Educator Licensure

Educator Licensure & Preparation Operating Procedures

Tennessee Department of Education | June 2019

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Academic Transcripts

Academic transcripts are considered **official**, acceptable documentation for licensure transactions when received by the department in the following circumstances:

Uploaded/Attached in TNCompass

Source: Tennessee-Approved EPPs

- Official transcripts issued by the Tennessee-approved EPP
- Official transcripts received by the Tennessee-approved EPP from another regionally accredited higher education institution or community college in Tennessee

Mail, Parcel Service, or Hand Delivery

Source: Licensure Applicants/Educators

- Official transcripts **must be sealed in the original envelope sealed by the issuing institution**, which may be stamped with an institution or registrar stamp, with no evidence of tampering.

Source: U.S. Higher Education Institutions

- Official transcripts **must be in the original envelope sealed by the issuing institution**, which may be stamped with an institution or registrar stamp, with no evidence of tampering.

Source: Higher Education Institutions outside the U.S.

- Copies of transcripts issued by institutions outside of the U.S. are acceptable when accompanied by an **original,** course-by-course transcript evaluation **in the original envelope sealed by the evaluation service**, with no evidence of tampering. *See Out-of-Country Academic Transcript Evaluation on the next page.*

Electronic Transmittal

Source: Electronic clearinghouse, on behalf of a U.S. higher education institution, sent directly to Educator.Licensure@tn.gov

- Official electronic transcripts are issued by the institution named by the clearinghouse.

Source: Higher Education Institutions outside the U.S.

- Copies of transcripts issued by institutions outside of the U.S. are acceptable when accompanied by an **original,** course-by-course transcript evaluation, delivered electronically through a secure account (such as WES) by an approved evaluation service.

See Out-of-Country Academic Transcript Evaluation on the next page.

TN Department of Education

Out-of-Country Academic Transcript Evaluation

Educators submitting transcripts from institutions outside of the U.S. must submit original, course-by-course transcript evaluations of all degrees held, accompanied by copies of the transcripts evaluated.

The list of academic evaluation services below are approved by the office of educator licensure and preparation. Though other companies may provide eligible evaluations, any company not appearing on the following list must be approved by the department in advance, which may result in significant delays in processing the application. Please email Educator.Licensure@tn.gov with approval requests.

Academic Evaluation Service	Website
A2Z Evaluations, LLC	www.a2zeval.com
Academic Credentials Evaluation Institute, Inc.	www.acei-global.org
American Association of Collegiate Registrars & Admission Officers	www.aacrao.org
Educational Credential Evaluators, Inc.	www.ece.org
Educational Perspectives, Inc.	www.edperspective.org
Foreign Consultants, Inc.	www.foreignconsultants.com
Foundation for International Service	www.fis-web.com
Global Credential Evaluations, Inc.	www.gceus.com
International Education Research Foundation	www.ierf.org
Josef Silny & Associates, Inc.	www.jsilny.com
Scholaro, Inc. (formerly Foreign Credits, Inc.)	www.scholaro.com
SpanTran: The Evaluation Company	www.spantran.com
World Evaluation Services	www.wes.org

The above companies are either members of the National Association of Credential Evaluation Services, or the Association of International Credential Evaluators, Inc.

Unofficial Academic Transcripts

Examples of unofficial transcripts, ineligible for use as documentation for licensure transactions, include:

- A hard-copy transcript that is not delivered in an envelope sealed by the issuing institution
- A file attached in TNCompass by the educator/candidate
- An electronic file emailed by an individual (institution staff, educator/candidate, etc.)
- Any document that appears to have been tampered with

Professional Assessments

General Information

Official reports of qualifying scores on professional assessments may be required prior to initial licensure issuance. Qualifying scores must be earned on the current assessments and test codes established by the Tennessee State Board of Education, and must be no more than five years old. Score reports must be sent directly from the assessment administrator, and will not be accepted from an educator, institution of higher education, or local or state education agency.

See Professional Assessments for Tennessee Educators Policy 5.105 for current professional assessment requirements established by the board.

Pedagogical Assessments

Candidates Completing an Educator Preparation Program in Tennessee

Beginning January 1, 2019, candidates for initial licensure who are completing an approved educator preparation program in Tennessee are required to submit qualifying scores on the appropriate edTPA performance-based, subject-specific assessment. Prior to January 1, 2019, licensure candidates may submit a qualifying score on either the relevant ETS Principles of Learning and Teaching assessment or the relevant edTPA. Candidates completing job-embedded clinical practice must submit the qualifying score before renewing or advancing the teaching license.

Out-of-State Pathway Applicants

Beginning January 1, 2019, candidates applying for Tennessee educator licensure through the out-of-state pathway, based on verification of completion of an approved educator preparation program and submission of qualifying scores on the required professional assessments, may submit qualifying scores on the appropriate edTPA performance-based subject specific assessment, or on one of the ETS Principles of Learning and Teaching assessments. Tennessee does not accept other states' assessment scores in place of qualifying sores on the required assessments.

Postsecondary Educator Pathway Applicants

Applicants for licensure through the postsecondary educator pathway may submit a qualifying score on the relevant ETS Principles of Learning and Teaching assessment or the edTPA, in addition to the required specialty-area content assessment for the area of endorsement sought.

Specialty-Area Content Assessments

Educational Testing Service (ETS) Praxis

For details related to sending official Praxis score reports, please visit www.ets.org/praxis/scores/send. Be certain to specify Tennessee's code (8190) and provide the full social security number when registering for assessments or requesting scores be sent. After requesting official score reports, scores will be automatically imported into the assessments section of the individual's TNCompass profile. Please allow at least two weeks from the date of request for scores to be imported to TNCompass.

Please note that Praxis Core assessments are only used for admission to educator preparation programs, and are not required for licensure.

National Evaluation Series

Individuals seeking an endorsement in Mathematics 6–8, or Mathematics 6–12 may submit qualifying scores on either the appropriate Praxis Series Mathematics assessment or the appropriate National Evaluation Series Mathematics assessment.

Tennessee Language Center - Alta Language Services

For individuals seeking an endorsement in a world language for which there is not an applicable Praxis Series assessment, submission of a qualifying score on the appropriate Alta Language Services Speaking and Listening Assessment, administered by the Tennessee Language Center, is required. Based on candidate documented proficiency, English assessments may not be required.

End-of-Course Exam Compliance

T.C.A. § 49-6-6006 specifies that an educator **may not** teach a course required for graduation in which an end-of-course (EOC) examination is given unless the educator has a **content-specific endorsement** for that subject, **or** the educator has demonstrated sufficient content knowledge in the course material by providing **passing scores on a standardized or criterion-referenced test for the content area**.

To comply with this law, all teachers of record for courses in which there is a state-level EOC exam must meet one of the following requirements:

a. Hold the subject-specific endorsement to teach the course; **or**
b. Pass the relevant content assessment(s) identified in the table below indicating sufficient content knowledge.

To qualify to teach a course required for graduation in which an EOC exam is administered, and be in compliance with state law, educators who do not currently meet these requirements must be eligible to submit an application for an additional endorsement to become appropriately endorsed, or submit qualifying scores on the required content knowledge assessment(s).

