



Tennessee Department of Education Individualized Education Account (IEA) Program

Tutoring Services Agreement Form

This form must be completed and approved by the Tennessee Department of Education (the department) before IEA funds can be used to pay for services. This form is only valid for the 2016-17 school year. IEA account holder must submit a new Tutoring Services Agreement Form each school year, for each provider.

- This form does not endorse any products, providers, services, etc. This form only approves that the IEA account Holder can use IEA funds to purchase products or services listed on this form.
- It is the responsibility of the IEA account holder to always verify background checks, and license accreditations. By signing this document, the IEA account holder is verifying that he or she has seen proof of current year background checks, license accreditations, and understands those particular documents.

Directions: Please complete the following form, and submit your completed form through your IEA portal.

Student Name	
Student ID Number	
Account Holder Name	
Date	

IEA funding may be used to hire tutors for the approved subject areas listed in the *Parent Handbook*. Parents must submit this completed form **and** documentation of the individual tutor's credentials/ accreditation to the department.

Individual tutors must meet one of the following criteria:

- has a state teaching certificate in elementary, secondary, or special education;
- is Nationally Board Certified;
- passed the Praxis test in the subject area and/or grade level they are tutoring; or
- holds a bachelor's degree or higher in the specific subject area being taught from an accredited university



Individual Tutor Information

Tutor Name		Subject Area(s)	
Credentials			
State Teaching License Number (if applicable)			
Phone Number		Email Address	
Business Address			
City		State	ZIP Code

IEA Account Holder Agreements

By signing your initials in the right-hand column, you are acknowledging your agreement to each statement.

Agreement Statements	Initials
I understand that the use of IEA funds must be for the sole benefit of the participating student for which the IEA account is established.	
I understand that it is my responsibility to notify the department if any of the information reported in this form changes.	
I certify that the provider has completed a criminal background check pursuant to the Rules of the State Board of Education Chapter 0520-01-11.	
I certify that the provider has never been convicted of a felony, including conviction on a plea of guilty, a plea of nolo contendere or order granting pre-trial diversion.	
I understand that it is a conflict of interest and against IEA program rules and procedures for a family member of a participating student, including step parent or a member of a participating student's household, to provide services or professional recommendations.	
I certify that I have seen this year's background checks, license accreditations, and that I understand the particular documents.	
I certify the information provided in this form, including any supporting documentation is truthful and accurate. I further understand that any false statements or documentation may result in the student's account being frozen, the student being removed from the IEA program, closure of the student's IEA account, and/or forfeiture	



of all funds remaining in the account. I further understand that if any false statements or documentation is provided, the department may prohibit the student and/or parent/guardian from enrolling in the IEA program and/ or being an IEA account holder in future.	
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Supporting Documentation

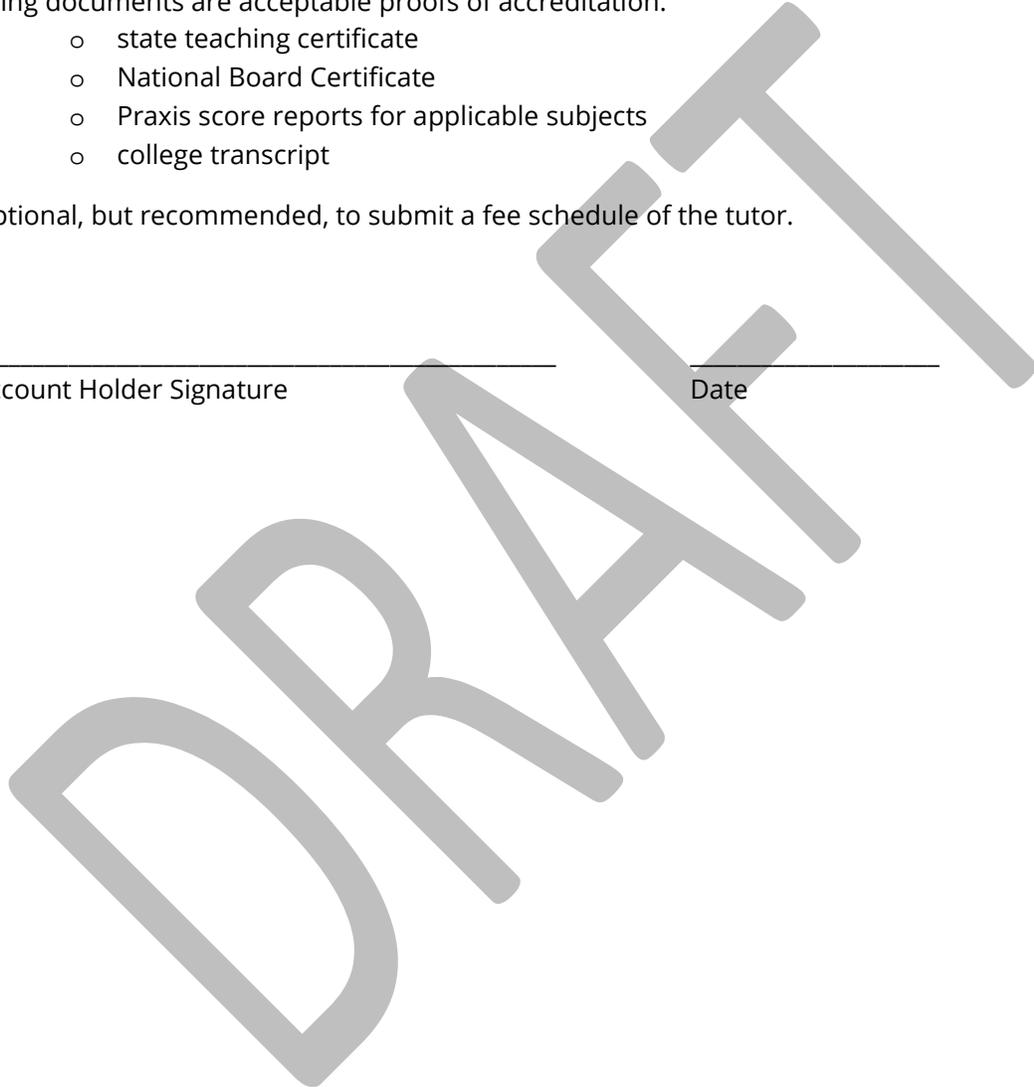
Along with this completed form, proof of the tutor’s credentials/accreditation must be attached. The following documents are acceptable proofs of accreditation:

