

# Tennessee Department of Education Operating Procedures

## 5.502a Educator Licensure Policy

### Endorsement Flexibility and Additional Endorsements

#### Endorsement Flexibility for Districts and Schools

Districts and schools may exercise limited flexibility for educators who hold the following endorsements.

|      |   |
|------|---|
| PK-3 | May teach any course in grade 4 in a school that includes grade 3.                    |
| K-5  | May teach any course in grade 6 in a school that includes grade 5.                    |
| 6-8  | May teach courses in grade 5 in the same content area as the 6-8 endorsement.         |
| 6-12 | May teach courses in grade 5 in the same content area as the 6-12 endorsement.        |
| 7-12 | May teach courses in grades 5 and 6 in the same content area as the 6-12 endorsement. |

#### Program Guidance for Additional Endorsements

1. An educator preparation provider must offer an approved program for initial endorsement in order to offer the program for additional endorsement (with the exception of the additional endorsements in Geography 6-12, Marketing 6-12, ESL PreK-12, and Gifted Education PreK-12). Providers which offer programs for additional endorsement must submit to the State Department of Education a list of specialty areas in which additional endorsements are offered and a description of the processes used by the provider to assess the individual candidates to determine needed coursework.

Educator preparation providers will determine an individualized program for candidates seeking additional endorsements. Providers will determine what coursework and/or clinical experiences are needed by individual candidates. In evaluating for knowledge and skills, the provider will undertake one or more of the following:

- a. An examination of the candidate's transcript,
  - b. An examination of the candidate's professional experience and competence in the knowledge and skills as verified by an employer,
  - c. Opportunities for candidates to test out of courses if appropriate, and
  - d. Administration of other tests or assessments of the knowledge and skills deemed appropriate by the provider.
2. Educator preparation providers ensure candidates hold a valid educator license in Tennessee prior to being recommended for additional endorsements.
  3. **General Education:** Educator preparation providers should not require general education coursework as part of programs of study for additional endorsements.
  4. **Professional Education:** Educator preparation providers should not require professional education coursework as part of programs of study for additional endorsements unless the coursework is directly related to pedagogical content knowledge related to the area in which the candidate is seeking additional endorsement. For example, if an educator is seeking additional endorsement in secondary math, courses in math pedagogy may be appropriate.
  5. **Specialty Area Knowledge and Skills:** The provider will use the applicable knowledge and skills of teaching in the specialty area as a focus for determining a program of study for the additional endorsement. In determining the exact coursework to be required for each candidate, the provider will consider previous coursework and relevant experiences in lieu of specialty coursework. In some cases, no coursework may be needed or required.

The specifications regarding coursework for an additional endorsement area do not apply to individuals seeking initial licensure, individuals who hold an occupational education license and who seek an academic license, or individuals who hold a license and who seek another endorsement for which a Master's degree is required.

6. **Clinical Experiences:** The candidate may need to have additional supervised clinical experience in the additional endorsement area. Clinical experiences may be obtained in a variety of ways. Because additional endorsements apply to licensed educators, clinical practice (an enhanced student teaching semester or a year-long internship) will not be required.

The candidate's prior or current teaching experience may count as clinical experience. The provider will consider:

- a. When the teaching experience occurred,
- b. In what specialty area the teaching experience occurred,
- c. Whether the candidate received appropriate supervision and support, and
- d. The results of the local evaluation or other assessment of the candidate's performance.