Course with an EOC	Educator Requirements
Algebra II, Geometry, Integrated Math II, Integrated Math III	**Praxis 5161** – Mathematics: Content Knowledge (160 qualifying score) **or** **National Evaluation Series 304** – Mathematics (220 qualifying score)
Biology	**Praxis 5235** – Biology: Content Knowledge (148 qualifying score)
English I & II	**Praxis 5038** – English Language Arts: Content Knowledge (167 qualifying score)
U.S. History and Geography	**Praxis 5941** – World and U.S. History: Content Knowledge (157 qualifying score) **or** **Praxis 5921** – Geography (149 qualifying score)

Course with an EOC	Educator Requirements
Algebra I Integrated Math I	To teach Algebra I or Integrated Math I without a secondary mathematics endorsement, educators must submit qualifying scores on the Middle School Mathematics Praxis assessment (5169) **AND** must meet one of the following: • Attend the state-approved training - **OR** - • Take and pass one of the following supplemental assessments approved by the department: 1. College Board CLEP Exam: College Algebra (qualifying score: 60) 2. College Board CLEP Exam: College Mathematics (qualifying score: 60) 3. Praxis Assessment: Algebra 1 (code: 5162, qualifying score: 157) After completing the above employment standard criteria, educators are responsible for emailing Scott.Eddins@tn.gov to request an Algebra I/Integrated I Employment Standard verification letter. Upon receipt, educators must provide a copy of the letter to their district office. Completing the employment standard criteria provides eligibility to teach Algebra I/Integrated I without a secondary mathematics endorsement and is **not** a change in licensure. The state board ruled that educators with a level 5 TVAAS score in Algebra I (one-year, two-year, or three-year) in the 2011-12, 2012-13, 2013-14 school years do NOT need to take the training or pass the supplemental assessment. These educators must still submit qualifying scores on the Middle School Mathematics Praxis assessment (5169) to be eligible to teach Algebra I or Integrated Math I. The department sent directors of schools a list of educators whose TVAAS scores meet the employment standard in January 2015. *See Algebra I Employment Standard*

Additional Resources

- Additional endorsement guidance for currently licensed Tennessee educators is available here.
- Algebra I and Integrated Math I Employment Standards questions should be directed to Scott.Eddins@tn.gov**.**
- CLEP Exam information and registration are available on the College Board website (here).
- ETS Praxis assessments, qualifying scores, and registration for current Tennessee assessments are available here.
- General educator licensure questions should be directed to Educator.Licensure@tn.gov.
- National Evaluation Series assessments, qualifying scores, and registration for current Tennessee assessments are available here**.**

Employment Standards

Employment standards are outlined in the State Board of Education Administrative Rules and Regulations 0520-01-02-.03, excerpts of which appear in the following section, with relevant additional resources below. Per 0520-01-02-.03 (1), A teacher or principal shall hold a valid Tennessee teacher license with an endorsement covering the work assignment as provided in T.C.A. § 49-5.

Teaching Outside the Area of Endorsement

(2) A teacher may teach up to two (2) sections of one (1) course outside the area of endorsement. For a teacher to teach more than one (1) course or more than two (2) sections of one (1) course outside the area of endorsement, an employment standard waiver must be requested and approved. Teachers assigned two (2) or more sections of a course outside the area of endorsement before June 30, 1976, may continue to teach those courses until a new assignment is made by the local school officials.

See also District and School Endorsement Flexibility.

Elementary Education, Early Childhood Education

(3) (a) A classroom teacher with an endorsement in elementary education or early childhood education is eligible to teach any subject, including art, music, and physical education in the grades covered by the endorsement as part of the teacher's regular classroom assignment.

Algebra I

(3) (b) A teacher with a professional license may teach Algebra I at any grade level if they have:

1. An endorsement to teach at least through grade eight (8);
2. A passing score on the Middle School Mathematics Praxis: middle school math assessment; **and**
3. Successful completion of a state-approved training **OR** a passing score on a supplemental assessment in the content area approved for this purpose by the department of education.

See also End-of-Course Exam Compliance.

Elementary Education – Assigned Music, Art, Physical Education in 1990-91

(4) A teacher in grades kindergarten through eight (8) who teaches art, music, or physical education for the major portion of the day shall be endorsed in art, music, or physical education respectively. However, a teacher endorsed in elementary education who was assigned to teach music, art, or physical education for the major portion of the day during the 1990-91 school year may continue to teach the specific course until such time as a new assignment is made by the local school officials.

Instructional Leaders

(5) (a) Assistant principals, teaching principals, or dual assignment personnel with more than fifty percent (50%) of their responsibilities involved in instructional leadership must be properly licensed or be enrolled in a State Board approved instructional leadership preparation program.

(b) A principal shall hold one of the following endorsements: instructional leader or professional administrator license.

(c) A principal, with the approval of the superintendent, shall establish and implement an annual plan for personal professional development in accordance with guidelines established by the State Board of Education.

(d) A principal of a school with less than 225 students shall not be required to meet the requirements listed in point b.

Gifted Education

(6) (a) A c**lassroom teacher in special or general education providing direct instruction to students identified by state criteria as intellectually gifted** students shall meet the following employment standards:

1. The teacher shall be endorsed in the appropriate general education area or must hold the appropriate special education endorsement; **and**
2. The teacher shall meet one of the following standards:
   (i) The teacher shall work in consultation with a teacher who meets the standards for consulting teachers listed in (b); **or**
   (ii) The teacher shall have completed six (6) semester hours of college or university course work or the equivalent contact hours in teaching gifted students approved by the Department of Education; **or**
   (iii) The teacher shall hold an endorsement in gifted education.

(b) A **consulting teacher in special or general education who works with other teachers <u>or</u> who teaches classes specially designed for gifted students** in grades pre-kindergarten through twelve (12) shall meet the following employment standards:

1. The consulting teacher shall be endorsed in the appropriate general education area or must hold the appropriate special education endorsement; **and**
2. The consulting teacher shall meet one of the following standards:
   (i) The consulting teacher shall have completed six (6) semester hours of college or university coursework or the equivalent contact hours in teaching gifted students approved by the Department of Education; **or**
   (ii) The consulting teacher shall hold an endorsement in gifted education.

(c) **An individual who serves as a gifted education coordinator in special or general education** shall meet one of the following employment standards:

1. The individual shall hold an educator license with an endorsement in gifted education; **or**
2. The individual shall hold an educator license and shall have completed six (6) semester hours of college or university coursework or the equivalent contact hours in teaching gifted students approved by the Department of Education; **or**
3. The individual shall hold a license endorsed in instructional leader or professional administrator license.

(d) **A classroom teacher who was endorsed in special education prior to September 1, 1989, <u>and</u> who served gifted students prior to July 1, 1988,** may continue to teach eligible intellectually gifted students, provided that they have completed an in-service training program approved by the Department of Education.

Computer Technology, Grades 9-12

(7) (a) **A teacher of personal computing, computer productivity applications, and interactive multimedia design** shall have a valid Tennessee teacher license with an endorsement in grades six (6) through twelve (12) or seven (7) through twelve (12) and shall have completed the equivalent of six (6) semester hours of computer course work or have the appropriate endorsement.

(b) **A teacher of programming languages and advanced placement computer science** shall have a valid Tennessee teacher license with an endorsement grades six (6) through twelve (12) and seven (7) through twelve (12) and shall have completed the equivalent of twelve (12) semester hours of computer course work including six (6) semester hours of programming.

Personal Finance

(10) (a) **A teacher of personal finance** shall hold a valid secondary or K-12 Tennessee teacher license; **and**

1. Complete a minimum of fourteen (14) clock hours of training provided by the State Department of Education on use of the state adopted Personal Finance curriculum; **or**
2. Complete fourteen (14) clock hours of training on Personal Finance provided by State Department of Education-approved organizations and/or institutions of higher education.

(b) **Teachers licensed to teach Economics, Business, Marketing, and Family and Consumer Sciences** meet these employment standards and may be exempted from the training requirements of subparagraph (a).

