



STATE OF TENNESSEE  
**HIGHER EDUCATION COMMISSION**  
312 ROSA L. PARKS AVE., 9TH FLOOR  
NASHVILLE, TENNESSEE 37243-1102  
(615) 741-5293

**APPLICATION FOR SCHOOL PERSONNEL  
(USE ONLY FOR INSTITUTIONAL DIRECTORS)**

A completed application must be submitted for an institutional director as defined by [Rule 1540-01-02-.03\(34\)](#). All applications must be submitted no later than ten (10) business days after the hire date pursuant to [Rule 1540-01-02-.07\(07\)\(a\)](#). Staff assistance with completing this form is available at (615) 741-5293.

Do not use this form for any school personnel other than the institutional director. Note that Institutions must maintain evidence of all instructor and administrative personnel qualifications on-site at the institution. See [Rule 1540-01-02-.16\(1\)](#).

*This application does not apply to institutions with Optional Expedited Authorization status.*

INSTITUTIONAL DATA			
<b>Institution Name:</b>			
<b>DPSA Institution Code</b> (Applicable if Previously Authorized):			
<b>Physical Location Address</b>			
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>ZIP:</b>	<b>County:</b>
<b>Mailing Address</b> (This address is used only if the institution is unable to receive mail at the physical location.)			
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>ZIP:</b>	
<b>Institution Contact Data</b>			
<b>Contact Person for this Application</b>			
<b>Name:</b>			
<b>Telephone No.:</b>	<b>Email:</b>		

PERSONNEL INFORMATION			
<b>Name of Personnel:</b>	<input type="checkbox"/> <b>Newly Hired</b>	<input type="checkbox"/> <b>Recently Promoted</b>	
<b>Title</b> (If Other Than Institutional Director):			
<b>Date Hired/Promoted</b> (mm/dd/yyyy):	<input type="checkbox"/> <b>Full-Time</b>	<input type="checkbox"/> <b>Part-Time</b>	
<b>Home Address:</b>			
<b>City:</b>	<b>State:</b>	<b>ZIP:</b>	<b>County:</b>
<b>Date of Birth</b> (dd/mm/yyyy):	<b>Gender:</b>		
<b>Will this applicant also serve as an instructor?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> (If yes, please complete the Summary of Qualifications for Instructors.)			
<b>Direct Telephone No.:</b>	<b>Cell Phone No.:</b>		
<b>Email Address:</b>			

**EDUCATION**

**High School:**

**City:**

**State:**

**Year of Graduation:**

List all postsecondary educational institutions the applicant attended, beginning with the most recent. If more space is needed, please list on a separate document and attach to this application.

Institution	City, State	Major/Minor	Type of Degree/Certificate	Year of Award

**LICENSURE**

**Does the applicant currently hold a professional certification or license?** (If yes, please attach a copy of the professional certification or license.)  **Yes**  **No**

**EXPERIENCE**

List each position the applicant has held in the last seven (7) years, beginning with the most recent. If more space is needed, please list on a separate document and attach to this application.

Name of Company/Institution	Title	Description of Duties or Subjects Taught	Start Date	End Date

If the applicant will serve as an instructor, you **MUST** list the courses to be taught and the credential-level of each course (e.g. certificate, diploma, associate, bachelors, masters, doctorate).

Name of Course	Credential Level

**Are any of the courses to be taught general education courses?**  **Yes**  **No**

**Institutional Director:**

- is a graduate of an accredited college or university; **AND**
- has at least one (1) year experience in administration or institutional management; **OR**
- has total years of administration or institutional management experience in postsecondary education that equals at least five (5) years.

**SUMMARY OF QUALIFICATIONS FOR INSTRUCTORS** - This **MUST** be completed if you indicated that the applicant will also serve as an instructor. For more information, please refer to [Rule 1540-01-02-.16\(5\)](#).

**Instructing at the doctorate level:**

- holds a doctorate degree from a college or university; **AND**
- the doctorate degree is in a major or concentration in the subject area to be taught; **OR**
- has a minimum of one (1) year of practical experience within the last five (5) years in the subject area to be taught; **AND**
- has completed nine (9) semester hours or twelve (12) quarter hours of doctoral level courses in the subject.

