

Knox County

Schools

WBL

Coordinator

Handbook

2017-18

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Active WBL Certificates

https://tn.gov/assets/entities/education/attachments/wbl_training_active_certs.pdf

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<https://tn.gov/education/article/wbl-certification>

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https://tn.gov/assets/entities/education/attachments/wbl_plc_calendar_2.pdf

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<https://wbl.tnedu.gov/Account/Login?ReturnUrl=%2fHome%2fWelcome>

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https://tn.gov/assets/entities/education/attachments/wbl_portal_guide.pdf

WBL FAQ

2017-18

2016-17

What is work-based learning?

Work-based learning (WBL) is a proactive approach to bridging the gap between high school and high-demand, high-skill careers in Tennessee. Students build on classroom-based instruction to develop employability skills that prepare them for success in postsecondary education and future careers. Work-based learning activities can begin as early as elementary school and continue through postsecondary. WBL experiences should align with student interest and provide exposure to professional work settings and expectations. Student work is judged by professional standards, and students are motivated by feedback from workplace supervisors, customers, and clients. WBL experiences may culminate in capstone WBL experiences such as internships, apprenticeships, clinicals, and practicums for high school credit. WBL Career Practicum course (6105) may substitute for the Level 4 offering in all programs of study.

Which capstone WBL courses count toward a student's CTE concentrator status?

The courses below are offered at the fourth level of current CTE programs of study and may count toward CTE concentrator status. These courses require that students complete a Personalized Learning Plan (PLP) to set goals for their skill development (WBL General Policy #37). Beginning in the 2017-18 school year, students must report their PLP information in the WBL Student Placement Portal.

- Advanced Interior Design (6121)
- Business & Entrepreneurship Practicum (6159)
- Coding Practicum (5908)
- Culinary Arts IV (6167)
- Early Childhood Education Careers IV (6135)
- Emergency Medical Services Practicum (6185)
- Event Planning & Management (6168)
- Health Services Administration Practicum (6188)
- Human Services Practicum (6138)
- Nursing Education (6000)
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- Teaching as a Profession III (6126)
- Applied Arts Practicum (6158)
- Clinical Internship (5993)
- Construction Practicum (6160)
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- Educational Therapy and Support Practicum (6183)
- Engineering Practicum (6141)
- Collision Repair: Damage Analysis, Estimating and Customer Service (6149)
- Human Resources Management Practicum (6187)
- IT Clinical Internship (6096)
- Manufacturing Practicum (5926)
- STEM Practicum (6147)
- Web Design Practicum (6171)



KNOX COUNTY SCHOOLS

WORK BASED LEARNING QUICK REFERENCE GUIDE

Teacher WBL Requirements

- Attend 2 day TDOE training session and earn one PLC credit during school year to receive initial certification
 - Recertify by earning 3 PLC credits at regional PLCs within 1 year and pass a child labor law quiz yearly
- Assure student meets the student WBL requirements
- Complete, manage and maintain all WBL student records

Student WBL Requirements

- Be at least 16 years of age
- Be on track to graduate and not lacking in credits for their grade level
- Have a 90% attendance rate
- Work-Based Learning: Career Practicum (6105) course may substitute for the Level 4 offering in all programs of study

General WBL Requirements

- For paid experiences, all workplaces must be considered licensed businesses
- For paid experiences, Worker's Compensation must be provided (all businesses employing 5 or more workers are required to provide WC)
- Students must be at the worksite the equivalent number of hours they would be in the classroom per week (135 total hours)
- Course standards, covering soft skills, must be addressed and competency information must be recorded in e-TIGER for all students receiving credit in course 6105 or other CTE Specialized Practicum courses.

Specialized WBL Requirements

Healthcare Placement

- Healthcare related experiences, where there is anticipated contact with patients, must be under the supervision of a health science instructor.
- Healthcare WBL experiences are part of Clinical Internship
- All healthcare placements must be enrolled in health science courses
- OSHA and HIPAA training must be on file for 7 years
- Vaccines and CPR training are required
- Hazardous Occupation Exemption Forms must be in place
- Medical liability policies must cover each participant
- Safety exams, indicating 100% mastery, must be kept on file for 7 years after the experience
- Clinical Internship students must complete the WBL Portfolio.

Construction, Manufacturing, & Automotive Placement

- Must be under the supervision of the program of study instructor, or program of study instructor must perform initial safety visit in conjunction with WBL certified instructor
- Hazardous Occupation Exemption Forms must be in place
- Students can only perform the hazardous occupation for one hour per shift
- Safety tests indicating 100% proficiency must be on file and kept on file 5 years after the placement.

Active WBL Certificates by District - As of April 2017

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| District ID | Last Name | First Name | License Number | Certification Date |
|-------------|-------------|--------------------|----------------|--------------------|
| 0 | Hayes | Monica | 227377 | 27-May-16 |
| 0 | Jemmott | Melida | 169769 | 27-Jan-17 |
| 0 | Simmons | Will | 581088 | 27-May-16 |
| 0 | Whitefield | Michael | 237711 | 24-May-16 |
| 10 | Alpers | Andrew | 636365 | 10-Mar-17 |
| 10 | Freyre | Chrystal | 639043 | 10-Jun-16 |
| 10 | Gibson | Maggie | 623035 | 04-Mar-16 |
| 10 | Hall | Jessica Erin | 573721 | 10-Jun-15 |
| 10 | Hill | Lori | 552600 | 13-Apr-17 |
| 10 | Houck | Gary | 126950 | 13-Apr-17 |
| 10 | Jones | David | 573954 | 10-Mar-17 |
| 10 | Lamberson | Melanie Britt | 239841 | 10-Jun-15 |
| 10 | Muncy | Estle | 242821 | 13-Apr-17 |
| 10 | Phillips | Ted Edward | 573821 | 10-Jun-15 |
| 10 | Smith | Teresa Kay | 505872 | 10-Jun-15 |
| 12 | Cross | Holly J. | 285281 | 10-Jun-15 |
| 12 | Farr | Janice | 179149 | 13-Apr-17 |
| 12 | Ferland | Paula | 277612 | 25-Sep-15 |
| 12 | Ledden | Teresa | 235977 | 10-Jun-16 |
| 20 | Blevins | Sam | 593674 | 10-Jul-15 |
| 20 | Gregory | Kathy | 159341 | 13-Apr-17 |
| 20 | Richardson | Lynn | 155955 | 08-Feb-17 |
| 20 | Underwood | Mitzi | 147765 | 24-Jun-15 |
| 25 | Carlson | Margaret Ann | 618416 | 18-Jun-15 |
| 25 | Outlaw | Kathy Rane' Harman | 241958 | 18-Jun-15 |
| 30 | Brackeen | Courtney | 623989 | 27-Jan-17 |
| 40 | Chancey | Vicki | 629192 | 29-Jan-16 |
| 40 | Reel | Stephen | 214568 | 13-Apr-17 |
| 50 | Collins | Lisa | 211434 | 04-Mar-16 |
| 50 | Cooper | Mary C. | 208725 | 10-Mar-17 |
| 50 | Davis | John | 238076 | 10-Mar-17 |
| 50 | Eakins | Dena | 221579 | 16-Aug-16 |
| 50 | Everett | LeighAnna | 582420 | 10-Mar-17 |
| 50 | Goins | Linda | 207894 | 13-Apr-17 |
| 50 | Hall | Lindy | 570073 | 10-Mar-17 |
| 50 | Hearon | Stephanie | 510992 | 10-Jun-16 |
| 50 | Hensley | Shonda | 251526 | 13-Apr-17 |
| 50 | Huffstetler | Gene | 251057 | 10-Jul-15 |