Emergency Credentials

Permit and Waiver Overview

Permits and waivers are emergency credentials issued on an academic year basis, from July 1—June 30, enabling districts to fill critical vacancies for which an appropriately licensed and endorsed educator could not be recruited. Waivers enable placement of a licensed educator in courses outside of the educator's area of endorsement, and permits enable a placement of an unlicensed individual in a teaching role in the event that an appropriately licensed and endorsed educator cannot be recruited, and when all criteria are met.

Emergency credential applications for state-identified shortage areas may be evaluated on a case by case basis. In reviewing a permit or waiver request, the commissioner may consider individuals' previous work experience, postsecondary coursework, degrees held, and relevant experience in the subject area for which the emergency credential is requested.

Targeted Recruitment Strategy

Districts must submit documentation of a targeted recruitment strategy for the position or shortage areas in which emergency credentials are requested. Documentation of a recruitment strategy includes, but is not limited to:

a. partnerships with educator preparation providers (EPPs) and/or recruitment at EPPs (e.g.; documentation of communication about the vacancy and/or shortage areas, participation at job fairs, advertisements at the EPP, etc. with dates of communication/engagements);
b. advertisements with documented posting/publication dates (newspaper advertisements are not required); **and**
c. recruitment campaigns (with documentation of campaign dates)

See District Recruitment Strategies.

Permit and Waiver Restrictions

When the position requires a separate license, not just endorsement (e.g., the Instructional Leadership License), the commissioner may not waive licensure (T.C.A. § 49-1-201).

Per T.C.A. § 49-6-6006, permits and waivers cannot be issued for courses that have an end-of-course exam (EOC).

In accordance with Every Student Succeeds Act guidelines, beginning with the 2017-18 school year, states may no longer issue emergency credentials (i.e., permits and waivers) to educators who will teach courses that require a special education endorsement. Effective Sept. 1, 2017, all special education teachers must hold a full, valid license with the appropriate endorsement for the courses to which they will be assigned. The following endorsements are impacted by this regulation:

Special Populations Endorsement	Endorsement Code
Early Development and Learning pre-K–K	468
Special Education Comprehensive K–12	461
Special Education Early Childhood pre-K–3	459
Special Education Gifted pre-K–12	466
Special Education Hearing pre-K–12	463
Special Education Interventionist 6–12	145
Special Education Interventionist K–8	144
Special Education Vision pre-K–12	462

See Provisional Special Education Endorsements.

Employment Standards Waivers

Per State Board of Education Administrative Rules and Regulations 0520-01-02-.03, a teacher may teach up to two sections of one course outside the area of endorsement. **For a teacher to teach more than one course or more than two sections of one course outside the area of endorsement, an employment standard waiver must be requested and approved.** Teachers assigned two or more sections of a course outside the area of endorsement before June 30, 1976, may continue to teach those courses until a new assignment is made by the local school officials. *See District and School Endorsement Flexibility.*

If the endorsement for which the waiver is requested may be added by assessment only, the educator is eligible for a waiver for only one (1) year before qualifying assessment scores and an application to add the endorsement must be submitted to the department.

Waiver Application Criteria

District Criteria

Districts applying for a first, second, or third year waiver must provide documentation of:

a. engagement in a targeted recruitment strategy for the position or shortage areas;
b. affirmation of the director of schools that:
    i. the waiver is requested to fill a vacant, high need, and mission-critical position
    ii. the recruitment effort was unsuccessful; **and**
    iii. the educator for whom the waiver is requested is the most qualified candidate for the position.

Districts are not required to hire an individual solely on the basis of holding an appropriate endorsement, which is just one component of being appropriately qualified. However, if a properly endorsed candidate is not selected, the district must document the following, and produce documentation upon request by the department (such as in the event that an individual challenges the need for issuance of a waiver) that includes:

a. that the appropriately endorsed candidate was fully vetted through the interview process, or by virtue of past employment by the district; **and**
b. that the district deemed the applicant unqualified, and the rationale for this determination.

Individual Criteria: First Year Waiver

The educator for whom the district is requesting a waiver must:

a. hold a valid license;
b. hold a current endorsement that is no more than two (2) grade levels outside of the grade-span of the endorsement for which the waiver is requested;

and

c. obtained a degree in the content area, or successfully completed a minimum of 6 credit hours in the content area of the endorsement for which the waiver is requested *(see Academic Transcripts)*;

or

d. earned qualifying scores on the required specialty area assessment(s) for the endorsement sought.

Individual Criteria: Second Year Waiver

The educator for whom the district is requesting a waiver must:

a. hold a valid license;
b. hold a current endorsement that is no more than two (2) grade levels outside of the grade-span of the endorsement for which the waiver is requested;

and

c. earned qualifying scores on the required specialty area assessment(s) (*see Professional Assessments*);

or

d. is enrolled and on-track, in an approved educator preparation program leading to the endorsement for which the waiver is requested.

Individual Criteria: Third Year Waiver

The educator for whom the district is requesting a waiver must:

a. hold a valid license;
b. hold a current endorsement that is no more than two (2) grade levels outside of the grade-span of the endorsement for which the waiver is requested; **and**
c. The educator is enrolled and on-track in an approved educator preparation program leading to the endorsement for which the waiver is requested, and may complete program requirements during the third year on a waiver.

As a reminder, emergency credential applications for state-identified shortage areas may be evaluated on a case by case basis. In reviewing a permit or waiver request, the commissioner may consider individuals' previous work experience, postsecondary coursework, degrees held, and relevant experience in the subject area for which the emergency credential is requested. In the event that an individual does not meet the criteria above, the district may provide a rationale for why the individual recommended for the emergency credential is the most qualified candidate, for the commissioner's consideration.

See Employment Standards Waiver Application

Permits to Teach

T.C.A. § 49-5-106 (a) (1) Whenever any director of schools and the chair of the respective board of education certify to the commissioner of education that the school system is unable to secure a qualified teacher with a valid license for the type and kind of school in which a vacancy exists, the commissioner may grant, on behalf of the state board of education, under conditions prescribed in its rules and regulations, a permit to teach in the unfilled position to a person recommended by the director of the respective local school district and approved by the commissioner, which permit shall be valid only until June 30 following the date of issuance.

(2) The permit may be renewed by the commissioner on conditions prescribed by the state board of education in its rules and regulations, upon the recommendation of the director of schools of the local school district and when the director and the chair of the respective board of education certify that the school system is unable to secure a qualified teacher with a valid license for the type and kind of school in which a vacancy exists.

(b) A local school district board of education may contract with a teacher holding a permit, but not holding a valid license, only for such period of time for which the respective board of education is unable to secure a qualified teacher with a valid license for the type and kind of school.

(c) It is the intent of the general assembly to urge local boards of education and their respective directors of schools to make every effort to staff kindergarten through grade twelve (K-12) teaching positions with personnel fully licensed and endorsed for those grades.

Educator Licensure Rules of the State Board of Education 0520-02-03-.08 Permits.

(1) (a) The state may issue a permit when a school district or public charter school meets the following requirements:

1. A director of schools or public charter school leader must state an intent to employ and indicate the position to be held by the applicant.
2. The school district or public charter school must indicate that it is unable to obtain the services of a licensed educator for the type and kind of school in which a vacancy exists.
3. The school district or public charter school must identify and document a targeted recruitment strategy for the position or shortage areas. The strategy may include, but is not limited to, partnerships with educator preparation providers, advertisements, or recruitment campaigns.

(b) The state may issue a permit to a school district or public charter school to hire an applicant one (1) time and only if the applicant holds a bachelor's degree. A bachelor's degree is not required for an applicant in occupational education.