### **Candidate Guidance for Additional Endorsements**

1. Candidates for additional endorsement in English as a Second Language, PreK-12, complete a clinical experience of at least 30 clock hours in English as a second language settings; the clinical experience will include experiences in both the PreK-5 and 6-12 grade levels. Appropriately supervised teaching experience at the PreK-12 level in English as a Second Language of at least one semester may be substituted for the clinical experience.
2. Candidates who have attained a baccalaureate degree from a regionally accredited institution and a teaching license from another state and who seek initial licensure or an additional endorsement on a Tennessee teacher license shall be considered to have met the general education requirements and professional education requirements on the same basis as Tennessee candidates.
3. Teachers who are licensed in Tennessee and who complete programs of study for additional endorsements at approved educator preparation providers in other states may be recommended by the out-of-state institution to the Tennessee Department of Education for additional endorsements.
4. Teachers who are licensed in Tennessee or in another state or who have completed an approved educator preparation program in a teaching area covering a grade span that is more narrow than the comparable Tennessee K-12 or PreK-12 teaching endorsement, shall be awarded the Tennessee endorsement provided that the applicant has six hours of course work in current content in the teaching area in the grade span not covered by the existing endorsement.
5. Teachers endorsed in Early Childhood Education PreK-3 may teach grade 4 in schools having grade 3 if there are no other appropriately endorsed teachers available.
6. Candidates who want to add endorsements to an occupational license may do so by submitting an application, verification of work experience, official transcript(s), and industry certification where required by teacher endorsement area. Occupational endorsements can only be added to an occupational license.

## Adding endorsements based on submitting qualifying scores on required content assessments

The following document is intended to provide information to educators who hold active licenses and are seeking to add endorsements to their license by submitting passing scores on required assessments.

Please note:

1. Licenses must be active in order to add an endorsement using the test-only option.
2. Assessment scores submitted for additional endorsements must be no more than 5 years old.
3. Assessments (and corresponding scores) must be those required at the time of application.
4. Qualifying scores on assessments no longer used may not be used for the purpose of adding endorsements by test only.
5. In limited cases, the department will accept qualifying scores related to the teaching of reading and/or general tests related to the special education core or elementary content that are greater than 5 years old. Educators should verify whether the department will accept scores for these assessments prior to submitting an application for additional endorsement based on test-only options.
6. Educators who hold a valid license with endorsements that are not reflected in these categories and/or grade spans should communicate with the Office of Educator Licensure regarding what endorsements may be added by test-only. We encourage these educators to communicate with the office prior to taking any assessments.

**Step 1: Identify grade span and endorsement area the educator holds.** The first column identifies the grade span on an endorsement held by the educator. The second column identifies the endorsement content area held by the educator. Start by identifying the grade span held on the educator’s current license.

**Step 2: Use column three to identify the test only options.** Column three indicates the endorsement areas that may be added to the educator’s license by the test-only option. If an educator wants to add an endorsement to their license that is not listed as a test-only option, the educator must submit a recommendation from an approved program verifying requirements for completion of an additional endorsement program have been met. In addition they must submit passing scores on required assessments.

**The table below will assist in identifying categories and grade spans.**

| Acronym         | Description   |
|-----------------|---|
| <b>Category</b> |   |
| CA – MG         | Core Academic – Middle Grades   |
| CA – SEC        | Core Academic – Middle and Secondary Grades                               |
| CCTE–A –<br>SEC | College, Career, and Technical Education – Academic –<br>Secondary Grades |
| ECE             | Early Childhood Education   |
| ELEM            | Elementary Education  |
| FA              | Fine Arts   |
| LIS             | Library Information Specialist  |
| PE/H            | Physical Education and Health   |
| RS              | Reading Specialist  |
| SP – SE         | Special Populations – Special Education                                   |
| SP – ESL        | Special Populations – English as a Second Language                        |
| SP – ECE        | Special Populations – Early Childhood                                     |
| WL – ALL        | World Languages – PreK through 12 <sup>th</sup> Grade                     |
| WL – SEC        | World Languages – 6 <sup>th</sup> Grade through 12 <sup>th</sup> Grade    |

