

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) Allsh, ks	First Name Rebecca	Middle Initial L.
TN License# 000587762	Expiration Date 08/31/2025	
Area Code (Phone)	Email Address [redacted]@[redacted].net	
Certificate Type(s) Professional	Current Endorsement(s) Held 499 Elementary K-6	
System Name Clarksville-Montgomery Co.	System # 0630	
School Name Norman Smith Elementary	School # 0060	
School Year 2016-2017	Date Educator Placed in Waiver Position 08/10/2016	
Subject(s) and Course Code(s) of Waiver Position to be Filled: ESL 9619	Endorsement(s) Needed for the Waiver Position: PreK-12 490-English as a Second Language	
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	
Each of the following criteria must be met. Please check each box affirming that each statement is true:	
<input checked="" type="checkbox"/> The waiver is being requested to fill a vacant, high need position	RECEIVED AUG 17 2016 Educator Licensing AUG 18 2016 RECEIVED
<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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Praxis registration date: After I complete my Praxis of Study in Fall 2017
Has applicant taken and passed appropriate Praxis test(s): (Check one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Scores) _____	Is applicant enrolled in a university/college program: (Check one) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of university/college program: Reading Specialist with English Language Endorsement Austin Bay State University	Number of program hours COMPLETED: August 22, 2016 - Fall 2016

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 Allshbrooks	Educator Signature/Date [Signature] 8-11-2016
Human Resources Contact - Print Susan Brock	Human Resources Contact - Email susan.brock@mcs.net
	Human Resources Signature/Date [Signature] 08/16/2016

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

<i>Director of Schools Name – Print</i> <i>Jeanine Johnson</i>	<i>for Director of Schools Signature/Date</i> <i>Jeanine Johnson 8/17/16</i>
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<b>Section 4 – TO BE COMPLETED BY DEPARTMENT OF EDUCATION</b>	
<i>Teachers &amp; Leaders Recommendation</i> <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny (See Comments Below)	
<i>Teachers &amp; Leaders Name - Print</i> <i>Michael Dewlein</i>	<i>Teachers &amp; Leaders Signature/Date</i> <i>[Signature] 9/2/16</i>
<i>Candice McQueen, Commissioner of Education</i>	<i>Candice McQueen, Commissioner of Education Signature /Date</i> <i>Candice McQueen JP 9/20/16</i>
<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.

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