Permit Application Criteria

District Criteria

Districts applying for a first, second, or third year permit must provide documentation of:

a. engagement in a targeted recruitment strategy for the position or shortage areas;
b. affirmation of the director of schools that:
   i. the permit is requested to fill a vacant, high need, and mission-critical position
   ii. the recruitment effort was unsuccessful; **and**
   iii. the individual for whom the permit is requested is the most qualified candidate for the position.

Individual Criteria: First Year Permit

The individual for whom the district is requesting a permit must:

a. hold a bachelor's degree *(see Academic Transcripts)*;

and

b. have obtained a degree in the content area or a minimum of 6 credit hours successfully completed in the content area of the endorsement for which the permit is requested (*see Academic Transcripts)*;

or

c. have submitted qualifying scores on the required specialty-area assessment(s) for the endorsement sought (*see Professional Assessments*).

Individual Criteria: Second Year Permit

The individual for whom the district is requesting a permit must:

a. hold a bachelor's degree (*see Academic Transcripts)*;

and

b. have submitted qualifying scores on the required specialty-area assessment(s) (*see Professional Assessments*);

or

c. be enrolled and on-track, in an approved educator preparation program leading to endorsement in the area in which the permit is requested.

Individual Criteria: Third Year Permit

The individual for whom the district is requesting a permit must:

a. hold a bachelor's degree (*see Academic Transcripts)*;

and

b. be enrolled and on-track, in an approved educator preparation program leading to endorsement in the area for which the permit is requested, and may complete program requirements during the final year of the permit.

As a reminder, emergency credential applications for state-identified shortage areas may be evaluated on a case by case basis. In reviewing a permit or waiver request, the commissioner may consider individuals' previous work experience, postsecondary coursework, degrees held, and relevant experience in the subject area for which the emergency credential is requested. In the event that an individual does not meet the criteria above, the district may provide a rationale for why the individual recommended for the emergency credential is the most qualified candidate, for the commissioner's consideration.

See Application for Permit to Teach

District Recruitment Strategies[1]

Before applying for a permit or a waiver, the department recommends that districts consider the following recruitment strategies to address vacancies.

Short-term Strategies

1. Identify all endorsements which an educator may hold in order to be assigned to the vacant course(s) using the Correlation of Course and Endorsement Codes to inform the recruitment effort.
2. Determine if current district personnel are already eligible to teach in the area of need based on currently held endorsements, or if there are opportunities to develop current personnel to meet the staffing need.
    a. Consider offering additional compensation to educators who are appropriately endorsed for teaching a heavier load for the short-term.
    b. Review the District & School Endorsement Flexibility guidance, including the section on teaching one course out of the area of endorsement, and evaluate currently available personnel to determine if any educators currently employed by the district may be eligible to cover the vacant course(s) based upon currently held endorsements.
    c. Determine if any educators currently employed by the district may be eligible for an Additional Endorsement Added by Content Assessments Only in order to be appropriately endorsed in the area of the vacancy. Districts may consider providing financial support to cover the cost of registration for necessary content assessments to add an endorsement, which could help the district avoid a lengthy and potentially expensive recruitment process.
    d. Identify paraprofessionals who hold a bachelor's degree and are currently employed by the district who may be interested in pursuing educator licensure. Educator licensure candidates may be eligible to enroll in an educator preparation program with job-embedded clinical practice.

Long-term Strategies and Resources

Forecasting

- Create a staffing plan based on data that helps forecast hiring needs as early as possible.
- Develop strong partnerships with educator preparation providers and establish two-way communication about expectations and needs. Share anticipated staffing demands with these providers

[1] *Reference to any example resources, organizations, activities, products, or services does not constitute or imply endorsement by the Tennessee Department of Education.*

as early as possible and frequently communicate to share information with them about the types of educators you struggle to find. In conversations with providers, consider recent graduates who may qualify for programs with job-embedded clinical practice based on their undergraduate major, or career-changers that may exist in the region or local community.

- Encourage early notification with financial incentives or days.

Recruitment

- Use differentiated pay to help with hard-to-staff subjects, grades, or schools.
- Utilize online options, such as k12jobspot.com to recruit potential educators as early as possible. Also, consider strategic placement of position announcements on the district website.
- Host or attend recruitment fairs.
- Have principals create a top 10 list of reasons "Why You Should Work at My School/District."
- Offer recruitment/retention bonuses.
- Require a model lesion demonstration during the interview and selection process.
- Invest in a "grow your own" program
- Offer Teaching as a Profession, a program of study designed for student interested in becoming an educator. Course content covers the components of instruction, teaching strategies, types of assessments, student learning, special populations, educational technology, classroom management, lesson planning, professionalism, and more. Upon completion of this program of study, students will have participated in an internship placement and built a professional portfolio in preparation for advances training as future educators at the postsecondary level.
  See also Teaching as a Profession Marketing Materials and Early Childhood Education Marketing Materials.
- Train human resources personnel and appropriate district decision makers on the district value proposition.

Postsecondary Educator Pathway to Licensure

Per T.C.A. § 49-5-112, individuals who taught at an eligible postsecondary institution, as defined in § 49-4-902, may apply for licensure with an endorsement to teach grades 9–12 (nine through twelve) in the subject area in which they taught at the eligible postsecondary institution. The following secondary education endorsements may be added through the postsecondary educator (PSE) pathway:

Postsecondary Educator Endorsement	Endorsement Code
Agricultural Education 9–12 (PSE)	950
Agriscience 9–12 (PSE)	951
American Sign Language 9–12 (PSE)	970
Arabic 9–12 (PSE)	960
Biology 9–12 (PSE)	926
Business Education 9–12 (PSE)	952
Business Technology 9–12 (PSE)	953
Chemistry 9–12 (PSE)	927
Chinese 9–12 (PSE)	961
Early Child Care and Service 9–12 (PSE)	981
Earth Science 9–12 (PSE)	928
Economics 9–12 (PSE)	930
English 9–12 (PSE)	959
Family and Consumer Science 9–12 (PSE)	954
Food Production and Management 9–12 (PSE)	980
French 9–12 (PSE)	963
Geography 9–12 (PSE)	931
German 9–12 (PSE)	964
Government 9–12 (PSE)	932
Greek 9–12 (PSE)	965
History 9–12 (PSE)	933
Japanese 9–12 (PSE)	966
Latin 9–12 (PSE)	967
Marketing Education 9–12 (PSE)	958
Mathematics 9–12 (PSE)	925
Physics 9–12 (PSE)	929
Russian 9–12 (PSE)	968
Spanish 9–12 (PSE)	969
Speech Communication 9–12 (PSE)	946
Tech Engineering Education 9–12 (PSE)	982

PSE Application Requirements

Applicants for Tennessee educator licensure through the PSE pathway must submit all of the following documentation to the department.

Academic Transcripts

Official transcripts are required from all institutions attended. *See Academic Transcripts.*

Professional Assessments

Submission of qualifying scores on all assessments required for licensure, in the subject area in which licensure is sought, are required prior to the issuance of the license. See *Professional Assessments*.

Experience

Verification of experience at an eligible postsecondary institution that is accredited by a regional accrediting association, as defined by T.C.A. § 49-4-902, as either:

a. a full-time college professor or instructor for at least two (2) of the last five (5) years; **or**
b. a part-time college professor or instructor, teaching at least one (1) course per semester, for at least three (3) of the last five (5) years.

Verification of experience must be sent directly to the office of educator licensure and preparation in an envelope sealed by the verifying institution.