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|-------------|-----------------|-------------|----------------|--------------------|
| 50 | iannaccone | bonnie | 102018 | 04-Mar-16 |
| 50 | Roberts | Connie | 246208 | 04-Mar-16 |
| 50 | Teffeteller | Alisa | 230186 | 10-Jun-16 |
| 50 | White | Jessica | 611940 | 16-Aug-16 |
| 51 | Bell | Julie | 516934 | 10-Mar-17 |
| 51 | Gornto | Joy | 565392 | 10-Jun-16 |
| 51 | Henry | Lisa Ann | 223579 | 10-Jun-15 |
| 51 | Kerr | Shawn | 291269 | 16-Aug-16 |
| 52 | Bowers | Melissa | 209756 | 10-Jul-15 |
| 52 | Crook | Anita | 565489 | 10-Jun-16 |
| 52 | Dugger | Kenneth | 611560 | 23-Aug-16 |
| 52 | Giles | Rosanna | 545198 | 16-Aug-16 |
| 52 | Stewart Bledsoe | Catherine | 584496 | 13-Apr-17 |
| 60 | Anderson | Elbert | 193153 | 16-Aug-16 |
| 60 | Cannon | Brittany | 533750 | 13-Apr-17 |
| 60 | Curvin | Teresa | 629015 | 10-Mar-17 |
| 60 | Deal | Paula | 226635 | 10-Mar-17 |
| 60 | German | James | 582396 | 16-Aug-16 |
| 60 | Harris | Lorie | 192097 | 23-Aug-16 |
| 60 | Kersey | Angela | 218626 | 10-Mar-17 |
| 60 | Leslie | Cynthia | 226863 | 16-Aug-16 |
| 60 | McIlvain | Amy | 554849 | 16-Aug-16 |
| 60 | McIntire | Robby | 579867 | 10-Mar-17 |
| 60 | peltier | gary | 591775 | 13-Apr-17 |
| 60 | Rymer | Karen S. | 259232 | 13-Apr-17 |
| 60 | Spangler | Patrick | 549427 | 16-Aug-16 |
| 60 | Tinsley | Amy | 613726 | 16-Aug-16 |
| 60 | Webb | Brian Scott | 200650 | 16-Aug-16 |
| 60 | Williams | Shawn | 210857 | 16-Aug-16 |
| 61 | Adams | Melissa | 208853 | 16-Aug-16 |
| 61 | Brown | Anita | 272408 | 13-Apr-17 |
| 61 | Dantzler | Amy | 596394 | 16-Aug-16 |
| 61 | Dunn | Holly | 622122 | 10-Jul-15 |
| 61 | Gluckner | David | 574345 | 24-May-16 |
| 61 | McCowan | Jason | 189394 | 10-Jun-16 |
| 61 | Morris | Derek | 174053 | 01-Sep-15 |
| 61 | Murphy | Kathy | 140451 | 16-Aug-16 |

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|-------------|-------------|--------------------|----------------|--------------------|
| 61 | Phillips | Eric | 186975 | 16-Aug-16 |
| 61 | Souders | Jon | 516893 | 29-Jan-16 |
| 63 | Brasher | Shelli Ann | 207478 | 18-Jun-15 |
| 63 | Davis | Patricia W. | 163219 | 18-Jun-15 |
| 63 | Kirby | Philip R. | 244967 | 18-Jun-15 |
| 63 | Moss | Sheila Kay | 145876 | 18-Jun-15 |
| 70 | Bostic | Angela | 577618 | 13-Apr-17 |
| 70 | Chambers | Traci | 223790 | 13-Apr-17 |
| 70 | Stephens | Amy | 581671 | 01-Sep-15 |
| 70 | Taylor | April | 580869 | 01-Sep-15 |
| 80 | Kennedy | Crystal | 509576 | 10-Jul-15 |
| 80 | Prater | Amy Suzanne | 562094 | 13-Apr-17 |
| 90 | Carter | Barbara | 223688 | 26-Jan-16 |
| 90 | Jackson | Kandace | 263562 | 26-Jan-16 |
| 90 | Stokes | Dennis | 258169 | 27-May-16 |
| 93 | Ricketts | Tanya | 264141 | 27-May-16 |
| 94 | Dyer | Susan | 247634 | 26-Jan-16 |
| 94 | Fowler | Mallory | 582559 | 26-Jan-16 |
| 100 | Burton | Theresa | 206116 | 10-Mar-17 |
| 100 | Clawson | Kayla Marie Walker | 599306 | 10-Mar-17 |
| 100 | Davis | Brandy | 516902 | 01-Sep-15 |
| 100 | Harsh | Lindsay | 613736 | 10-Jun-16 |
| 100 | Morgan | Aleta | 596037 | 10-Jul-15 |
| 100 | Stevens | Carrie Brooke | 541592 | 10-Mar-17 |
| 101 | Culbert | Brian | 235983 | 04-Mar-16 |
| 101 | Hardin | Marcia Leigh | 530425 | 10-Jun-15 |
| 101 | Holt | Forrest | 510894 | 10-Jun-16 |
| 101 | White | Ryan | 578367 | 24-Jun-15 |
| 101 | Williams | Travis | 521873 | 10-Jun-16 |
| 110 | Lewis | Kelly | 625144 | 23-Aug-16 |
| 110 | Sanson | Lacritia | 211008 | 24-May-16 |
| 120 | Chamberlain | Joan | 229989 | 26-Jan-16 |
| 120 | Colbert | Kimberly | 2116536 | 26-Jan-16 |
| 120 | Dunivan | Debra | 237333 | 18-Sep-15 |
| 120 | Hunt | Celia | 158011 | 27-May-16 |
| 120 | McPherson | Ginger | 215623 | 27-Jan-17 |
| 130 | Baughcum | Pamela | 214196 | 10-Mar-17 |
| 130 | Brooks | Michael | 578528 | 10-Jun-16 |

