



NAME OF EDUCATOR

SOCIAL SECURITY NUMBER

Information below to be completed ONLY by the SCHOOL SYSTEM OR COLLEGE where teaching was performed.

[illegible]

(This form must be signed by an authorized official from agency/institution as stated above.)

Signature _____ Title _____ Telephone Number _____

Address

Street/P.O. Box	City	State	Zip Code

Email Address	Date
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ACCEPTABLE EXPERIENCE

1. Verified administrative, supervisory and teaching experience in a public school operated by a local education agency in the United States and its possessions.
2. Verified administrative, supervisory and teaching experience in public schools or non-public schools approved by recognized accrediting agencies. (Accrediting or approval agencies are the State Departments of Education and/or Southern, Middle States, North Central, New England, Northwest, and Western Associations of Schools and Colleges.) The burden of proof rests with the individual.
3. Employees of the Tennessee Department of Education who held a valid Tennessee license during the period of employment for which experience is requested.
4. Verified administrative, supervisory and teaching experience in a college and/or university as a full-time employee (paid full salary) and as a voting member of the faculty. The institutions must be accredited by recognized accrediting agencies. (Accrediting agencies are the State Departments of Education and/or Southern, Middle States, North Central, New England, Northwest, and Western Associations of Schools and Colleges.) Graduate assistants are excluded. The burden of proof rests with the individual.
5. Educators who enter active military service while possessing a valid Tennessee teacher's license may have years of service added to the period of validity of the license. The duration of a license may be extended from the date of termination of military service for a number of years, not to exceed four, which the holder spent in the military service during the validity of the license. Four calendar months military service during any school year shall be counted as a full year for purposes of extending the license.
6. Verified administrative, supervisory and teaching experience in Kindergarten through twelve grade schools or any combination thereof operated by the United States Government either within or outside of the United States.
7. Verified teaching experience of teacher in public schools (K-12) on a foreign exchange basis.