

Tennessee Department of Education
Employment Standards Waiver Application

RECEIVED
OCT 20 2014
Kimberly

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

Section 1 - General Information		
Last Name (First, Middle, Last): <i>Spining</i>	First Name <i>Erin</i>	Middle Initial <i>D.</i>
Social Security #: [REDACTED]	TN License#: <i>000232046</i> ✓	Expiration Date: <i>8/31/2017</i> ✓
Area Code + Phone Number [REDACTED]	Email Address: [REDACTED] ✓	
Certificate Type(s) <i>Apprentice</i> ✓	Current Endorsement(s) Held <i>002, 101</i> ✓	
System Name: <i>MNPS</i>	System #: <i>190</i> ✓	
School Name: <i>Ross Early Learning</i>	School #: <i>605</i> ✓	
School Year: <i>2014-15</i> ✓	Date of Hire: <i>7.31.2014</i>	Date Educator Placed in Waiver Position: <i>7.31.2014</i>
Subject(s) and Course Code(s) of Waiver Position to be Filled: <i>0002, 2223, 2224</i> ✓	Endorsement(s) Needed for the Waiver Position: <i>467</i> ✓	
Year of Waiver Request: (Check One) <input checked="" type="checkbox"/> 1 st Year <input type="checkbox"/> 2 nd Year (passed tests and/or enrolled in program, required) <input type="checkbox"/> 3 rd Year (all tests passed and evidence of progress in coursework, required)		
Section 2 - Recruiting and Staffing Information		
Approval criteria checklist:		
<input type="checkbox"/> The waiver is being requested to fill a vacant, high need position		
<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: <i>Sept. 20; Oct 2; Jan. 19, 2015</i>	
Has applicant taken and passed appropriate Praxis test(s): (Check one) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Score(s) _____	Is applicant enrolled in a university/college program: (Check one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name of university/college program:	Number of program hours COMPLETED:	

RECEIVED
NOV - 3 2014

Educator Licensing

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 <i>Erin D. Spining</i>		Educator Signature/Date <i>Erin D. Spining</i>	
Human Resources Contact - Print <i>Kimberly F. Jackson</i>	Human Resources Contact - Email <i>Kimberly.Jackson@mnps.org</i>	Human Resources Signature/Date <i>Kimberly F. Jackson 10.14.14</i>	
Director of Schools Name - Print <i>Dr. Jesse Register</i>		Director of Schools Signature/Date <i>Jesse Register</i>	

Submit completed application to:
Tennessee Dept. of Education, Office of Educator Licensing 12th floor, 710 James Robertson Pkwy, Nashville TN 37243-0376

Resubmission - Sharon Walker

Section 4 – TO BE COMPLETED BY DEPARTMENT OF EDUCATION

By checking "approve," the Division of Teachers & Leaders is making a recommendation for approval of a teacher waiver to the Commissioner of Education.

Approve Deny (see comments below)

Teachers & Leaders – Print
Jennifer Anderson

Teachers & Leaders – Signature/Date
Jennifer M Anderson 11/5/14

Kevin Huffman, Commissioner of Education – Print

Kevin Huffman, Commissioner of Education – Signature /Date

Kevin Huffman AK 11/13/14.

Additional Comments

**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: 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, 12th 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.

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:

Tennessee Dept. of Education, Office of Educator Licensing 12th floor, 710 James Robertson Pkwy, Nashville TN 37243-0376