

skw ED-5496

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): Rudnitzki	First Name Rachael	Middle Initial M
Social Security #: [REDACTED]	TN License#: 000598889	Expiration Date: 8/31/2018
Area Code + Phone Number [REDACTED]	Email Address: [REDACTED]	
Certificate Type(s) Apprentice	Current Endorsement(s) Held Elementary K-6	499
System Name: MORGAN County	System #: 650	
School Name: Central Elementary	School #: 0010	
Date of Hire: 8-1-2013	Date Educator Placed in Waiver Position: 8-1-2013	
Subject(s) and Course Code(s) of Waiver Position to be Filled: Special Education - Comprehensive	Endorsement(s) Needed for the Waiver Position: 461	
Year of Waiver Request: (Check One) <input checked="" type="checkbox"/> 1 st Year <input type="checkbox"/> 2 nd Year (passed tests and/or enrolled in program, required) <input type="checkbox"/> 3 rd Year (all tests passed and evidence of progress in coursework, required)		
Section 2 – Recruiting and Staffing Information		
Approval criteria checklist:		
<input type="checkbox"/> The waiver is being requested to fill a vacant, high need position		
<input 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 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: November 7, 2013	
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:	

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I hereby certify the information provided in this application is true and correct, and the district is in urgent need of a waiver.

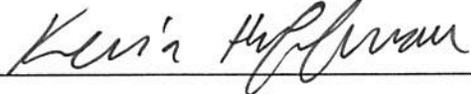
Educator Name - Print Rachael Rudnitzki	Educator Signature/Date Rachael Rudnitzki
Human Resources Contact - Print Vickie Bullen	Human Resources Contact - Email bullenv@mcsed.net
Human Resources Signature/Date Vickie Bullen 8/9/13	
Director of Schools Name - Print Edward L. Diden	Director of Schools Signature/Date Edward L. Diden 8/7/13

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

Section 4 – TO BE COMPLETED BY DEPARTMENT OF EDUCATION

By checking “approve,” the Division of Teachers & Leaders is making a recommendation for approval of a teacher waiver to the Commissioner of Education.

Approve Deny (see comments below)

<i>Teachers & Leaders – Print</i> Haliday Douglas	<i>Teachers & Leaders – Signature/Date</i>  07.09.14
<i>Kevin Huffman, Commissioner of Education – Print</i>	<i>Kevin Huffman, Commissioner of Education – Signature /Date</i>  HK 7/16/14
<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:** 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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