| <b>Endorsements that can be added by submitting qualifying assessment scores.*</b> |  |  |
|--|--|--|
| <b>Category (Grade Span)</b>   | <b>Endorsement Area Held</b>   | <b>Test-Only Options</b>   |
| CA – MG<br>(4-8; 6-8)  | Mathematics  | All CA – MG (6-8 only)   |
|  | English/Language Arts  |  |
|  | Science  |  |
|  | Social Studies   |  |
|  | Middle Grades Education  |  |
| CA – SEC<br>(6-12; 7-12)   | Biology  | All CA – MG (6-8 only)<br>All CA – SEC (6-12 only)<br>All CCTE-A – SEC<br>(6-12; 9-12) |
|  | Chemistry  |  |
|  | Earth Science  |  |
|  | Economics  |  |
|  | English  |  |
|  | Geography  |  |
|  | Government   |  |
|  | History  |  |
|  | Mathematics  |  |
|  | Physics  |  |
|  | Psychology   |  |
|  | Sociology  |  |
| Speech Communication   |  |  |
| CCTE-A – SEC<br>(6-12; 9-12)   | Agribusiness   | CCTE-A – SEC (6-12; 9-12)<br>All CA – MG (6-8 only)<br>All CA – SEC (6-12 only)        |
|  | Agriscience  |  |
|  | Business Education   |  |
|  | Business Technology  |  |
|  | Early Childcare and Services   |  |
|  | Economics  |  |
|  | Family and Consumer Science  |  |
|  | Food Production and Management Services                              |  |
|  | Marketing  |  |
|  | Tech- Engineering  |  |
| ECE<br>(PreK-3; PreK-K)  | Early Childhood Education  | ECE (PreK-K only)  |
|  | Early Development/Learning   | N/A  |
| ELEM<br>(K-6; K-5)   | Elementary Education   | N/A  |
| FA<br>(K-12)   | Dance  | All CA – MG (6-8 only)<br>All CA – SEC (6-12 only)<br>All FA<br>All PE                 |
|  | Instrumental/General Music   |  |
|  | Theatre  |  |
|  | Visual Arts  |  |
| LIS<br>RS<br>(PreK-12)   | Vocal/General Music  | All CA – MG (6-8 only)<br>All CA – SEC (6-12 only)<br>All FA<br>All PE                 |
|  | Library Information Specialist PreK-12<br>Reading Specialist PreK-12 |  |

|                                   |                                   |   |
|-----------------------------------|-----------------------------------|---|
| PE<br>(K-12)                      | Health and Wellness               | All CA – MG (6-8 only)<br>All CA – SEC (6-12 only)<br>All FA<br>All PE                        |
|                                   | Physical Education K-12           |   |
| SP<br>(PreK-12)                   | Speech/Language Teacher           | N/A   |
| SP-Special Education<br>(K-12)    | Special Education Comprehensive   | ELEM (K-5 only)<br>CA-MG (6-8 only)<br>All CA – SEC (6-12 only)<br>All FA<br>All PE<br>All SP |
|                                   | Special Education Modified        |   |
| SP-Special Education<br>(K-8)     | Interventionist                   | ELEM (K-5 only)<br>CA-MG (6-8 only)<br>All SP-PreK-12   |
| SP-Special Education<br>(6-12)    | Interventionist                   | CA-MG (6-8 only)<br>All CA – SEC (6-12 only)<br>All SP-PreK-12                                |
| SP-Special Education<br>(PreK-12) | Special Education Hearing         | N/A   |
|                                   | Special Education Vision          |   |
|                                   | Gifted Education                  |   |
| SP – ESL<br>(PreK-12)             | English as a Second Language      | All CA-MG (6-8 only)<br>All CA-SEC (6-12 only)<br>All FA<br>All PE                            |
| SP – ECE<br>(PreK-3)              | Special Education Early Childhood | N/A   |
| WL – ALL<br>(PreK-12)             | Arabic                            | All CA – SEC (6-12 only)<br>WL-ALL<br>ALL WL-SEC<br>All FA<br>All PE                          |
|                                   | Chinese                           |   |
|                                   | French                            |   |
|                                   | German                            |   |
|                                   | Greek                             |   |
|                                   | Japanese                          |   |
|                                   | Latin                             |   |
|                                   | Other Foreign Language            |   |
|                                   | Russian                           |   |
|                                   | Spanish                           |   |
| WL – SEC<br>(6-12; 7-12)          | Arabic                            | All CA – SEC(6-12 only)<br>WL-ALL<br>All WL-SEC   |
|                                   | Chinese                           |   |
|                                   | French                            |   |
|                                   | German                            |   |
|                                   | Greek                             |   |
|                                   | Japanese                          |   |
|                                   | Latin                             |   |
|                                   | Other Foreign Language            |   |
|                                   | Russian                           |   |
|                                   | Spanish                           |   |