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|-------------|---------------|----------------|----------------|--------------------|
| 130 | Niemann | Mary Katherine | 265775 | 18-Jun-15 |
| 130 | Patterson | Charles Allen | 120266 | 18-Jun-15 |
| 130 | Runions | Angie | 248486 | 10-Mar-17 |
| 140 | Dodson | Amy | 246141 | 13-Apr-17 |
| 140 | Upton | Kim | 225808 | 08-Feb-17 |
| 150 | Grigsby | Mark | 247456 | 04-Mar-16 |
| 150 | Lane | Joshua A. | 211778 | 10-Jun-15 |
| 160 | Acklen | Mindy | 526437 | 08-Feb-17 |
| 160 | Barton | Mary Jane | 222001 | 23-Aug-16 |
| 160 | Brinkley | Rodney | 224558 | 24-May-16 |
| 160 | Dobson | Erin | 263982 | 24-Jun-15 |
| 160 | Holl | Benjamin | 563307 | 24-May-16 |
| 160 | Pass | Jean | 165936 | 10-Jun-16 |
| 160 | Wiggins-James | Lisa | 241103 | 23-Aug-16 |
| 162 | DaCosta | Cindy | 152950 | 01-Sep-15 |
| 162 | Fruechtl | Kristi | 211080 | 23-Aug-16 |
| 162 | Hensley | Chrystal | 612088 | 16-Aug-16 |
| 162 | McGowen | Stephanie | 534580 | 24-May-16 |
| 162 | Robinson | Valerie | 244230 | 29-Jan-16 |
| 162 | Titus | Shannon | 641564 | 23-Aug-16 |
| 162 | Woodard | Sharon | 224338 | 24-May-16 |
| 162 | Young | Molly | 219640 | 01-Sep-15 |
| 170 | Stallings | Candace | 594907 | 26-Aug-16 |
| 170 | Thompson | Cindi | 236563 | 26-Aug-16 |
| 180 | Casteel | Robbie | 575319 | 13-Apr-17 |
| 180 | Cope | Kenneth | 595498 | 25-Sep-15 |
| 180 | Gilpin | Laura | 197518 | 25-Sep-15 |
| 180 | Hawn | Ray | 250158 | 13-Apr-17 |
| 180 | Kington | George | 157747 | 13-Apr-17 |
| 180 | Luetkemeyer | Joe | 582544 | 25-Sep-15 |
| 180 | Norrod | Erin | 595681 | 25-Sep-15 |
| 180 | Rickman | Vaughn | 582119 | 25-Sep-15 |
| 180 | Warrington | Pamela | 158862 | 13-Apr-17 |
| 180 | Welch | Crystal | 596952 | 13-Apr-17 |
| 180 | Wright | Jeffery | 546570 | 25-Sep-15 |
| 180 | York | Judy | 257799 | 13-Apr-17 |
| 190 | Agyemang | Daniel | 257888 | 24-May-16 |
| 190 | Bantle | Laura | 620585 | 24-May-16 |

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|-------------|----------------|---------------|----------------|--------------------|
| 190 | Benedict | Kenneth | 236366 | 24-May-16 |
| 190 | Cable | Brenda | 173517 | 23-Aug-16 |
| 190 | Chipman | Savannah | 522135 | 08-Feb-17 |
| 190 | Cosper | Candace | 577419 | 29-Jan-16 |
| 190 | Davis | Laura | 212177 | 24-May-16 |
| 190 | Davis | Courtney Ivy | 523997 | 10-Jul-15 |
| 190 | Deitzer | Kathryn | 173014 | 24-May-16 |
| 190 | Derick | Richardson II | 578181 | 24-May-16 |
| 190 | Doris | Jones | 283551 | 24-May-16 |
| 190 | Dumlao | Cecilia | 263501 | 23-Aug-16 |
| 190 | Dunn-Kiprotich | Karyn | 611494 | 29-Jan-16 |
| 190 | Galnasky | Sypal | 586864 | 29-Jan-16 |
| 190 | Graham | Martel | 510761 | 24-May-16 |
| 190 | Hawkins | Marcus | 211469 | 24-May-16 |
| 190 | Haworth | Anne | 210843 | 08-Feb-17 |
| 190 | Hayes | Jocelin | 586989 | 24-May-16 |
| 190 | Irowa | Vickie | 244605 | 24-May-16 |
| 190 | Lurry Boddie | Natalie | 528432 | 10-Jul-15 |
| 190 | Marshall | Stephanie | 284144 | 24-May-16 |
| 190 | Mead | Brandon | 543431 | 23-Aug-16 |
| 190 | Meyer | Margaret | 231545 | 23-Aug-16 |
| 190 | Mote | Graham | 287785 | 24-May-16 |
| 190 | Ott | Carrie | 587909 | 24-Jun-15 |
| 190 | Patterson | Carrie | 208759 | 10-Jul-15 |
| 190 | Perkins | Melissa | 556356 | 29-Jan-16 |
| 190 | Perry | Enrica | 633202 | 24-May-16 |
| 190 | Reist | Jennifer | 579547 | 10-Jul-15 |
| 190 | Ross | Elizabeth | 628053 | 24-Jun-15 |
| 190 | Sanderson | Angela | 631299 | 23-Aug-16 |
| 190 | Sellars | Natalia | 256773 | 13-Apr-17 |
| 190 | Simpkins | Jolie | 204401 | 10-Jul-15 |
| 190 | Smith | Ann | 162854 | 23-Aug-16 |
| 190 | Smith | Jonathan | 613324 | 29-Jan-16 |
| 190 | Snorten | Chaerea | 263511 | 13-Apr-17 |
| 190 | Stenwall | Jill | 284297 | 23-Aug-16 |
| 190 | Tracy | Brad | 541472 | 23-Aug-16 |
| 190 | Wayne | Birch | 530151 | 24-May-16 |
| 190 | Winburn | Kaitlin | 628791 | 08-Feb-17 |

