

# Additional Endorsement by Test Only – Guidelines

## March, 2010

This new additional endorsement rule becomes effective March 31, 2010.

Below are some guidelines for the implementation of this new rule. (See disclaimer at the bottom of page two.)

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1. A teacher **cannot** add an endorsement by test only, if a Master's degree (or graduate level course work) is required.

Examples of endorsements that are not eligible to use the additional endorsement test only rule:

- A. School Counselor PreK-12
- B. Library Information Specialist PreK-12
- C. Special Education Speech/Language Therapist PreK-12
- D. Reading Specialist PreK-12

2. A teacher **cannot** add an endorsement to any type of license other than: 1 - **Apprentice Teacher** [Code #22]; 2 - **Out-of-State Teacher** [Code #67]; or 3 - **Professional Teacher** [Code #3].

Examples that are not eligible to use the additional endorsement test-only rule:

- A. Apprentice Special Groups License
- B. Professional School Service Personnel License
- C. Apprentice **or** Professional Occupational License
- D. Beginning **or** Professional Administrator License
- E. JROTC License
- F. Transitional License
- G. Interim B License
- H. Permit

3. By rule, a JROTC instructor still **cannot** add any endorsement to a JROTC License (by the test route or other route)

4. If there is **no** approved and/or required test for an endorsement, that endorsement is **not** eligible for this rule:

Examples:

- A. Bible 7-12
- B. Driver Education 7-12
- C. Other Foreign Languages 7-12 and PreK-12
- D. Russian 7-12 and PreK-12
- E. Dance K-12
- F. School Audiologist PreK-12
- G. Etc.

5. A teacher cannot add an endorsement by test-only, if there is a prerequisite endorsement for which they have already taken the only exam for that content area:

Example:

- A. Business Education 7-12 is a prerequisite (with a test) for...
  - a. Business Technology 7-12 = **not** eligible for this rule
- B. Family and Consumer Science 5-12 is a prerequisite for...
  - a. Early Childhood Care and Services 9-12 = **not** eligible for this rule
  - b. Food Production and Management Services 9-12 = **not** eligible for this rule
  - c. Apparel Production and Service Management 9-12 = **not** eligible for this rule
- C. Agriculture Education 7-12 is a prerequisite for...
  - a. Agriscience 7-12 = **not** eligible for this rule
- D. Technology Engineering Education 5-12 requires summer training **and** passing Praxis
- E. (Personal Finance is not an endorsement and cannot be added to a teaching license.)

6. A teacher whose only endorsement(s) are ones having no grade range above grade 6 is not eligible for this rule. Conversely, no endorsement whose entire grade range is below grade 7 may be added via the test-only rule.

Examples:

- A. 002 - Kindergarten to Grade 3
- B. 403 - Early Childhood PreK-3
- C. 431 - Typewriting/Keyboarding 1-6
- D. 459 - SPED-ECE Pre K-3
- E. 465 - SPED-ECE Pre K-1
- F. 467 - Early Childhood Pre K-3
- G. 468 - Early Dev/Learning PK-K
- H. 497 - Early Childhood Pre K-4
- I. 499 - Elementary Education K-6

7. A wide variety of endorsements have been phased out for initial licensure of new graduates. Although these endorsements may no longer be earned, they are still effective for educators who were awarded them in the past.

Endorsements which have been phased out may **not** be added to a license by any means, testing or otherwise.

Examples: (**not** all inclusive)

- A. 001 - Elementary Grades 1-9
- B. 014 - General Science 7-12
- C. 018 - Aeronautics 7-12
- D. 101 - Elementary Grades 1-8
- E. 400 - Middle Grades 5-8
- F. 401 - Elementary Education 1-8
- G. 402 - Elementary Education K-8
- H. Many others...

While these endorsements may **not** be added to a current license, an educator holding a license having any of these example endorsements (since they include at least grades 7 and 8 or above) may add another eligible endorsement by test only, provided the new endorsement include grades 7 or above in its grade span as well.

**DISCLAIMER: If an example was inadvertently left off of one of the above lists, that does not necessarily mean that it will be eligible.**

When the applicant takes the Praxis exam(s) prior to applying for the additional endorsement, the candidate must indicate on the Praxis test answer sheet that the scores are to be sent to the State of Tennessee - Department of Education. **The code number for Tennessee is 8190.** The state will be able to enter the scores in the system much more efficiently if the candidates include their Social Security Number on their answer sheet. Not providing an SSN may cause the scores to not be posted with the state.

### **Process to apply for Additional Endorsement by test only:**

The applicant will need to download the first page of the licensure application from the teacher licensing web site (the first page is the same for all licensure transaction applications). [ Licensure Application can be found at: <http://state.tn.us/education/lic/ed2331ad.pdf> ]

Complete the top half of the application (every field). This goes down to the line for **Signature** and **Date**.

Place a check mark on the fourth line up from the bottom of the page:

"        AMENDMENT TO ADD ENDORSEMENT AREA (S) TO TEACHING LICENSE (Identify area to be added)        "

Indicate the endorsement title being added to the existing, valid license on the blank to the right of this line.

Do not send the completed application to this office prior to 04/01/2010 (the effective date of this rule).

The staff of the Office of Teacher Licensing (OTL) will check to see that:

1. The applicant has a valid license that is eligible for this rule to apply (with an endorsement covering grades 7-8 and/or 9-12); and
2. The OTL has a passing score for ALL required Praxis exams on file in our data base. We cannot accept Praxis Score Reports directly from the applicant.

The additional endorsement will be added to the license as soon as we get to that date's applications (applications are processed in the chronological order in which they are received). Not filling in all of the required fields on top half of the application may delay the processing of that application.