

### Tennessee Department of Education Employment Standards Waiver Application

RECEIVED  
JUL 28 2014  
Kimberly

Read and complete ALL sections of the application to ensure timely response.

Section 1 - General Information		
Last Name (First, Middle, Last): Tuttle	First Name Michael	Middle Initial Jerome
Social Security #: [REDACTED]	TN License #: 000588294 ✓	Expiration Date: 08/31/2018
Area Code + Phone Number: [REDACTED]	Email Address: [REDACTED] ✓	
Certificate Type(s) Apprentice Teacher (22) ✓	Current Endorsement(s) Held Elementary (497), Middle (440), SPED Mod/High (460) ✓	
System Name: Metro Nashville Public School System	System #: 198 ✓	SPED (461) ✓
School Name: W.A. Bass Alternative	School #: 126 ✓	✓
School Year: 2014-2015	Date of Hire: 7/31/14	Date Educator Placed in Waiver Position: 7/31/14
Subject(s) and Course Code(s) of Waiver Position to be Filled: Vision Program Grades 9153 ✓	Endorsement(s) Needed for the Waiver Position: 462 ✓	
Year of Waiver Request: (Check One) <input checked="" type="checkbox"/> 1 <sup>st</sup> Year <input type="checkbox"/> 2 <sup>nd</sup> Year (passed tests and/or enrolled in program, required) <input type="checkbox"/> 3 <sup>rd</sup> Year (all tests passed and evidence of progress in coursework, required)		

Section 2 - Recruiting and Staffing Information	RECEIVED
Approval criteria checklist:	OCT 13 2014
<input type="checkbox"/> The waiver is being requested to fill a vacant, high need position	Educator Licensing
<input type="checkbox"/> The waiver is being requested to fill a mission-critical position [core academic, non-instructional leader]	
<input type="checkbox"/> The school district has engaged in thorough, responsible position-specific recruitment efforts to find appropriately endorsed candidates for the position for which a waiver is being requested AND has been unsuccessful in those efforts	
<input checked="" type="checkbox"/> The educator being recommended for the waiver is the most qualified candidate for the position for which a waiver is being requested	

Section 3 - Plans to Obtain Proper Endorsement	
Is applicant registered to take appropriate Praxis test(s): (Check one) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Praxis registration date: 7/19/14
Has applicant taken and passed appropriate Praxis test(s): (Check one) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    Score(s) 179/200	Is applicant enrolled in a university/college program: (Check one) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of university/college program: Peabody Vision Department at Vanderbilt	Number of program hours COMPLETED: 21

I hereby certify the information provided in this application is true and correct, and the district is in urgent need of a waiver.

Educator Name - Print Michael Tuttle	Educator Signature/Date Michael Tuttle 7/28/14
Human Resources Contact - Print Kimberly F. Jackson	Human Resources Signature/Date Kimberly F. Jackson
Human Resources Contact - Email kimberly.jackson@mnp.org	Director of Schools Signature/Date Jesse Register 10.7.14
Director of Schools Name - Print Dr. Jesse Register	

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

## Section 4 – TO BE COMPLETED BY DEPARTMENT OF EDUCATION

**Teachers & Leaders Recommendation**  
 Approve       Deny (See Comments Below)

<i>Teachers &amp; Leaders Name - Print</i> Jennifer Anderson	<i>Teachers &amp; Leaders Signature/Date</i> Jennifer M Anderson 10/16/14
<i>Kevin Huffman, Commissioner of Education</i>	<i>Kevin Huffman, Commissioner of Education Signature /Date</i> Kevin Huffman HC 11/3/14.
<i>Additional Comments</i>	

**Employment Standards Waiver Application  
Frequently Asked Questions**

**Question:** Who can apply for a waiver?

**Answer:** Only school districts [not individual educators] may apply for waivers.

**Question:** Are there any restrictions on the endorsements for which the system may acquire a waiver?

**Answer:** Courses which conclude with an end-of-course exam for high school credit may not be taught on waivers.

**Question:** Where do I locate the Subject and Course Code(s) assignment?

**Answer:** The information can be found in the Correlations of Course & Endorsement Codes Document.

<http://www.tn.gov/education/districts/correlations.shtml>

**Question:** When must my system apply for a waiver?

**Answer:** A waiver must be requested and approved if an educator holding an Apprentice, Transitional, or Professional License is scheduled to teach more than one course or more than two sections of one course outside the area of endorsement.

**Question:** What supplemental information or documents should we provide in order to strengthen this application?

**Answer:** Evidence [original or photocopied documentation] that the educator for whom the waiver is being requested is actively pursuing or engaged in coursework to obtain the endorsement AND/OR registered to take the relevant Praxis exam.

**Question:** How long is an approved waiver valid?

**Answer:** One academic year [July 1 – June 30]. Waivers must be renewed each year and must include evidence of the applicant's progression toward the additional endorsement.

**Question:** Where can I send this application?

**Answer:** Please send completed application and supporting documentation to: Tennessee Department of Education, Office of Educator Licensing, 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:**

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