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|-------------|--------------|----------------|----------------|--------------------|
| 190 | Wolf | Bradley Jerome | 513489 | 10-Jul-15 |
| 190 | Wright | LaKeshia | 545878 | 24-May-16 |
| 200 | Boroughs | Ruthie | 261444 | 27-Jan-17 |
| 210 | Cantrell | Todd | 548083 | 23-Aug-16 |
| 210 | Leach | Bradford | 259612 | 24-May-16 |
| 210 | Miller | Rebecca | 622358 | 23-Aug-16 |
| 210 | Parris | Linda | 223810 | 13-Apr-17 |
| 210 | Rice | Martha | 611740 | 23-Aug-16 |
| 210 | Roberts | Marilyn | 231178 | 23-Aug-16 |
| 220 | Akins | Nikki | 248675 | 10-Jul-15 |
| 220 | Regen | Ginger | 214317 | 18-Sep-15 |
| 220 | Walton | Veronica | 553251 | 29-Jan-16 |
| 220 | Wuertz | Amy | 565479 | 01-Sep-15 |
| 230 | McCall | Willa | 143942 | 26-Aug-16 |
| 230 | Mobley | Amy | 245583 | 26-Aug-16 |
| 230 | Turner | Vernita | 99271 | 26-Aug-16 |
| 230 | White | Sara | 512130 | 27-May-16 |
| 231 | Austin | Nancy | 78364 | 26-Aug-16 |
| 231 | Lee | Angela | 536802 | 26-Jan-16 |
| 231 | Mahaffey | Blaine | 256694 | 26-Aug-16 |
| 231 | Reynolds | Jamie | 210206 | 26-Jan-16 |
| 240 | Chearis | Demarius | 619458 | 26-Jan-16 |
| 240 | Harris | Ebony | 610684 | 26-Jan-16 |
| 240 | Johnson | Nekita | 247746 | 25-Sep-15 |
| 240 | Parker | Zina Bethune | 505499 | 18-Jun-15 |
| 240 | Taylor | Kathy | 252416 | 26-Jan-16 |
| 240 | Williams | Kiffany | 518158 | 26-Jan-16 |
| 240 | Wooldridge | Charlene | 235192 | 26-Jan-16 |
| 260 | Carr | Susan | 630766 | 24-May-16 |
| 260 | Carr | James | 231374 | 24-May-16 |
| 260 | Carver | Susan | 103896 | 10-Jul-15 |
| 260 | Colburn | Janet | 287444 | 29-Jan-16 |
| 260 | DiGianfelice | Richard | 210623 | 29-Jan-16 |
| 260 | McNeil | Christina | 635107 | 24-May-16 |
| 260 | Mullin | Anna | 290926 | 13-Apr-17 |
| 260 | Reid | Kyle | 557555 | 29-Jan-16 |
| 260 | Roberson | Greg | 253671 | 10-Jul-15 |
| 260 | Spaulding | Diana | 164334 | 10-Jul-15 |

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|-------------|--------------|-------------------|----------------|--------------------|
| 260 | Taylor | James | 563801 | 08-Feb-17 |
| 272 | Causey | Guy | 164258 | 18-Sep-15 |
| 272 | Gonzales | Jeri | 196207 | 13-Apr-17 |
| 272 | Gonzales | April | 589439 | 26-Jan-16 |
| 273 | Branum | Helen | 209378 | 26-Jan-16 |
| 273 | Driggers | Jason | 274522 | 26-Jan-16 |
| 273 | Grant | Debbie | 596765 | 26-Jan-16 |
| 273 | Hudson | Gina | 579404 | 26-Jan-16 |
| 273 | McCourt | June | 228187 | 18-Sep-15 |
| 273 | Newton | Leigh Ann | 516479 | 26-Jan-16 |
| 273 | Strickland | Theron Keith | 184429 | 10-Jun-15 |
| 275 | Barker | Jessica | 595095 | 26-Jan-16 |
| 275 | Brewer | Lisa | 262481 | 13-Apr-17 |
| 275 | Cathey | Beth | 210789 | 23-Aug-16 |
| 275 | Norman | Robert | 232899 | 23-Aug-16 |
| 275 | Parks | Alesa | 562914 | 26-Jan-16 |
| 275 | Whitaker | Cynthia | 224886 | 26-Jan-16 |
| 280 | Jones | Terri | 526881 | 29-Jan-16 |
| 280 | Krmedjian | Ronald | 636043 | 29-Jan-16 |
| 280 | Merritt | Martha | 635968 | 08-Feb-17 |
| 290 | Abrams | Paula | 246547 | 10-Jun-16 |
| 290 | Blocker | Michael | 183920 | 04-Mar-16 |
| 290 | Brooks | Marit Krista-Anne | 286260 | 10-Jun-15 |
| 290 | Collins | Tara | 220092 | 04-Mar-16 |
| 290 | Haverland | Vicki | 120055 | 04-Mar-16 |
| 290 | Shrader | Joseph | 233889 | 04-Mar-16 |
| 290 | Wells | Andy | 246559 | 04-Mar-16 |
| 290 | Wolfenbarger | Adam Christopher | 515166 | 10-Jun-15 |
| 290 | Yates | Doris Ann | 140185 | 10-Jun-16 |
| 300 | Chapman | Robin Suzette | 259908 | 10-Jun-15 |
| 300 | Guinn | Teresa S. | 142181 | 10-Jun-15 |
| 300 | Necessary | Sharon | 210655 | 01-Sep-15 |
| 300 | Rutherford | Karen | 217654 | 10-Mar-17 |
| 300 | Rutherford | Karen Diane | 217654 | 10-Jun-15 |
| 301 | Coulston | Andrea Kelly | 623420 | 04-Mar-16 |
| 301 | Gass | Kim | 215003 | 16-Aug-16 |
| 301 | Nickels | Terry | 229604 | 13-Apr-17 |
| 301 | Nix | Holly | 509141 | 13-Apr-17 |

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|-------------|--------------|---------------|----------------|--------------------|
| 301 | Robbins | Rob | 583106 | 04-Mar-16 |
| 310 | DiGianfelice | Valerie | 246974 | 10-Jul-15 |
| 320 | Bakely | Jodie Rose | 583419 | 08-Feb-17 |
| 320 | Buis | Kay Elizabeth | 224023 | 08-Feb-17 |
| 320 | Cutshaw | Jacqueline | 539767 | 10-Jun-16 |
| 320 | Fowler | Angel Teleena | 214743 | 10-Mar-17 |
| 320 | Galyon | Johnny Thomas | 212767 | 10-Jun-15 |
| 320 | Hawkins | Richard | 509644 | 10-Jun-16 |
| 320 | Knipper | Kristy | 583614 | 10-Jun-16 |
| 320 | Lawson | Misty A. | 229028 | 10-Mar-17 |
| 320 | Lindsey | Sharon Rose | 211936 | 10-Jun-15 |
| 320 | Pierce | Alice A. | 123600 | 10-Jun-15 |
| 320 | Rogers | Dana | 207225 | 10-Mar-17 |
| 320 | snapp | samantha | 633715 | 01-Sep-15 |
| 320 | Vannoy | Robin | 208735 | 10-Mar-17 |
| 320 | Wills | Diana Lee | 210114 | 10-Jun-15 |
| 320 | Wilson | Angela | 245685 | 10-Mar-17 |
| 330 | Allison | Beth | 226969 | 10-Mar-17 |
| 330 | Allison | Jennifer | 245719 | 16-Aug-16 |
| 330 | Basford | Scott | 560633 | 16-Aug-16 |
| 330 | Bishop | Taffe | 252300 | 10-Jul-15 |
| 330 | Caldwell | James | 294013 | 01-Sep-15 |
| 330 | Carter | Sharon | 565366 | 16-Aug-16 |
| 330 | Coleman | Agnes | 503104 | 29-Jan-16 |
| 330 | Crim | Joanne | 185160 | 10-Mar-17 |
| 330 | Dedmon | Kari | 233740 | 16-Aug-16 |
| 330 | Delker | Mitzi | 120255 | 04-Mar-16 |
| 330 | Dunn | Lisa | 231052 | 10-Mar-17 |
| 330 | Fowler | Tim | 207077 | 27-Jan-17 |
| 330 | Friedlander | Lee | 583982 | 10-Mar-17 |
| 330 | Gatewood | Ted | 216634 | 24-Jun-15 |
| 330 | Gentry | Angie | 610820 | 16-Aug-16 |
| 330 | Gower | Tina | 240454 | 16-Aug-16 |
| 330 | Gregory | Margaret | 213731 | 16-Aug-16 |
| 330 | Grimes | Melissa | 246951 | 16-Aug-16 |
| 330 | Hamilton | Neil | 515654 | 10-Mar-17 |
| 330 | Hannah | Tim | 183522 | 10-Jul-15 |
| 330 | Hardeman | Robert | 251364 | 16-Aug-16 |

