



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
ADULT EDUCATION DIVISION
220 French Landing Drive
Nashville, TN 37243-1002
(615) 741-7054

ADULT EDUCATION POLICY – INSTRUCTOR QUALIFICATIONS

Effective Date: January 5, 2021

Date Issued: January 4, 2021

Last Version Issued: January 11, 2019

SUMMARY OF REVISIONS

1. Added new LINCS training options to and removed outdated options from the Tennessee Educator License Waiver.

AUDIENCE

- Local Adult Education program directors and instructors

EXECUTIVE SUMMARY

This policy outlines the minimum requirements that qualify an individual to be employed as an instructor with TDLWD Adult Education funds.

ROLES AND RESPONSIBILITIES

Title	Role or Responsibility
Local Adult Education Program Directors	Ensure instructors hired to teach AE classes have a minimum of a bachelor’s degree and the requisite licensure, certification, or waiver. Maintain records of instructors’ credentials in personnel files.
Local Adult Education Program Instructors	Fulfill minimum instructor qualifications requirements as a condition of teaching AE classes.

POLICY

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1. Instructor Qualifications Requirements

All instructional staff members who will be paid with TDLWD funds must meet the following minimum qualifications:

- (a) Hold a minimum of a bachelor’s degree; AND
- (b) Hold an active Educator License issued by the Tennessee Department of Education at the time of hire; OR
- (c) Hold an active Teaching English to Speakers of Other Languages (TESOL) of Teaching English as a Foreign Language (TEFL) certification at the time of hire; OR
- (d) Complete the Educator License waiver requirements outlined in the [Tennessee Educator License Waiver form](#).¹ These requirements must be completed as part of the instructor’s initial training.

¹ See <https://goo.gl/waqYdl>

TDLWD AE POLICY – INSTRUCTOR QUALIFICATIONS

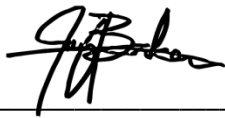
GOVERNANCE

Grantees must keep proof of these qualifications on file for the duration of each instructor's period of employment. Proof of qualification is not required to be submitted to TDLWD for approval; however, documentation must be made available for review by TDLWD upon request.

Note: The new waiver requirements established by this policy apply only to instructors hired after the effective date listed above.

CONTACT

For any questions related to this policy, please contact Teresa Smith, Assistant Administrator - Program Development & Operations, at TL.Smith@tn.gov.



Jay Baker, Assistant Commissioner of Adult Education