# TASL Event Information Overview

**General Information**

* The TASL credit event application may be accessed from the TASL website under “event facilitator.”
* Event facilitators will receive an **approval email from TNCompass** with officially approved event information. This information should be used in all communication with participants and attendance documentation.
* All events must be pre-approved **prior to advertising** the event as a TASL credit event.
* All events must be **aligned** to the Tennessee Instructional Leadership Standards (TILS), department strategic plan, and appropriate state initiatives.
* Events are valid only for the specific date(s) requested. **Events can be created for a single TASL cycle only.** TASL cycles are from July 1–June 30 of each calendar year.Applications for recurring events must be submitted for each TASL cycle. No events will carry over from one TASL cycle to the next.
* Events become available for self-reporting in TNCompass (uploading of TASL documentation) **one business day after the last delivery date.**
* **Attendance documents should not be sent prior to the event end date.**
* Event facilitators will serve as the contact for TASL credit events, are responsible for keeping accurate attendance records, and must provide verification of attendance to each participant requesting TASL credit.

**Attendance Documentation**

* Proof of attendance must be provided to participants by the event organizer. This documentation may be in the form of an email or certificate and should include:
  + **The exact title of the event as recorded in the** **verification email** **received from TNCompass**
  + Participant **name** and **license** **number**
  + Approved credit hours **as** **recorded in the** **verification email** received from TNCompass
  + Date, location, and title of event **as** **recorded in the** **verification email** received from TNCompass
  + **Name and title** of the event organizer/organizing entity
  + **Signature** of event organizer (a digitally captured signature is acceptable)
  + Official letterhead, signature, or seal
    - Documentation for department-facilitated events must be on **official** **letterhead**, include **official state email signature**, or have **official state seal**
    - Documentation for events facilitated by external providers must be on **official letterhead**, include **official email signature**, or have **official organization seal**
* Any post-event attendance issues raised by participants will be directed to event organizers. The event facilitator should keep a copy of all attendance records.
* **Attendance documents should not be sent prior to the reported event end date.**

**TASL Credit Minimums and Maximums**

* TASL approved events may not provide **fewer than four hours** **or** **more than eight hours** for TASL credit in a single day/session.
* TASL approved conferences may offer **no** **more than six hours of credit per day**
* TASL approved conferences may offer **a maximum of three credit combinations** for the entire conference. This includes pre-conferences and after-hours meetings.
* Cumulative events, such as study councils and director’s meetings, will send attendance verification **upon conclusion of the event series but before the end of the TASL year** (June 30). These events must follow the same guidelines as listed above and may offer between four and 14 hours for the year, with a maximum of three credit options.