Active WBL Certificates by District - As of April 2017

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| District ID | Last Name | First Name | License Number | Certification Date |
|-------------|-------------|-------------|----------------|--------------------|
| 330 | Henderson | Christina | 566667 | 29-Jan-16 |
| 330 | Holbrook | Chris | 551997 | 16-Aug-16 |
| 330 | Ireland | Theresa | 182795 | 16-Aug-16 |
| 330 | Kaylor | Jeremy | 637243 | 04-Mar-16 |
| 330 | Kean | Sherry | 293158 | 16-Aug-16 |
| 330 | Kibble | Vickie | 148402 | 13-Apr-17 |
| 330 | Kilgore | George | 239764 | 13-Apr-17 |
| 330 | King | Heidi | 542807 | 10-Mar-17 |
| 330 | Latricia | Stone | 580843 | 24-May-16 |
| 330 | Mansueto | Phillip | 582163 | 16-Aug-16 |
| 330 | McClendon | Cheryl | 231899 | 13-Apr-17 |
| 330 | Mentgen | Shannon | 188519 | 16-Aug-16 |
| 330 | Mitchell | Karen D. | 224935 | 10-Mar-17 |
| 330 | Monk | Grace | 524678 | 16-Aug-16 |
| 330 | Morgan | Kristi | 247785 | 13-Apr-17 |
| 330 | Moses | Heidi | 515657 | 16-Aug-16 |
| 330 | Moses | Jill | 538984 | 16-Aug-16 |
| 330 | Parker | Renee | 246874 | 04-Mar-16 |
| 330 | Pendergrass | Linda | 243315 | 13-Apr-17 |
| 330 | Perdue | Joyce | 282660 | 13-Apr-17 |
| 330 | Phillips | Megan | 561512 | 16-Aug-16 |
| 330 | Rawlston | Gloria | 237854 | 16-Aug-16 |
| 330 | Reap | Maria | 579473 | 16-Aug-16 |
| 330 | Robinson | Bryan Keith | 608074 | 13-Apr-17 |
| 330 | Robinson | Virginia | 254426 | 25-Sep-15 |
| 330 | Smith | Matthew | 584209 | 16-Aug-16 |
| 330 | Stone | James | 189471 | 10-Jul-15 |
| 330 | sullivan | linda | 99439 | 29-Jan-16 |
| 330 | Taheri | Nancy | 266950 | 29-Jan-16 |
| 330 | Thompson | Mary | 609943 | 16-Aug-16 |
| 330 | Varner | Mariah | 140623 | 04-Mar-16 |
| 330 | Weiss | Debra | 172943 | 10-Mar-17 |
| 330 | White | Logan | 564165 | 25-Sep-15 |
| 330 | White | Bethany | 548176 | 16-Aug-16 |
| 330 | Williams | Wayne | 232140 | 16-Aug-16 |
| 340 | Jones | Larry | 549516 | 10-Mar-17 |
| 340 | southern | jessica | 635110 | 04-Mar-16 |
| 340 | Yount | Jennifer | 253908 | 23-Aug-16 |

Active WBL Certificates by District - As of April 2017

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| District ID | Last Name | First Name | License Number | Certification Date |
|-------------|-------------|-------------------|----------------|--------------------|
| 350 | Pulse | Lisa | 581087 | 27-May-16 |
| 360 | Russell | Debra | 151620 | 27-May-16 |
| 360 | Waggoner | Elizabeth | 582398 | 26-Jan-16 |
| 370 | Barton | Johnathan S. | 210285 | 10-Jun-15 |
| 370 | Brennan | Betty | 563793 | 01-Sep-15 |
| 370 | Cope | Jessica S. | 176726 | 10-Jul-15 |
| 370 | Hendrickson | Jason Lee | 515592 | 10-Jun-15 |
| 370 | Hilton | Kevin Todd | 622143 | 10-Jun-15 |
| 370 | Hite | Justin Blake | 588436 | 10-Jun-15 |
| 370 | Hughes | Kelli Denise | 229392 | 10-Jun-15 |
| 370 | Loudy | Tommie | 568224 | 04-Mar-16 |
| 370 | Seaton | Wayland | 137558 | 04-Mar-16 |
| 370 | Shanks | Angel | 611685 | 04-Mar-16 |
| 370 | Skelton | Jason R. | 208563 | 10-Jun-15 |
| 370 | Smith | Adrian James | 208485 | 10-Jun-15 |
| 370 | Thacker | Christy Ann | 239956 | 10-Jun-15 |
| 370 | Trent | Danielle Brittany | 506049 | 10-Jun-15 |
| 370 | Wilhoit | Kimberly Faye | 529296 | 10-Jun-15 |
| 380 | Hay | Alexandria | 259931 | 27-May-16 |
| 380 | Haynes | Sarah | 598332 | 26-Jan-16 |
| 380 | Joyner | John | 252727 | 26-Jan-16 |
| 380 | Noles | Vickie | 583526 | 26-Jan-16 |
| 380 | Snow | Tanya | 501254 | 26-Jan-16 |
| 380 | Taylor | Julie | 259112 | 18-Sep-15 |
| 380 | Turner | Brandlin | 628078 | 08-Feb-17 |
| 380 | Wellington | Barbara | 207579 | 27-May-16 |
| 390 | Bartholomew | Teddy | 127010 | 26-Jan-16 |
| 390 | Walker | Susan | 229802 | 26-Jan-16 |
| 400 | Carter | Carol | 254529 | 26-Aug-16 |
| 400 | Cunningham | Judy | 202072 | 10-Jun-16 |
| 400 | Exley | Emily (Jeannie) | 535789 | 18-Sep-15 |
| 400 | McCord | Diane | 258836 | 27-Jan-17 |
| 400 | Wiles | Joseph (Rusty) | 258503 | 18-Sep-15 |
| 410 | Redding | Joanne | 580845 | 23-Aug-16 |
| 420 | Gant | Curtis | 521086 | 21-Apr-16 |
| 420 | Troup | Genna | 543749 | 10-Jul-15 |
| 430 | Lanham | Robert | 570994 | 23-Aug-16 |
| 430 | Porch | Rebecca | 232839 | 10-Jul-15 |