- state teaching certificate
- National Board Certificate
- Praxis score reports for applicable subjects
- college transcript

It is optional, but recommended, to submit a fee schedule of the tutor.

IEA Account Holder Signature

Date





Tennessee Department of Education Individualized Education Account (IEA) Program

Tutoring Services Facility Agreement Form

This form must be completed and approved by the Tennessee Department of Education (the department) before IEA funds can be used to pay for services. This form is only valid for the 2016-17 school year. IEA account holder must submit a new Tutoring Services Agreement Form each school year, for each provider.

This form does not endorse any products, providers, services, etc. This form only approves that the IEA account Holder can use IEA funds to purchase products or services listed on this form.

Directions: Please provide the information in the fields below and upload form through your IEA portal.

Student Name	
Student ID Number	
Account Holder Name	
Date	

Individualized Education Account (IEA) funding may be used to hire tutors for the approved subject areas listed in the Parent Handbook.

Account holders must submit to the department the learning center or tutoring facility's credentials/ accreditation in place of the individual tutor(s). Documentation of the credentials must be included with this form.

Learning centers or tutoring facilities must meet one of the following criteria:

- Any accreditation division of AdvancED (the North Central Association Commission on Accreditation and School Improvement (NCA, CASI), the Northwest Accreditation Commission (NWAC), and the Southern Association of Colleges and School council on Accreditation and School Improvement (SACS CASI))
- Middle States Association of Colleges and Schools (MSA)



- New England Association of School and Colleges (NEASC)
- Western Association of Schools and Colleges (WASC)
- Council on Occupational Education (COE)

Tutoring Facility Information

Facility Name			Subject Area(s)		
Accreditation					
Phone Number			Email Address		
Business Address					
City		State		ZIP Code	

IEA Account Holder Agreements

By signing your initials in the right-hand column, you are acknowledging your agreement to each statement.

	Initials
I understand that the use of IEA funds must be for the sole benefit of the participating student for which the IEA account is established.	
I understand that it is my responsibility to notify the department if any of the information reported in this form changes.	
I understand that it is a conflict of interest and against IEA program rules and procedures for a family member of a participating student, including step parent or a member of a participating student's household, to provide services or professional recommendations.	
I certify the information provided in this form, including any supporting documentation is truthful and accurate. I further understand that any false statements or documentation may result in the student's account being frozen, the student being removed from the IEA program, closure of the student's IEA account, and/or forfeiture of all funds remaining in the account. I further understand that if any false statements or documentation is provided, the department may prohibit the student and/or parent/guardian from enrolling in the IEA program and/ or being an IEA account holder in future.	



Supporting Documentation

- Along with this completed form, proof of the tutoring facility's credentials/accreditation must be attached.
- It is optional, but recommended, to submit a fee schedule of the tutoring facility.

IEA Account Holder Signature

Date

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