

Re submission to Sharon Walker  
615-532-7856

Stew

ED-5496

Rev 8-5-14

Tennessee Department of Education  
Employment Standards Waiver Application

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

Section I - General Information

Last Name (First, Middle, Last): Douglas		First Name Olivia	Middle Initial D
Social Security #: [REDACTED]	TN License #: 000524003	Expiration Date: 8/31/2017	
Area Code & Phone Number [REDACTED]	Email Address: [REDACTED]		
Certificate Type(s) Apprentice ✓	Current Endorsement(s) Held history 7-12 (421) Govt 7-12 (423)		
System Name: Scott County	System #: ✓ 760		
School Name: Scott High	School #: ✓ 0048		
School Year: 2014-2015	Date of Hire: 8/18/14	Date Educ. Placed in Waiver Position: 8/11/14	
Subject(s) and Course Code(s) of Waiver Position to be Filled: Eng 12 3005 ENG IV		Endorsement # Needed for the Waiver Position: 001, 407	
Year of Waiver Request: (Check one) <input checked="" type="checkbox"/> 1 <sup>st</sup> Year <input type="checkbox"/> 2 <sup>nd</sup> Year (passed tests and/or enrolled in program, required) <input type="checkbox"/> 3 <sup>rd</sup> Year (all tests passed and evidence of progress in coursework, required)			

Section 2 - Recruiting and Staffing Information

Approval criteria checklist:

The waiver is being requested to fill a vacant, high need position

The waiver is being requested to fill a mission-critical position [core academic, non-instructional leader]

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

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: August, 2014
Has applicant taken and passed appropriate Praxis test(s): (Check one) <input 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:

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 Olivia Douglas Human Resources Contact - Print Mr. Bill Hall Director of Schools Name - Print Bill Hall	Educator Signature/Date Olivia Douglas 8/11/14 Human Resources Contact - Email Bill.hall@scottcounty.net Human Resources Signature/Date Bee Hall 8-14-14 Director of Schools Signature/Date Bee Hall 8-7-14
--	--

Submit completed application to:

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

bill.hall@scottcounty.net

**Section 4 – TO BE COMPLETED BY DEPARTMENT OF EDUCATION**

**Teachers & Leaders Recommendation**  
 Approve       Deny (See Comments Below)

<i>Teachers &amp; Leaders Name - Print</i>	<i>Teachers &amp; Leaders Signature/Date</i>
Jennifer M. Anderson	Jennifer M. Anderson 8/25/14
<i>Kevin Huffman, Commissioner of Education</i>	<i>Kevin Huffman, Commissioner of Education Signature /Date</i>
	Kevin Huffman HK 8/28/14.
<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, 12<sup>th</sup> 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](mailto: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 12<sup>th</sup> floor, 710 James Robertson Pkwy, Nashville TN 37243-0376