Evaluation of Teaching

Documentation of at least three (3) years of teaching evaluations that rate the applicant as proficient or better in the subject area in which endorsement is sought are required. Teaching evaluations must:

a. have been administered by the institution where the applicant taught;
b. indicate a formal, summative evaluation of the educator at the time of employment;
c. include an evaluation rating of proficient or better; **and**
d. be submitted to the department in an envelope sealed by the institution issuing the evaluation.

If the institution does not use a formal rating system, the dean, director, or other direct supervisor of the applicant may verify the applicant's performance by submitting a letter to the department including:

a. name and current title of the dean/director/other direct supervisor providing verification;
b. title and role/relationship to the applicant at the time of the applicant's employment;
c. applicant dates of employment;
d. courses and subject area(s) taught by the applicant while employed by the institution;
e. confirmation that the institution did not use a formal, summative evaluation process at the time of the applicant's employment; **and**
f. verification of proficient or better teaching performance in the subject area during employment.

Letters must be submitted in an envelope sealed by the issuing institution to the office of educator licensure and preparation.

Provisional Special Education Endorsements

The State Board of Education approved an additional pathway for educators seeking to add a special education endorsement to their license. This pathway allows educators to teach in a special education classroom with a provisional endorsement, valid for three years while pursuing the relevant endorsement. District staff are able to view an educator's license in TNCompass to determine if they hold a provisional endorsement. Beginning in the 2017-18 school year, licensed educators seeking to add a special education endorsement to a license may do so with a recommendation from an approved educator preparation provider verifying:

a. Enrollment in a program of study for additional endorsement in the specialty area, **and**
b. That the candidate will be assigned a mentor who is appropriately endorsed in the area in which the candidate is seeking additional endorsement.

Educator preparation providers (EPPs) will recommend educators for these provisional endorsements on behalf of the educator in TNCompass. During the three-year validity period of the endorsement, educators must complete a preparation program and submit qualifying scores on the required professional assessments. If an educator does not complete these requirements, the endorsement will become inactive. Educators who are completing traditional post-baccalaureate programs may continue to be issued the full endorsement upon completion of the program (additional mentoring requirements do not apply to these programs).

The following special education endorsements may be added through the provisional pathway:

Provisional Special Populations Endorsement	Endorsement Code
Provisional Early Development and Learning pre-K–K	199
Provisional Special Education Comprehensive K–12	195
Provisional Special Education Early Childhood pre-K–3	193
Provisional Special Education Gifted pre-K–12	198
Provisional Special Education Hearing pre-K–12	197
Provisional Special Education Interventionist 6–12	191
Provisional Special Education Interventionist K–8	190
Provisional Special Education Vision pre-K–12	196

Retired Educators: Limited Employment

T.C.A. §8-36-821. Employment as a teacher.

(a) Notwithstanding any provision of law to the contrary, any person **retired for at least one (1) year from the Tennessee consolidated retirement system**, from any superseded system administered by the state, or from any local retirement fund pursuant to chapter 35, part 3 of this title may accept employment as a kindergarten through twelfth (K-12) grade teacher without loss or suspension of retirement benefits under the following conditions:

1. The retired member holds any teacher's professional license or certificate as may be required in title 49, chapter 5;
2. The superintendent or director of schools of the employing school system **certifies in writing to the division of retirement and to the commissioner of education that the retired member has the requisite experience, training, and expertise for the position to be filled and that no other qualified persons are available to fill the position**;
3. The commissioner certifies in writing to the division that the employing school system serves an area that lacks qualified teachers to serve in the position to be filled;
4. The retired member shall not be entitled to tenure status as provided in title 49, chapter 5, part 5;
5. Such retired member shall not be eligible to accrue additional retirement benefits, accrue leave or receive medical insurance coverage as a result of such employment;
6. The retired member shall not receive automatic credit for years of experience in determining compensation; provided, that the salary paid to such retired member for performing the teaching services shall not be less than the rate of compensation set by the school system for teachers with no experience filling similar positions, nor shall such salary exceed eighty-five percent (85%) of the rate of compensation set by the school system for teachers with comparable training and years of experience filling similar positions. Once such compensation is set, the retired member shall not be entitled to supplements paid under the career ladder program; and
7. The retired member's appointment to serve as a teacher cannot exceed one (1) year. The retired member may be reappointed to additional one-year periods, provided the conditions contained in this section are met for each such reappointment, including the certifications required in subdivisions (a)(2) and (3).

(b) The provisions of this section shall not be construed to prohibit any retired member or prior class member of the Tennessee consolidated retirement system, or any retiree of a local retirement fund receiving benefits in accordance with chapter 35, part 3 of this title from returning to service temporarily in a position covered by the Tennessee consolidated retirement system pursuant to § 8-36-805.

Application

The department supports districts in ensuring the most qualified educators are in classrooms. Retired educators should only be employed in emergencies. Prior to submitting the Application for Limited Re-Employment of Retired Teachers, districts must engage in strategic recruitment efforts and vet all candidates fully. After completing the required member information and conditions of reemployment and certification sections of the form, the form must be sent to the office of educator licensure and preparation for verification of information and commissioner approval. Once fully completed, the original form should be submitted to the Tennessee Consolidated Retirement System with a copy to the director of schools to communicate approval or denial.

Conditions of Reemployment and Certification

- The retiree must have been retired for at least one year
- The retiree must possess a professional teacher's license
- The salary must be limited to 85 percent of system salary based on comparable training and experience
- Tenure must not be awarded
- The retiree to be appointed must have the requisite experience, training, and expertise

Certification by Director of Schools

The director of schools must certify that:

a. the teacher to be reemployed is filing a vacant, high-need, mission-critical position [core academic, non-instructional leader] and is the most qualified candidate for the position;
b. the school district has engaged in thorough, responsible, position-specific recruitment efforts to find appropriately-endorsed candidates for the position AND has been unsuccessful in those efforts;
c. no other qualified person is available for employment in such position;
d. all conditions to be hired without loss of retirement benefits pursuant to Public Chapter 903, Acts of 2000 have been met; **and**
e. the increased pension liability will be funded from Basic Education Program (BEP) allocations or other available funds.

Substitute Teachers: 20 days

Educators must hold a valid Tennessee teaching license to be teaching in a public school. Educators without a valid teaching license cannot be staffed or evaluated in TNCompass. Substitute teachers are allowed by law to serve in their position for 20 days without a license, after the 20th day they are required to hold a license.

T.C.A. § 49-5-403. Teachers -- Licenses required.

(a) No person shall be employed to teach in any public elementary or high school or receive payment for teaching out of the public funds of any school system until the person has received a license from the commissioner or state board of education.

(b) As used in parts 2, 4 and 7 of this chapter, "employ," and all derivatives of "employ," means to put to work in a position compensated from public funds, and shall not be construed to preclude election by the local board of education of a teacher prior to that teacher's having received a license, in accordance with the rules and regulations of the state board of education.

T.C.A. § 49-3-312. Substitute teachers.

(a) A substitute teacher substituting for a regular teacher on leave authorized for a period not exceeding twenty (20) consecutive teaching days is not required to possess a teacher's license.

(b) A substitute teacher who is a retired teacher is not required to continue to renew the teacher's license in order to work as a substitute teacher. The rate of compensation for a retired teacher without an active teaching license must not be less than the rate of compensation set by the LEA for a retired teacher with an active teaching license. This subsection (b) only applies to retired teachers who retired after July 1, 2011, through July 1, 2016.

