



Director of Schools Name - Print <i>Jeanine Johnson</i>	Director of Schools Signature/Date <i>Jeanine Johnson 10.21.15</i>
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**Section 4 - TO BE COMPLETED BY DEPARTMENT OF EDUCATION**

<b>Teachers &amp; Leaders Recommendation</b> <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny (See Comments Below)	
Teachers & Leaders Name - Print <i>Amy Wooten</i>	Teachers & Leaders Signature/Date <i>Amy Wooten 11.12.15</i>
Candice McQueen, Commissioner of Education <del>Signature</del>	Candice McQueen, Commissioner of Education Signature /Date <i>Candice McQueen 11/21/15</i>
Additional Comments	

**Employment Standards Waiver Application  
Frequently Asked Questions**

- Question:** Who can apply for a waiver?  
**Answer:** Only school districts [not individual educators] may apply for waivers.
- Question:** Are there any restrictions on the endorsements for which the system may acquire a waiver?  
**Answer:** Courses which conclude with an end-of-course exam for high school credit may not be taught on waivers.
- Question:** Where do I locate the Subject and Course Code(s) assignment?  
**Answer:** The information can be found in the Correlations of Course & Endorsement Codes Document.  
<http://www.tn.gov/education/districts/correlations.shtml>
- Question:** When must my system apply for a waiver?  
**Answer:** A waiver must be requested and approved if an educator holding an Apprentice, Transitional, or Professional License is scheduled to teach more than one course or more than two sections of one course outside the area of endorsement.
- Question:** What supplemental information or documents should we provide in order to strengthen this application?  
**Answer:** Evidence [original or photocopied documentation] that the educator for whom the waiver is being requested is actively pursuing or engaged in coursework to obtain the endorsement AND/OR registered to take the relevant Praxis exam.
- Question:** How long is an approved waiver valid?  
**Answer:** One academic year [July 1 - June 30]. Waivers must be renewed each year and must include evidence of the applicant's progression toward the additional endorsement.
- Question:** Where can I send this application?  
**Answer:** Please send completed application and supporting documentation to: Tennessee Department of Education, Office of Educator Licensing, 12<sup>th</sup> floor, 710 James Robertson Pkwy, Nashville TN 37243-0376. Completed applications can be faxed to (615) 532-1448 or emailed to [Education.Licensing@tn.gov](mailto:Education.Licensing@tn.gov).
- Question:** If the waiver application is denied, what should we do?  
**Answer:** The system should develop a plan to recruit an educator with the proper endorsement.

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