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ED-5496

Resubmitted 10/31/14  
Attn: Sharon Walker  
Tennessee Department of Education  
Employment Standards Waiver Application

Mailed 9/30/2014

Rev 7-15-14

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

Section 1 - General Information		
Last Name (First, Middle, Last): Wicker	First Name Rebecca	Middle Initial A
Social Security #: [Redacted]	TN License#: 000622271 ✓	Expiration Date: 8/31/2019
Area Code + Phone Number [Redacted]	Email Address: [Redacted] ✓	
Certificate Type(s) Out of State Teacher	Current Endorsement(s) Held 468, 499 ✓	
System Name: Maury Co. Public School	System #: 600 ✓	
School Name: J.R. Baker Elementary School	School #: 005 ✓	
School Year: 2014/2015	Date of Hire: 7/28/2014	Date Educator Placed in Waiver Position: 7/28/2014
Subject(s) and Course Code(s) of Waiver Position to be Filled: Special Education 9421 ✓		Endorsement(s) Needed for the Waiver Position: 459 ✓
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:		
<input checked="" type="checkbox"/> The waiver is being requested to fill a vacant, high need position		
<input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Praxis registration date: 3-14-2015	
Has applicant taken and passed appropriate Praxis test(s): (Check one) <input type="checkbox"/> Yes <input checked="" 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  
2014 OCT 03 PM 2:06  
DEPT OF EDUCATION  
CERTIFICATION

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 Rebecca A. Wicker		Educator Signature/Date Rebecca A Wicker	
Human Resources Contact - Print Debbie McKnight	Human Resources Contact - Email dmcknight1@mauryk12.org	Human Resources Signature/Date Debbie McKnight 9/20/14	
Director of Schools Name - Print Edward A. Hickman		Director of Schools Signature/Date [Signature] 9-29-14	

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

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

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

<i>Teachers &amp; Leaders Name - Print</i> Jennifer M. Anderson	<i>Teachers &amp; Leaders Signature/Date</i> Jennifer Anderson 10/16/14
<i>Office of the Commissioner of Education Name - Print</i>	<i>Office of the Commissioner of Education Signature /Date</i> Kevin Huffman HC 11/3/14
<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:**

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