ESSA-required 20-Day Parent Notification

In Tennessee, in accordance with the Every Student Succeeds Act (ESSA) of 2015, all Title I schools are required to provide timely notice to parents of students who have been assigned to or taught by a teacher, for four or more consecutive weeks, when the teacher does not meet applicable state licensure requirements (*including professional qualifications developed by the LEA in alignment with an approved charter or strategic waiver application*) at the grade level(s) and subject area(s) in which the teacher has been assigned *(ESSA Sec. 1112 (e)(1)(B)(ii)).* In Tennessee, notification requirements apply to all educators in all LEA schools/programs. Notifications must be made within 10 business days following the four consecutive weeks. In compliance with ESSA requirements, parents must be notified of a teacher's professional qualifications under the following circumstances:

Public LEAs

When students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state licensure requirements at the grade level(s) and subject area(s) in which the teacher has been assigned.

Charter/Strategic Waiver LEAs

When students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet LEA professional qualification requirements in alignment with approved state licensure requirements for special education teachers at the grade level(s) and subject area(s) in which the teacher has been assigned. It is possible for a teacher to meet charter/strategic waiver LEA professional qualification requirements and not meet in-field requirements. In this circumstance, 20 Day Notification is not required.

- *Clearance certificate requirements are not subject to 20 Day Notification.*
- 20-day notifications are <u>not</u> required for paraprofessionals and substitute teachers.
    - Paraprofessionals: ESSA does not include paraprofessionals as educators for whom 20-day notifications must be sent.

In Tennessee, notifications must occur within 10 business days following the four consecutive weeks and, for verification purposes, notifications must contain:

- Day/month/year of notification
- Name of the teacher who has not met professional qualification requirements
- Name of the LEA and/or school/program
- Statement that the teacher has not met state certification OR LEA charter/strategic waiver professional qualification requirements for the grade level(s) and/or subject area(s) in which the teacher is assigned. Grade level and/or subject area must be identified.

In Tennessee, notification requirements apply to ALL educators in all LEA schools/programs. The LEA must maintain records of notifications that meet the above requirements.

Best Practices for 20-Day Parent Notification

ESSA does not prescribe the exact method of dissemination for notifications. In Tennessee, the following are considered best practices when notifying parents; a sample is provided on the following page.

- Develop written procedures for compliance which include a timeline and person, by position, responsible for verifying notification content, verifying dissemination of notification, and maintaining notification documentation.
- Notify parents in a format such that all parents have the opportunity to receive the information.
- Notify parents, to the extent practicable, in a language that they may understand.
- Ensure the notification includes a point of contact information by position, school/program, or LEA name.

Parent Notification Letter Template

To be issued if a teacher has taught a student for four or more consecutive weeks and does not meet state and/or LEA professional qualifications.

[Print on Letterhead]

[Month, Day, Year]

Dear Parent(s)/Legal Guardian(s):

In Tennessee, in accordance with the Every Student Succeeds Act (ESSA) of 2015, all Title I schools are required to provide timely notice to parents of students who have been assigned to or taught by a teacher, for four or more consecutive weeks, when the teacher does not meet applicable state licensure requirements at the grade level(s) and subject area(s) in which the teacher has been assigned. *ESSA Sec. 1112 (e)(1)(B)(ii)*

We are notifying you that your child's [insert grade–if applicable–and course] teacher, [educator name], does not meet state and/or district professional qualifications. [Insert name of LEA or school] is working with this teacher to ensure that the necessary steps are taken in order to meet these requirements.

[Insert educator name] has [insert qualifications, such as the name of the degree the teacher earned and the college from which it was earned] and has taught in a local school for [insert number, if relevant] years.

We will closely monitor this class to ensure students are receiving adequate instruction. However, if you have additional questions or concerns about your child's educational progress or teacher, you may contact me.

Sincerely,
Name, Title
Telephone
Email

Screening Licensed and Non-Licensed Applicants

For over 25 years, the National Association of State Directors of Teacher Education and Certification (NASDTEC) has helped keep students safe by maintaining the *NASDTEC Educator Identification Clearinghouse*. *The Clearinghouse i*s used by the educator certification/licensure agencies in all 50 states, the District of Columbia, Department of Defense schools, and U.S. Territories (except Puerto Rico) to screen out-of-state licensure applicants to identify those who have had an adverse action taken against their certificates. The Clearinghouse is now available to local school districts as well.

Since most adverse actions taken against an educator's license are not prosecuted as criminal offenses, the educator's misconduct may not show up in a traditional criminal background check. By including the Clearinghouse in its screening of licensed and non-licensed applicants, a school district can make more fully informed hiring decisions. A brief overview video about *The Clearinghouse* is available here.

Endorsements

District & School Endorsement Flexibility

Teaching One Course Out of Area of Endorsement

Per State Board of Education Administrative Rules and Regulations 0520-01-02-.03 Employment Standards, a teacher may teach up to two (2) sections of one (1) course outside the area of endorsement. For a teacher to teach more than one (1) course or more than two (2) sections of one (1) course outside the area of endorsement, an employment standard waiver must be requested and approved. Teachers assigned two (2) or more sections of a course outside the area of endorsement before June 30, 1976, may continue to teach those courses until a new assignment is made by the local school officials.

Flexibility – Grade Span of Endorsement/in School

Tennessee districts and schools may exercise limited flexibility according to the following table:

Grade-level of Endorsement Held	Flexibility to Teach
Pre-K–3	Any course in grade 4 in a school that includes grade 3
K–5	Any course in grade 6 in a school that includes grade 5
6–8	Courses in grade 5 in the same content area as the 6–8 endorsement
6–12	Courses in grade 5 in the same content area as the 6–12 endorsement
7–12	Courses in grades 5 and 6 in the same content area as the 7–12 endorsement

Endorsement areas and grade spans not listed in this table are ineligible for flexibility (e.g.; an educator who holds an endorsement in grades 4–8 may not also teach grade 3).

Additional Endorsements Added by Content Assessments Only

Educators may apply for additional endorsements by content assessments only for each endorsement an educator is seeking to add if all of the criteria below are met. Educators who are eligible to apply for an additional endorsement by content assessments only:

1. have completed an approved educator preparation program;
2. hold an active Tennessee educator license; **and**
3. have obtained qualifying scores on all state-required content assessments that are:
    a. submitted to the department directly by the assessment administrator (e.g., ETS or Pearson);
    b. the assessments and scores required at the time of application for the additional endorsement (qualifying scores on assessments no longer used may not be used for the purpose of adding endorsements by assessment only); **and**
    c. no more than five years old at the time of application for additional endorsement.

The following table lists endorsements that may be added by assessments only. Educators seeking an additional endorsement not listed in the table below must receive a recommendation from an approved educator preparation provider verifying that the requirements for completion of an approved additional endorsement program are met. Educators who completed an approved program of study a in a state other than Tennessee must upload an Out-of-State Verification of Completion form as an attachment in TNCompass to support an application for additional endorsement.