**Instructing at the master's level:**

- holds a master's or higher degree from a college or university; **AND**
- the masters or higher degree is in a major or concentration in the subject area to be taught; **OR**
- has a minimum of one (1) year of practical experience within the last five (5) years in the subject areas to be taught; **AND**
- has completed nine (9) semester hours or twelve (12) quarter hours of graduate level courses in the subject.

**Instructing at the baccalaureate level:**

- holds a baccalaureate or higher degree from a college or university; **AND**
- the baccalaureate degree is in a major or concentration in the subject area to be taught; **OR**
- has a minimum of one (1) year of practical experience within the last five (5) years in the subject area to be taught; **AND**
- has completed nine (9) semester hours or twelve (12) quarter hours in the subject area to be taught. Additional years of documented experience in the subject area may be substituted for semester/quarter hour requirements. If relying on such experience, the institution must provide on a separate document, and attach to this application, a detailed explanation of the experience obtained and relevancy of the experience to the subject area to be taught.

**Instructing at the associate level:**

- meets the minimum requirements for doctorate, masters, or baccalaureate level (must complete the applicable credential level above as well); **OR**
- holds an associate degree from a postsecondary institution; **AND**
- the associate degree is with a concentration in the subject to be taught and one (1) year of practical experience; **OR**
- has a minimum of two (2) years of practical experience within the last five (5) years in the subject area to be taught; **AND**
- has completed nine (9) semester hours or twelve (12) quarter hours in the subject area to be taught. Additional years of documented experience in the subject area may be substituted for semester/quarter hour requirements. If relying on such experience, the institution must provide on a separate document, and attach to this application, a detailed explanation of the experience obtained and relevancy of the experience to the subject area to be taught.

**Diploma and certificate level courses or programs:**

- meets the minimum requirements for doctorate, masters, baccalaureate, or associate level instruction (must complete the applicable credential level above as well); **OR**
- holds a high school diploma or GED and a certificate of completion from a postsecondary institution in a relevant subject area; **AND**
- has a minimum of three (3) years of practical experience within the last seven (7) years in the subject area to be taught. Additional years of documented experience in the subject area may be substituted for the postsecondary educational requirements. If relying on such experience, the institution must provide on a separate document, and attach to this application, a detailed explanation of the experience obtained and relevancy of the experience to the subject area to be taught.

**Instructing general education courses:**

- holds a master's degree; **OR**  
 holds a baccalaureate degree, but at least twenty-five percent (25%) of the general education staff has earned a master's degree or equivalent.

**CRIMINAL HISTORY**

**Has the applicant ever been found guilty of or pled guilty to a capital crime or a felony involving moral turpitude?**

- Yes**     **No** (If yes, please attach an explanation.)

**Has the applicant had any sanctions against the applicant from any state or government agencies?**

- Yes**     **No** (If yes, please attach an explanation.)

## ATTACHMENT CHECKLIST

Do not submit this application for review without any of the following attachments that are required based on the information provided above.

<b>DOCUMENTATION TO BE ENCLOSED WITH THIS APPLICATION</b>	
<input type="checkbox"/>	1. <b>PROFESSIONAL CERTIFICATION OR LICENSE</b> – If the applicant currently holds a professional certification or license, attach a copy of the certification or license.
<input type="checkbox"/>	2. <b>SUBSTITUTION OF EXPERIENCE FOR SEMESTER/CREDIT HOUR REQUIREMENTS</b> – If this application is for an institutional director/instructor who is requesting to substitute experience for semester/credit hour requirements, submit a detailed explanation of the experience obtained and relevancy of the experience to the subject area to be taught.
<input type="checkbox"/>	3. <b>CRIMINAL HISTORY</b> – If the applicant answered yes to the questions under the “Criminal History” section, provide a written explanation for each affirmative answer.

**Statement of Institutional Director:**

- I hereby certify that the above statements are true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Statement of Owner, Regional Director, General Counsel, or Other Authorized Corporate Representative:**

- I have checked the information above and believe that the statements are true and accurate and that the applicant is of good moral character.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**This Application for School Personnel and supporting documentation must be submitted to the Division of Postsecondary State Authorization (DPSA) as explained at**

<https://www.tn.gov/the/bureaus/student-aid-and-compliance/postsecondary-state-authorization/dpsa-links-and-forms.html>.

**KEEP A COMPLETE COPY OF THE APPLICATION PACKAGE FOR THE INSTITUTIONAL FILES.**