

**Tennessee Department of Education
Employment Standards Waiver Application**

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

Section 1 – General Information		
Last Name (First, Middle, Last): Higgins	First Name Jessica	Middle Initial L
Social Security #: [REDACTED]	TN License #: 109727482	Expiration Date: 11/21/2015
Area Code + Phone Number [REDACTED]	Email Address [REDACTED]	
Certificate Type(s) Apprentice 22 ✓	Current Endorsement(s) Held 499 ✓	
System Name: Warren County Schools	System #: 890	
School Name: VARIOUS	School #: 890	
Date of Hire: July 1, 2014	Date Educator Placed in Waiver Position: 8-5-2014	
Subject(s) and Course Code(s) of Waiver Position to be Filled: Speech Lang Teacher 9438, 9439, 9440, 9441 ✓	Endorsement(s) Needed for the Waiver Position: 458 ✓	
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 checked="" 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 checked="" 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Praxis registration date : N/A
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of university/college program: Tennessee State University	Number of program hours COMPLETED: 6 prerequisite - 0 hrs graduate

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 Jessica Higgins		Educator Signature/Date <i>Jessica Higgins</i>	
Human Resources Contact – Print Roy J. Pierce IV	Human Resources Contact – Email piercer1@k12tn.net	Human Resources Signature/Date <i>R. Pierce IV</i> 7-1-14	
Director of Schools Name – Print John R Cox		Director of Schools Signature/Date <i>J. R. Cox</i> 7-7-14	

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

2014 JUL -8 PM 4:30
 EDUCATOR LICENSING DIVISION

Section 4 – TO BE COMPLETED BY DEPARTMENT OF EDUCATION	
<i>Teachers & Leaders Recommendation</i>	
<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny (See Comments Below)	
<i>Teachers & Leaders Name - Print</i>	<i>Teachers & Leaders Signature/Date</i>
Hal'Jay Douglas	 08/05/14
<i>Kevin Huffman, Commissioner of Education</i>	<i>Kevin Huffman, Commissioner of Education Signature /Date</i>
	 HC 8/14/14
<i>Additional Comments</i>	

**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:** Where do I locate the Subject and Course Code(s) assignment?
Answer: The information can be found in the Correlations of Course & Endorsement Codes Document.
<http://www.tn.gov/education/districts/correlations.shtml>
- 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.

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