Dates: \_\_\_\_\_ to \_\_\_\_\_

Employer: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Telephone No: ( ) \_\_\_\_\_

E. Job Title: \_\_\_\_\_ Start / End Dates: \_\_\_\_\_ to \_\_\_\_\_

Employer: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Telephone No: ( ) \_\_\_\_\_

29. **REFERENCES:** You *MUST* attach 4 letters of recommendation that are signed and contain a current date. One of these letters may be a recommendation from an official of the Teacher Education Program at the educational institution or current or former professors in speech-language attesting to your stated commitment to teaching / speech-language pathology and perceived promise of professional success as a teacher/professional educator serving students with disabilities ages birth through twenty-one. If employed in a school position (e.g., educational assistant, speech-language teacher, school counselor, etc.), you *MUST* include letters from the special education supervisor in the system where you are employed, principal and immediate supervisor attesting to your perceived interest in teaching/ speech-language, demonstrated competencies and skills, and perceived and/or indicated intent to serve students with disabilities ages birth through twenty-one in a Tennessee public school upon program completion. The letters of recommendation *MUST* also address *WHY* you should be a recipient of BASE-TN support. (These letters are *NOT* letters of support for your admission to undergraduate or graduate school.)

30. **LETTER OF INTENT:** You *MUST* attach a letter of intent that addresses the following: why you want to obtain a Tennessee teacher license in Special Education or Speech-Language Pathology; how you developed an interest in teaching / serving students with disabilities; why you feel you should be selected to receive BASE-TN financial support; your current employment (what you do; who you serve; if in a school setting, describe the students served, number of students, grade level, etc.); your intent to teach in a Tennessee public school serving students with disabilities ages birth through twenty-one upon receipt of the special education license or endorsement; and your understanding that you must teach students with disabilities /serve as a speech-language pathologist in a Tennessee public school two years for each year of financial support received through the BASE-TN Teaching Program. *Your letter of intent MUST also state that you understand that you will be required to repay the funds if you (a) fail to complete the program, or (b) elect not to fulfill the service requirements. Additionally, your letter MUST state that you have read and fully understand the BASE-TN Teaching Program current Guidelines (give date of Guidelines). Your letter MUST be signed (i.e., your hand written signature) and have a current date.*

31. **REQUIRED ATTACHMENTS –** Applications will be considered incomplete if the required attachments are not included. Incomplete applications will not be reviewed and considered for funding by the BASE-TN Selection Committees. The application and *ALL* required attachments *MUST* be submitted together in *ONE* envelope.

- |                          |                                                                                                                                                                                                                          |                          |                                                           |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> | College Transcript (s)                                                                                                                                                                                                   | <input type="checkbox"/> | Four Letters of Recommendation                            |
| <input type="checkbox"/> | Plan of Study                                                                                                                                                                                                            | <input type="checkbox"/> | Letter of Acceptance to Graduate / Undergraduate School   |
| <input type="checkbox"/> | Letter from Teacher Education Program / Speech-Language Department Indicating Acceptance or Eligibility for Acceptance ( <i>if you have been accepted or you have been informed of your eligibility for acceptance</i> ) |                          |                                                           |
| <input type="checkbox"/> | Letter of Intent                                                                                                                                                                                                         | <input type="checkbox"/> | Standardized Test Score Reports included in Item 28 above |
| <input type="checkbox"/> | Copy of Applicant’s Tennessee Teacher License                                                                                                                                                                            |                          |                                                           |
| <input type="checkbox"/> | Two Page essay on the pros and cons of online / distance education learning versus taking courses in a traditional Classroom (Must be submitted by speech-language applicants only.)                                     |                          |                                                           |

32. **CERTIFICATION BY APPLICANT**

A. I understand that this application must be completed, in full, by me; and that this application must be forwarded to the college or university where I am seeking admittance by the deadline established by that institution. (Amended 02.15.11)

*Applicant’s Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

B. I realize that this application must be supported by copies of all required attachments. The application will be considered incomplete if the requirements are not attached to the application. (Amended 02.15.11)

*Applicant’s Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

C. I agree to provide other documentation as may be requested to verify the information in this application. I authorize the education institution to release to the Tennessee Department of Education, Division of Special Education, or its agents, any information requested by such individuals (e.g., current address, enrollment status, GPA, etc.).