Active WBL Certificates by District - As of April 2017

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| District ID | Last Name | First Name | License Number | Certification Date |
|-------------|-------------|------------|----------------|--------------------|
| 440 | Barham | Lakelan | 258545 | 24-Jun-15 |
| 440 | Thaxton | Anne | 220479 | 10-Jul-15 |
| 450 | House | Kesha | 608979 | 04-Mar-16 |
| 450 | Martin | Adam | 294045 | 04-Mar-16 |
| 450 | Shrader | Laura | 218019 | 25-Sep-15 |
| 450 | Skeen | Sherry | 623157 | 04-Mar-16 |
| 460 | Agan, III | Jerry M. | 595428 | 10-Mar-17 |
| 460 | Christian | Christina | 176205 | 04-Mar-16 |
| 460 | Cox | Craig | 626170 | 10-Jun-16 |
| 460 | Hammons | Sonya | 565976 | 04-Mar-16 |
| 460 | Reece | Catina | 580557 | 10-Jun-16 |
| 470 | Bachor | Katherine | 579409 | 10-Mar-17 |
| 470 | Baham | Arthur | 501303 | 13-Apr-17 |
| 470 | Baker | Mark | 260273 | 04-Mar-16 |
| 470 | Barr | Sherry | 152293 | 10-Jun-16 |
| 470 | Beason | Teresa | 162648 | 13-Apr-17 |
| 470 | Beeler | Cynthia | 210538 | 10-Jun-16 |
| 470 | Bennett | Josh | 610191 | 13-Apr-17 |
| 470 | Black | Robert | 246493 | 10-Mar-17 |
| 470 | Blankenship | John | 136337 | 01-Sep-15 |
| 470 | Brossett | Michelle | 276269 | 13-Apr-17 |
| 470 | Brown | Christy | 219339 | 04-Mar-16 |
| 470 | Brown | Kimberly | 254419 | 13-Apr-17 |
| 470 | Bruce | Greg | 238667 | 10-Jun-16 |
| 470 | Bryant | Jeff | 252629 | 04-Mar-16 |
| 470 | Buckley | Kelly | 622792 | 13-Apr-17 |
| 470 | Burkley | Kimberly | 606671 | 10-Mar-17 |
| 470 | Carr | Ulla | 293389 | 10-Jun-16 |
| 470 | Carr | Kelley | 212351 | 25-Sep-15 |
| 470 | Clark | P.Jaye | 163001 | 01-Sep-15 |
| 470 | Colby | Jason | 636268 | 10-Jun-16 |
| 470 | Crisp | Amy | 242306 | 01-Sep-15 |
| 470 | crowley | misty | 580589 | 13-Apr-17 |
| 470 | Davis | Ken | 215271 | 16-Aug-16 |
| 470 | Davis | Tammy | 253611 | 01-Sep-15 |
| 470 | Dorsey | Amanda | 606272 | 10-Jun-16 |
| 470 | Duncan | Cheri | 260254 | 04-Mar-16 |
| 470 | Everett | Carrie | 505006 | 10-Jun-16 |

Active WBL Certificates by District - As of April 2017

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| District ID | Last Name | First Name | License Number | Certification Date |
|-------------|-------------|---------------|----------------|--------------------|
| 470 | Everett | Michael | 530335 | 23-Aug-16 |
| 470 | Ferrantello | Denny | 562400 | 01-Sep-15 |
| 470 | Ford | Angelia | 258840 | 13-Apr-17 |
| 470 | Fox | Michael | 598590 | 24-May-16 |
| 470 | Frei | Emily | 550894 | 13-Apr-17 |
| 470 | Fritts | Sondra | 231983 | 13-Apr-17 |
| 470 | Gibbons | James | 533802 | 10-Jun-16 |
| 470 | Gilbert | Amanda | 627147 | 13-Apr-17 |
| 470 | Griffin | Kathryn | 505349 | 16-Aug-16 |
| 470 | Hahn | Jan | 544476 | 10-Mar-17 |
| 470 | Hall | Phillip B. | 236705 | 10-Jun-15 |
| 470 | Hammond | Christopher | 579003 | 13-Apr-17 |
| 470 | Harbison | Jason | 556661 | 04-Mar-16 |
| 470 | Harris | Stephen | 592868 | 25-Sep-15 |
| 470 | Hatmaker | Vivian | 159017 | 10-Mar-17 |
| 470 | Headrick | Tammy | 251516 | 13-Apr-17 |
| 470 | Higdon | David | 639040 | 16-Aug-16 |
| 470 | Higgins | Rebekah | 624936 | 01-Sep-15 |
| 470 | Hite | Morgan | 585559 | 04-Mar-16 |
| 470 | Honeycutt | Rick | 639042 | 10-Jun-16 |
| 470 | Hooks | Ellen | 592802 | 10-Jun-16 |
| 470 | Hove | Erin | 512489 | 01-Sep-15 |
| 470 | Hutchens | Cynthia | 536023 | 01-Sep-15 |
| 470 | Inman | Glenda | 194080 | 13-Apr-17 |
| 470 | Jackson | Kathryn L. | 632429 | 10-Mar-17 |
| 470 | James | Franda Demond | 273104 | 13-Apr-17 |
| 470 | Jenkins | Timothy | 581504 | 01-Sep-15 |
| 470 | Johnson | Joslyn | 236030 | 01-Sep-15 |
| 470 | Jones | Jeffrey | 221242 | 13-Apr-17 |
| 470 | Jones | Michael | 280161 | 10-Jun-16 |
| 470 | Keaton | Michelle | 234705 | 23-Aug-16 |
| 470 | Kelly | Tracy | 629867 | 04-Mar-16 |
| 470 | Kepper | LeeAnne | 229243 | 01-Sep-15 |
| 470 | Kimel | Chris | 564489 | 01-Sep-15 |
| 470 | Kirby | Jeana | 253650 | 01-Sep-15 |
| 470 | Lacy | Wandy | 84032 | 10-Jun-16 |
| 470 | Lentz | Melinda | 248027 | 10-Jun-16 |
| 470 | Long | Erika | 640881 | 10-Jun-16 |

