

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): McClain		First Name Shelia	Middle Initial D.
[Redacted]		TN License#: 00 0540808	Expiration Date: 8-31-2018
[Redacted]		Email Address: [Redacted]	
Certificate Type(s) Elementary Ed. / Apprentice Teacher	Current Endorsement(s) Held K-8 (440) (499)		
System Name: McNairy County	System #: 550		
School Name: Bethel Springs Elem	School #: 0015		
School Year: 2016/17	Date Educator Placed in Waiver Position: 2015/16		
Subject(s) and Course Code(s) of Waiver Position to be Filled: Sped 460, 415, 432, 437, 9111	Endorsement(s) Needed for the Waiver Position: Sped. endorsement 460		
Year of Waiver Request: (Check One) <input type="checkbox"/> 1st Year <input checked="" type="checkbox"/> 2nd Year (passed tests and/or enrolled in program, required) <input type="checkbox"/> 3rd Year (all tests passed and evidence of progress in coursework, required)			

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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 01 2016 Educator Licensing
<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: have not registered for Sped. Praxis
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 Fall/Spring Courses taken 2015/16
Name of university/college program: UTM	Number of program hours COMPLETED: 460, 415 6 credit hours of 12

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 Shelia D. McClain		Educator Signature/Date Shelia D. McClain	
Human Resources Contact - Print Suzanne Henson	Human Resources Contact - Email shenson75@yahoo.com	Human Resources Signature/Date Suzanne Henson 8/1/2016	

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

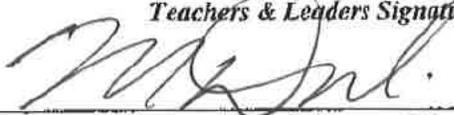
X: WAYNE HENRY

Wayne Henry 8-1-16

Section 4 - TO BE COMPLETED BY DEPARTMENT OF EDUCATION

Teachers & Leaders Recommendation

Approve Deny (See Comments Below)

Teachers & Leaders Name - Print	Teachers & Leaders Signature/Date
Michael Daurlein	 9/2/16
Candice McQueen, Commissioner of Education	Candice McQueen, Commissioner of Education Signature /Date Candice McQueen DP 9/20/16
Additional Comments	

**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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