*Applicant’s Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

- D. I affirm that any funds obtained as a result of this application will be used solely for expenses – in a supplementary manner as defined in the BASE-TN Guidelines - in fulfillment of my Plan of Study in special education/speech-language pathology at the educational institution indicated in this application. (Amended 02/15/11)

*Applicant's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

- E. I understand that I must reapply for this program at least once per year following my initial acceptance in keeping with the requirements of the college or university where I am enrolled and as determined by my Plan of Study. I understand that I must make satisfactory progress in all courses to continue receiving financial support from the BASE-TN Teaching Program.

*Applicant's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

- F. I understand that the specific amount of BASE-TN Teaching Program tuition/financial support received will be determined by the institution where I am enrolled and will be limited to the available funds. I further understand the funds will be awarded in keeping with the guidelines, policies and procedures of the Tennessee Department of Education, the Granting Agency of this Program.

*Applicant's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

- G. I also understand that I will be required to repay all or part of the BASE-TN scholarship assistance to the State of Tennessee if I fail to meet the terms and conditions of the assistance as defined in the BASE-TN Teaching Program Guidelines. I understand the payments must be made to the TN State Department of Education and must cover principal, interest (at a rate of 10% per annum), and collection costs according to a schedule established by the TN State Department of Education. (Amended 01.15.10)

*Applicant's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

- H. I have read and fully understand Section VI (C) of the BASE-TN Guidelines that addresses “cancellation.” I have read and fully understand Section VI (D) of the BASE-TN Guidelines that addresses “repayment.” I affirm my willingness to be governed by these sections if I am awarded BASE-TN Teaching Program funds.

*Applicant's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

- I. I agree to notify the TN Department of Education, Division of Special Education, and the college or university where I enroll of any change in my status including but not limited to my name, address, school attendance, and employment status.

*Applicant's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

- J. I understand to remain eligible for the BASE-TN Teaching Program financial assistance, I must satisfy the academic requirements of the college or university where enrolled as well as that institution's teacher education program / department of speech-language requirements.

*Applicant's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

- K. I affirm my intent to teach / serve as a speech-language pathologist in an approved Tennessee public school\* serving students with disabilities ages birth through twenty-one 2 years for each academic year the award is received. (For the purpose of this award, one academic year equals 30 semester hours of financial support to special education teacher candidates and 27 semester hours of financial support to speech-language pathology candidates.) I understand that if I fail to satisfy this service obligation, I will be required to repay all the BASE-TN funds expended on my behalf plus interest and costs associated with the collection thereof, if any, in keeping with the requirements as set forth by the State of Tennessee.

\*I also understand that employment by a private agency in a contractual arrangement with an approved Tennessee public school will NOT satisfy the service obligations requirements of the BASE-TN Program.

*Applicant's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

- L. I understand that I will be required to sign a Student Service Agreement when I am initially accepted for BASE-TN support. Subsequently, I will be required to complete and submit a Promissory Note each semester that I seek BASE-TN tuition support by the required due dates. I will be provided an Exit Certificate by the college or university upon completion of my Plan of Study and the fulfillment of the required service obligation years, indicating that I have satisfied my financial and service obligations to the TN Department of Education and the institution where I received BASE-TN financial support. (Amended 02.15.11)

*Applicant's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

- M. I understand that upon program completion and obtaining employment, I will be required to complete written employment verification each semester to the BASE-TN Director at the institution where I completed my program and to the TN Department of Education, ending when I satisfy all my service obligations. (Amended 02.15.11)

*Applicant's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

- N. I certify that I have read this application; that it is correct; and it accurately reflects my intent. I understand that the inclusion of false or misleading information will be cause for denial of BASE-TN support and the basis for immediate repayment of ALL BASE-TN funds expended on my behalf. (Amended 02.15.11)

*Applicant's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

END OF APPLICATION