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| District ID | Last Name | First Name | License Number | Certification Date |
|-------------|-------------|-------------|----------------|--------------------|
| 470 | Lord | Christia | 533791 | 01-Sep-15 |
| 470 | Lovett | Heather | 515406 | 01-Sep-15 |
| 470 | Maples | Jo | 239156 | 10-Mar-17 |
| 470 | Martin | Susan | 230988 | 01-Sep-15 |
| 470 | Martin | Jon | 551145 | 10-Jun-16 |
| 470 | Mayes | Russell | 218966 | 04-Mar-16 |
| 470 | McCall | Leigha | 611449 | 01-Sep-15 |
| 470 | McClure | Robert | 218286 | 01-Sep-15 |
| 470 | McCoy | Kathy | 253325 | 04-Mar-16 |
| 470 | McGhee | Sharon | 612757 | 04-Mar-16 |
| 470 | McGrath | Brenda | 45272 | 10-Jun-16 |
| 470 | McMahan | William | 258199 | 01-Sep-15 |
| 470 | McManus | Jada | 234084 | 10-Mar-17 |
| 470 | McMurray | Jeffrey | 254403 | 01-Sep-15 |
| 470 | McSpadden | Emily W. | 226797 | 13-Apr-17 |
| 470 | Miller | Cecilia | 625339 | 01-Sep-15 |
| 470 | Minark | Sonya | 635968 | 10-Mar-17 |
| 470 | Mitchell | Amy | 211559 | 13-Apr-17 |
| 470 | Mitchell | Aundrea | 264379 | 01-Sep-15 |
| 470 | Morgan | Jennifer | 211329 | 10-Jun-16 |
| 470 | Morgan | Jennifer | 211329 | 10-Jun-16 |
| 470 | Moskal | Amy | 243973 | 10-Jun-16 |
| 470 | Mosley | Matthew | 588315 | 04-Mar-16 |
| 470 | Murray | Donna | 243601 | 10-Jun-16 |
| 470 | Mynatt | Gwen Regina | 232121 | 13-Apr-17 |
| 470 | Neal | Amy | 253988 | 10-Jun-16 |
| 470 | Neely | Erika | 520541 | 10-Jun-16 |
| 470 | Nolin-White | Jose | 90733 | 01-Sep-15 |
| 470 | Odell | Roberta | 173026 | 25-Sep-15 |
| 470 | Parks | Lori | 198848 | 01-Sep-15 |
| 470 | Parramore | Lucinda | 624939 | 01-Sep-15 |
| 470 | Peake | Loretta | 180252 | 10-Jun-16 |
| 470 | Perry | Aimee | 251287 | 10-Mar-17 |
| 470 | Phillips | Erica | 571824 | 01-Sep-15 |
| 470 | Polston | Trina | 217210 | 04-Mar-16 |
| 470 | Popa | Dana | 594853 | 13-Apr-17 |
| 470 | Presley | Doris | 204689 | 13-Apr-17 |
| 470 | Pressley | Angela | 216338 | 01-Sep-15 |

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| District ID | Last Name | First Name | License Number | Certification Date |
|-------------|------------|-----------------|----------------|--------------------|
| 470 | Price | Laurie | 526761 | 10-Jun-16 |
| 470 | Price | Gloria | 143204 | 10-Jun-16 |
| 470 | Rhone | Mary | 181768 | 01-Sep-15 |
| 470 | Roach | Nicki | 633770 | 10-Jun-16 |
| 470 | Roberts | Angela | 583717 | 10-Jun-16 |
| 470 | Robinson | Sarah | 251255 | 13-Apr-17 |
| 470 | Romero | Paul | 505720 | 01-Sep-15 |
| 470 | Rule | Judy | 134045 | 23-Aug-16 |
| 470 | Schneider | Megan Maureen | 563576 | 13-Apr-17 |
| 470 | Settle | Jason | 584394 | 04-Mar-16 |
| 470 | Sexton | Johnnny | 257806 | 10-Jun-16 |
| 470 | Sharp | Amanda | 229599 | 10-Mar-17 |
| 470 | Sherrell | Dana | 271558 | 01-Sep-15 |
| 470 | Shipwash | Franklin | 635113 | 10-Jun-16 |
| 470 | Skinner | Jane | 192085 | 10-Jun-16 |
| 470 | Smith | Mark | 552792 | 04-Mar-16 |
| 470 | Smith | Robin | 575966 | 10-Jun-16 |
| 470 | Story | Mike | 145568 | 10-Mar-17 |
| 470 | Stowers | Melissa | 227048 | 04-Mar-16 |
| 470 | Sullivan | Lisa R | 190652 | 01-Sep-15 |
| 470 | Sutton | Jeremy | 515055 | 13-Apr-17 |
| 470 | Tampas | Pete | 223211 | 10-Jun-16 |
| 470 | Tampas | Michael | 549769 | 10-Jun-16 |
| 470 | Thumler | Lori | 214465 | 04-Mar-16 |
| 470 | Tonos | Neely | 276363 | 10-Jun-16 |
| 470 | Trunzo | Angela | 580703 | 10-Mar-17 |
| 470 | Valentine | John | 206886 | 01-Sep-15 |
| 470 | Venable | Catherine | 573642 | 13-Apr-17 |
| 470 | Wade | Christopher | 586101 | 13-Apr-17 |
| 470 | Wallace | Leah | 632098 | 01-Sep-15 |
| 470 | Webster | Crystal | 239448 | 10-Jun-16 |
| 470 | West | Vivian | 257935 | 10-Jun-16 |
| 470 | Wilburn | David | 206916 | 10-Jun-16 |
| 470 | Williams | Nancy | 612195 | 10-Jun-16 |
| 470 | Williamson | Brittany Nicole | 610163 | 10-Jun-15 |
| 470 | Woods | Mallory Marie | 609068 | 10-Mar-17 |
| 470 | Yaden | Emily | 583251 | 10-Jun-16 |
| 470 | Young | Rebecca | 185416 | 10-Jun-16 |

