



**GROW YOUR OWN CENTER**

## **Aspiring Apprentices on a Permit**

*Standard Operating Procedure for the Tennessee Grow Your Own Center*

**REVISION: 02 OCTOBER, 2024**



*A standard operating procedure (SOP) document is a set of step-by-step instructions that help workers perform routine tasks. SOPs are designed to help organizations achieve efficiency, quality, output, and uniformity of performance. They can also reduce miscommunication and non-compliance with rules, policies and regulations.*

## PURPOSE

Aspiring apprentices are sometimes teaching on a temporary permit when they inquire about apprenticeship. Although apprenticeship is generally not appropriate for anyone currently employed on a permit or waiver, there are some exceptions. The purpose of this SOP is to explain the process for evaluating aspiring apprentices who have been issued a temporary permit in TN Compass, for example, in a co-teaching scenario.

## SCOPE

This SOP commences when an EPP or LEA submits a request to the TN GYO Center to have an AA's application evaluated for acceptance. The EPP or LEA has noted that the aspiring educator is not yet licensed, is employed on a permit, and they believe the individual has sufficient time and opportunity in their workday to observe, practice and demonstrate all of the on-the-job learning competencies outlined in the registered teacher apprenticeship program (RTAP).

Generally, educators working on a permit are NOT eligible for apprenticeship because the educators working on a permit usually have full-time responsibilities as the teacher of record. An apprenticeship requires a full-year internship clinical experience with opportunities for practice in a variety of educational settings with consistent mentoring. A permitted teacher is fulfilling clinical experience requirements through a job-embedded placement, and they are expected to enroll in the necessary coursework to become fully licensed before their temporary permit expires. Usually, a job-embedded placement does not allow for the time and flexibility needed to fulfill the registered teacher apprenticeship on-the-job learning that the clinical experience internship requirements.

A notable exception is in the case of a co-teaching scenario. This SOP is only applicable when the EPP or LEA can attest to the aspiring educator's workplace assignment as a co-teaching role where the candidate will have ample opportunity throughout the year to observe, practice and demonstrate competencies under the supervision of a qualified mentor teacher. The TN GYOC defines "ample opportunity" as the equivalent of 3 days a week in a student-facing role with mentoring available from a licensed teacher. This does not replace state licensure policy which requires 5 days a week in a student-facing role during the internship clinical experience.

## STEPS

- 1) The EPP or LEA emails [growyourown@tennessee.edu](mailto:growyourown@tennessee.edu) to request an exception to the general practice which is that aspiring apprentices with a permit/waiver are not eligible for RTAP.
  - a) Provide the name, placement, and contact information for the aspiring apprentice's school.
  - b) Provide the name and contact information for the aspiring apprentice's proposed mentor teacher.
  - c) Briefly describe the aspiring apprentice's job, describing how they will have time to observe, practice, and demonstrate OJL competencies under the supervision of a qualified mentor.
- 2) TNGYOC confirms that all necessary information has been provided.
- 3) TNGYOC sends the case to TDOE so that information can be confirmed in TN Compass.
- 4) TDOE approves or denies the request and communicates the decision with TNGYOC.
- 5) TNGYOC communicates the decision with the originating requestor (EPP or LEA).

## **ROLES AND RESPONSIBILITIES**

The role of the TNGYOC is to ensure that relevant details are confirmed and provided to the necessary parties for a timely and efficient decision.

The role of the TDOE is to access TN Compass to confirm the provided information, check for any prior flags or notes, and provide the final decision on whether or not the exception will be granted.

The TNGYOC is responsible for ensuring that all requirements for a registered teacher apprenticeship program are met. In this case, that involves ensuring that the candidate has time and opportunity to practice OJL competencies with a qualified mentor teacher.

The TDOE is responsible for ensuring that licensure requirements can be met by the candidate. This involves confirming that the candidate is completing the correct type of clinical experience for their educator preparation program.

The candidate, LEA and EPP are all responsible to ensure that all Tennessee requirements for licensure (including 5 days per week in a student facing role) are met during the program.