Endorsement Held		Additional Endorsement Options by Content Assessments Only
Category (Grade Span)	**Content Area**	
College, Career, & Technical Education Academic Secondary Grades (6–12; 9–12)	Agribusiness	College, Career, & Technical Education Academic (All) Secondary Grades (6–12; 9–12) Core Academic Middle Grades (6–8 only) Middle and Secondary Grades (6–12 only) World Languages (6–12 only)
	Agriscience	
	Business Education	
	Business Technology	
	Early Childcare and Services	
	Family and Consumer Science	
	Food Production and Management Services	
	Marketing	
	Tech– Engineering	
Core Academic Middle Grades (4–8; 6–8)	English/Language Arts	Core Academic Middle Grades (6–8 only)
	Mathematics	
	Middle Grades Education	
	Science	
	Social Studies	

Endorsement Held		Additional Endorsement Options by Content Assessments-Only
Category (Grade Span)	**Content Area**	
College, Career, & Technical Education Academic Secondary Grades (6–12; 9––12)	Agribusiness	College, Career, & Technical Education Academic (All) Secondary Grades (6–12; 9–12) Core Academic Middle Grades (6–8 only) Middle and Secondary Grades (6–12 only) World Languages (6–12 only)
	Agriscience	
	Business Education	
	Business Technology	
	Early Childcare and Services	
	Family and Consumer Science	
	Food Production and Management Services	
	Marketing	
	Tech– Engineering	
Core Academic Middle Grades (4–8; 6–8)	English/Language Arts	Core Academic Middle Grades (6–8 only)
	Mathematics	
	Middle Grades Education	
	Science	
	Social Studies	

Endorsement Held		Additional Endorsement Options by Content Assessments-Only
Category (Grade Span)	**Content Area**	
Core Academic Middle and Secondary Grades (6–12; 7–12)	Biology	College, Career, & Technical Education Academic (All) Secondary Grades (6–12; 9–12) Core Academic Middle Grades (6–8 only) Middle & Secondary Grades (6–12 only) World Languages (6–12 only)
	Chemistry	
	Earth Science	
	Economics	
	English	
	Geography	
	Government	
	History	
	Mathematics	
	Physics	
	Psychology	
	Sociology	
	Speech Communication	
Early Childhood Education (pre-K–3; pre-K–K)	Early Childhood Education	Early Childhood Education (pre-K–K only)
	Early Development/ Learning	N/A
Elementary Education (K–6; K–5)	Elementary Education	N/A
Fine Arts (K–12)	Computer Science	Core Academic Middle Grades (6–8 only) Middle and Secondary Grades (6–12 only) College, Career, & Technical Education Academic (All) Secondary Grades (6–12; 9–12) Fine Arts (All) Physical Education and Health (All)
	Dance	
	Instrumental/General Music	
	Theatre	
	Visual Arts	
	Vocal/General Music	

Endorsement Held		Additional Endorsement Options by Content Assessments-Only
Category (Grade Span)	**Content Area**	
Library Information Specialist (pre-K–12)	Library Information Specialist	College, Career, & Technical Education Academic (All) Secondary Grades (6–12; 9–12) Core Academic Middle Grades (6–8 only) Middle and Secondary Grades (6–12 only) Fine Arts (All) Physical Education and Health (All)
Physical Education and Health (K–12)	Health and Wellness	College, Career, & Technical Education Academic (All) Secondary Grades (6–12; 9–12) Core Academic Middle Grades (6–8 only) Middle and Secondary Grades (6–12 only) Fine Arts (All) Physical Education and Health (All)
	Physical Education	

Endorsement Held		Additional Endorsement Options by Content Assessments-Only
Category (Grade Span)	**Content Area**	
Reading Specialist (pre-K–12)	Reading Specialist	College, Career, & Technical Education Academic (All) Secondary Grades (6–12; 9–12) Core Academic Middle Grades (6–8 only) Middle and Secondary Grades (6–12 only) Fine Arts (All) Physical Education and Health (All)
Special Populations (pre-K–12)	Speech/Language Teacher	N/A

Endorsement Held		Additional Endorsement Options by Content Assessments-Only
Category (Grade Span)	**Content Area**	
Special Populations Special Education (K–12)	Special Education Comprehensive	College, Career, & Technical Education Academic (All) Secondary Grades (6–12; 9–12) Core Academic Middle Grades (6–8 only) Middle and Secondary Grades (6–12 only) Elementary Education (K–5 only) Fine Arts (All) Physical Education and Health (All) Special Populations Early Childhood Education (pre-K–3) Gifted Education pre-K–12 Special Education Comprehensive (K–12) Interventionist (K–8) Interventionist (6–12) Vision (pre-K–12)
	Special Education Modified	

Endorsement Held		Additional Endorsement Options by Content Assessments-Only
Category (Grade Span)	**Content Area**	
Special Populations Special Education (K–8)	Special Education Interventionist	Core Academic Middle Grades (6–8 only) Elementary Education (K–5 only) Special Populations Early Childhood Education (pre-K–3) Gifted Education pre-K–12 Special Education Vision (pre-K–12)
Special Populations Special Education (6–12)	Special Education Interventionist	College, Career, & Technical Education Academic Secondary Grades (6–12; 9–12) Core Academic Middle Grades (6–8 only) Middle and Secondary Grades (6–12 only) Special Populations Gifted Education pre-K–12 Special Education Vision pre-K–12
Special Populations Special Education (pre-K–12)	Special Education Hearing Special Education Vision Gifted Education	N/A

Endorsement Held		Additional Endorsement Options by Content Assessments-Only
Category (Grade Span)	**Content Area**	
Special Populations English as a Second Language (pre-K–12)	English as a Second Language	College, Career, & Technical Education Academic (All) Secondary Grades (6–12; 9–12) Core Academic Middle Grades (6–8 only) Middle and Secondary Grades (6–12 only) Middle and Secondary Grades (9-12) Fine Arts (All) Physical Education and Health (All)
Special Populations Early Childhood Education (pre-K–3)	Special Education Early Childhood	N/A
World Languages All Grades (pre-K–12)	Arabic	College, Career, Fine Arts Technical Education Academic (All) Secondary Grades (6–12; 9–12) Core Academic Middle Grades (6–8 only) Middle and Secondary Grades (6–12 only) Fine Arts (All) Physical Education and Health (All) World Languages – Secondary (pre-K–12)
	American Sign Language	
	Chinese	
	French	
	German	
	Greek	
	Japanese	
	Latin	
	Other World Languages	
	Russian	
	Spanish	

Endorsement Held		Additional Endorsement Options by Content Assessments-Only
Category (Grade Span)	**Content Area**	
World Languages Middle and Secondary Grades (6–12; 7–12)	Arabic American Sign Language Chinese French German Greek Japanese Latin Other World Language Russian Spanish	College, Career, & Technical Education Academic (All) Secondary Grades (6–12; 9–12) Core Academic Middle Grades (6–8 only) Middle and Secondary Grades (6–12 only) World Languages All (6–12) Middle and Secondary Grades (6–12)

Appendix

Application for Permit to Teach

Individual Information

Last Name: _____ *First Name:* _____ *Middle Initial* _____

Social Security Number: _____ *Area Code and Phone Number:* _____ *Email Address:* _____

Prior TN License Number (if applicable): _____ *Prior License Type(s) Held (e.g.; Professional, Practitioner, Instructional Leader):* _____ *License Expiration Date:* _____

Prior endorsement(s) held (name, code): _____ *Endorsement for permit (name, code):* _____ *Course name(s), code(s), number of sections for assignment pending a permit:* _____

☐ *The individual for whom the permit is requested currently holds a bachelor's degree from a regionally accredited institution, and official transcripts are submitted to the department.*

First Year Permit - Content Knowledge Verification

First year permit applications must indicate which of the following two content knowledge verification methods were used. Choose one:

☐ **Option 1:**

- The individual successfully completed 6 credit hours (at a regionally accredited institution) in the content area of the endorsement for the permit requested (official transcripts must be submitted to the department) , **or**
- The individual obtained a degree in the content area (from a regionally accredited institution).

☐ **Option 2:**

The individual earned qualifying scores on the required specialty area content assessment(s), and scores are submitted to the department.

Second Year Permit - Progress Toward Full Licensure

☐ **Option 1:** The individual earned qualifying scores on the required specialty area content assessment(s), and scores are submitted to the department.

☐ **Option 2:** The educator is enrolled on-track in, or completed, an approved educator preparation program leading to licensure with endorsement in the area in which the permit is requested *(complete program enrollment information below).*

Third Year Permit (*Required*) Second Year Permit (*Option 2*) - Educator Preparation Program Enrollment

☐ *The individual is enrolled on-track in, or completed, an approved educator preparation program leading to licensure.*

Educator Preparation Program Name: _____ *Hours Completed:* _____ *Educator Preparation Provider Name:* _____

Application for Permit to Teach

Individual Information

Date individual staffed in permit position: _____ *School Name:* _____ *School Number:* _____

Academic Year: _____ *System Name:* _____ *System Number:* _____

☐ *The permit is requested to fill a vacant, high need, mission-critical position (core academic, non-instructional leader); and the school district engaged in a thorough, responsible, position-specific recruitment effort to find an appropriately licensed and endorsed candidate for the position for which the permit is requested, and has been unsuccessful in those efforts (documentation of recruitment efforts must be submitted with this application).*

Rationale for why the individual recommended for the permit is the most qualified candidate:

Email address of LEA contact person for questions about this application:

_____ _____

Signatures

I hereby certify the information provided in this application is true and correct.

Individual Name (Print): _____ *Individual Signature:* _____ *Date:* _____

Human Resources Contact Name (Print): _____ *Human Resources Contact Signature:* _____ *Date:* _____

Director of Schools Name (Print): _____ *Director of Schools Signature:* _____ *Date:* _____

Board Chair Name (Print): _____ *Board Chair Signature:* _____ *Date:* _____

TO BE COMPLETED BY THE DEPARMENT OF EDUCATION

Division Recommendation: ☐ **Approve** ☐ **Deny (See Comments Below)**

Division Approval:

_____ *Date:* _____

Eric Shaye Olmstead, Director of Licensure & Operations

Commissioner of Education Approval:

_____ *Date:* _____

Penny Schwinn, Ph.D.

Additional Comments:

Submit completed applications via email to Educator.Licensure@tn.gov

Employment Standards Waiver Application

Educator Information

Last Name: *First Name:* *Middle Initial*

Social Security Number: *Area Code and Phone Number:* *Email Address:*

TN License Number: *License Type(s) Held (e.g.; Professional, Practitioner, Instructional Leader):* *License Expiration Date:*

Current endorsement(s) held: *Endorsement(s) for waiver:* *Course name(s), code(s), number of sections for assignment pending a waiver:*

☐ *The educator currently holds an endorsement that is no more than two (2) grade levels outside of the grade-span for which a waiver is requested.*

First Year Waiver - Content Knowledge Verifcation

First year waiver applications must indicate which of the following two content knowledge verification methods were used. Choose one:

☐ **Option 1:**

- ○ The educator successfully completed 6 credit hours (at a regionally accredited institution) in the content area of the endorsement for which a waiver is requested (official transcripts must be submitted to the department) , **or**
- ○ The educator obtained a degree in the content area (from a regionally accredited institution).

☐ **Option 2:**

The educator earned qualifying scores on the required specialty area content assessment(s), and scores are submitted to the department.

Second Year Waiver - Additional Endorsement Progress

☐ **Option 1:**

The educator earned qualifying scores on the required specialty area content assessment(s), and scores are submitted to the department.

☐ **Option 2:**

The educator is enrolled on-track in an approved additional endorsement program.

If the endorsement may be added by assessment only, the educator is eligible for a waiver for only one (1) year before qualifying assessment scores and an application to add the endorsement must be submitted to the department.

Educator Preparation Program Enrollment - Required for Third Year Waivers, Optional for Second Year Waivers

☐ *The educator is enrolled on-track in an approved educator preparation program leading to an additional endorsement.*

Educator Preparation Program Name: *Hours Completed:* *Educator Preparation Provider Name:*

Local Education Agency Information

Date educator staffed in waiver position: *School Name:* *School Number:*

Academic Year: *System Name:* *System Number:*

☐ *The waiver is requested to fill a vacant, high need, mission-critical position (core academic, non-instructional leader); and the school district engaged in a thorough, responsible, position-specific recruitment effort to find an appropriately licensed and endorsed candidate for the position for which the waiver is requested, and has been unsuccessful in those efforts (documentation of recruitment efforts must be submitted with this application).*

Rationale for why the educator recommended for the waiver is the most qualified candidate:

Email address of LEA contact person for questions about this application:

I hereby certify the information provided in this application is true and correct.

Educator Name (Print): *Educator Signature:* *Date:*

Human Resources Contact Name (Print): *Human Resources Contact Signature:* *Date:*

Director of Schools Name (Print): *Director of Schools Signature:* *Date:*

Submit completed applications via email to Educator.Licensure@tn.gov

Employment Standards Waiver Application

TO BE COMPLETED BY DEPARMENT OF EDUCATION

Division Recommendation: ☐ **Approve** ☐ **Deny (See Comments Below)**

Division Approval:

_____ *Date:* _____

Eric Shaye Olmstead, Director of Licensure & Operations

Commissioner of Education Approval:

_____ *Date:* _____

Penny Schwinn, Ph.D.

Additional Comments:

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Tennessee Department of Education – Office of Educator Licensure & Preparation
Personal Affirmation Form – Required Documentation for All Permit & Waiver Applications

710 James Robertson Parkway - Andrew Johnson Tower, 9th Floor - Nashville, TN 37243

The information on this page must accompany any request for licensure transactions in the State of Tennessee. Please complete using black ink. Required items are identified with an asterisk (*). **The personal affirmation section must be completed.**

SECTION 1. CONTACT AND DEMOGRAPHIC INFORMATION

This section must be completed. Please be certain to provide accurate information.

First Name* **Middle Name*** **Last Name*** **(Maiden/Other Last Name)**

Date of Birth* (MM/DD/YYYY) **Street/P.O. Box*** **City*** **State*** **Zip Code***

Primary Telephone Number* **(999) 999-9999** **Secondary Telephone Number** **(999) 999-9999** **Social Security Number*** **999-99-9999**

Primary Email Address* **Secondary Email Address**

The following information is collected for the purposes of federal reporting requirements. Please provide responses for ethnicity, race and gender.

1. Ethnicity – Choose one _____Hispanic or Latino _____Not Hispanic or Latino
2. Race – Mark all that apply _____American Indian or Alaska Native _____ Asian _____Black or African American _____Native Hawaiian/Other Pacific Islander _____White
3. Gender _____ Male _____ Female

SECTION 2. PERSONAL AFFIRMATION*

This section must be completed. False statements made in this application may constitute grounds to take action, revoke or deny a license. Check the appropriate response for each question. Do not include matters that the State Board of Education has previously investigated and found "No Probable Cause" to take any disciplinary action.

__Yes __No 1. Have you been convicted of a felony, including conviction on a plea of guilty, a plea of *nolo contendere* or granting pre-trial diversion?

__Yes __No 2. Have you ever been convicted of the illegal possession of drugs, including conviction on a plea of guilty, a plea of *nolo contendere* or an order granting pre-trial diversion?

__Yes __No 3. Have you had a teacher's certificate/license revoked, suspended or denied, or have you voluntarily relinquished a certificate/license. (Allowing a license to expire does not apply.)

__Yes __No 4. Is there any action pending against your certification/license or application in another state?

- If you have answered "Yes" to question 1 or 2, please attach details of conviction, include date and location of conviction, and court certified copies of the judgment, conviction, and sentencing.
- If you have answered "Yes" to question 3 or 4, please attach details naming the state and/or issuing authority and explain the circumstances.

SECTION 3. SIGNATURE AND DATE

This section must be completed.

Applicant Signature **Date**

SECTION 4. LICENSURE TRANSACTION REQUESTED

_____ Waiver _____ Permit