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| District ID | Last Name | First Name | License Number | Certification Date |
|-------------|------------|------------------|----------------|--------------------|
| 470 | Zoldessy | Elizabeth | 173158 | 13-Apr-17 |
| 480 | McNeil | Hannah Claire | 611689 | 18-Jun-15 |
| 480 | Regalado | Carrie Elizabeth | 215987 | 18-Jun-15 |
| 490 | Coleman | Rachel | 553128 | 26-Jan-16 |
| 490 | Deaton | Kristen | 701100 | 27-Jan-17 |
| 490 | Farris | Susan | 268127 | 26-Jan-16 |
| 490 | Greene | TyAnn | 534353 | 26-Jan-16 |
| 490 | Parnell | Jana | 546172 | 18-Sep-15 |
| 490 | Winchester | Donna | 573866 | 26-Aug-16 |
| 500 | Ambrose | Sandra | 569219 | 29-Jan-16 |
| 500 | Brown | DeeDee | 266432 | 29-Jan-16 |
| 500 | Davis | Michael | 633618 | 29-Jan-16 |
| 500 | Eledge | Nicholas | 567067 | 29-Jan-16 |
| 500 | Harris | Alanna | 228834 | 29-Jan-16 |
| 500 | Huntley | Clarissa | 575585 | 29-Jan-16 |
| 500 | Hurst | Katherine | 623997 | 29-Jan-16 |
| 500 | Kelly | Andrea | 257015 | 29-Jan-16 |
| 500 | Long | Jana | 237795 | 13-Apr-17 |
| 500 | Lopp | Patti | 230336 | 23-Aug-16 |
| 500 | McDow | Hope | 575736 | 29-Jan-16 |
| 500 | McDow | Hope | 575736 | 29-Jan-16 |
| 500 | Pack | Mary | 252238 | 29-Jan-16 |
| 500 | Stout | Sherry | 208292 | 29-Jan-16 |
| 500 | True | Holly | 291460 | 23-Aug-16 |
| 500 | Wheeley | Sandy | 585812 | 29-Jan-16 |
| 510 | Tatum | Charles | 53192 | 29-Jan-16 |
| 520 | Anderson | Randy | 266408 | 10-Jul-15 |
| 520 | Bradford | Tim | 243699 | 24-May-16 |
| 520 | Eakin | William | 157008 | 29-Jan-16 |
| 520 | Kirkland | Karen | 608666 | 10-Mar-17 |
| 520 | Riner | Felicia | 505685 | 13-Apr-17 |
| 520 | Snoddy | Jennifer | 260725 | 10-Mar-17 |
| 521 | Wright | Keela | 253797 | 29-Jan-16 |
| 530 | Ferguson | Kristin | 631136 | 01-Sep-15 |
| 530 | Franklin | Breia | 590207 | 16-Aug-16 |
| 530 | Lynn | Hayley | 220068 | 16-Aug-16 |
| 530 | Tripp | Robert | 159100 | 16-Aug-16 |
| 531 | Epperson | Joshua | 279202 | 10-Jul-15 |

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| District ID | Last Name | First Name | License Number | Certification Date |
|-------------|---------------|-------------|----------------|--------------------|
| 531 | Fritts | Russell | 242830 | 16-Aug-16 |
| 531 | Gardner | Melissa | 622299 | 04-Mar-16 |
| 531 | Miller | Wendy | 516945 | 10-Jul-15 |
| 531 | Thompson | Paul Edward | 204600 | 10-Jun-15 |
| 531 | Towns | Sandra M | 114373 | 23-Aug-16 |
| 540 | Bryant | Annette | 551259 | 16-Aug-16 |
| 540 | Carpenter | Joshua | 587795 | 25-Sep-15 |
| 540 | Edwards | Kevin | 218358 | 10-Jun-16 |
| 540 | Estes | Jennifer | 568354 | 01-Sep-15 |
| 540 | Garrett | Jacob | 591564 | 10-Jun-16 |
| 540 | Jaynes | Rodney C. | 253798 | 10-Mar-17 |
| 540 | Jenkins | Cynthia | 253107 | 01-Sep-15 |
| 540 | Jones | Nancy | 565853 | 10-Mar-17 |
| 540 | Langston | Emily | 276980 | 25-Sep-15 |
| 540 | Layman | Candice | 600963 | 10-Jul-15 |
| 540 | Mason | Judy | 259687 | 25-Sep-15 |
| 540 | Pierce | Jonathan | 149120 | 10-Jul-15 |
| 540 | Pierce Oswald | Elizabeth | 252388 | 10-Jul-15 |
| 540 | Roderick | Katie | 596479 | 10-Mar-17 |
| 540 | Sliger | Angel | 521694 | 25-Sep-15 |
| 540 | Smith-Brown | Mary | 586790 | 10-Mar-17 |
| 540 | Sneed | Rebecca | 594849 | 10-Mar-17 |
| 550 | Duncan | Mary | 621008 | 27-Jan-17 |
| 550 | Hurst | Debra | 515945 | 27-Jan-17 |
| 550 | Moore | Jana | 582620 | 26-Jan-16 |
| 550 | Teague | Beth Ann | 514493 | 26-Jan-16 |
| 555 | Richardson | Hannah | 606816 | 29-Jan-16 |
| 560 | Austin | Molly | 591749 | 29-Jan-16 |
| 560 | Beasley | Kayleigh | 602551 | 29-Jan-16 |
| 560 | Curtis | Debbie | 564318 | 23-Aug-16 |
| 560 | Dickerson | Stacey | 502779 | 23-Aug-16 |
| 560 | Hays | Brandi | 233021 | 13-Apr-17 |
| 560 | Powell | Lori | 211833 | 23-Aug-16 |
| 560 | Sallee | Krystal | 211732 | 23-Aug-16 |
| 560 | Stafford | Cathy | 208196 | 24-Jun-15 |
| 560 | Yokley | Cristina | 543850 | 23-Aug-16 |
| 570 | Arnold | Shannon | 217307 | 26-Jan-16 |
| 570 | Castleman | Sheila | 254155 | 26-Jan-16 |

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| District ID | Last Name | First Name | License Number | Certification Date |
|-------------|-----------|---------------|----------------|--------------------|
| 570 | Crouse | Teresa | 215742 | 26-Jan-16 |
| 570 | Jones | Jamaal | 595281 | 26-Jan-16 |
| 570 | Lovelady | Essie | 257617 | 13-Apr-17 |
| 570 | Moten | Shelia A. | 236330 | 18-Jun-15 |
| 570 | Reeder | Tyler | 610409 | 26-Jan-16 |
| 570 | Repogle | Jeffrey | 246123 | 27-May-16 |
| 570 | Stilwell | Julie | 171906 | 26-Jan-16 |
| 570 | Williams | Wilma | 251946 | 27-May-16 |
| 580 | Barton | Scott | 535669 | 24-Jun-15 |
| 580 | Bird | Don | 194972 | 24-Jun-15 |
| 580 | Davis | Tarrah | 634327 | 01-Sep-15 |
| 580 | Hubbard | Kristy | 610371 | 29-Jan-16 |
| 580 | Lassiter | Sally | 207101 | 16-Aug-16 |
| 580 | Light | Kay | 229367 | 24-Jun-15 |
| 580 | Smith | Joseph | 549770 | 04-Mar-16 |
| 580 | Wright | Gayla | 237584 | 29-Jan-16 |
| 590 | Adams | Danny | 539396 | 24-Jun-15 |
| 590 | Barnes | Amber Lea | 622292 | 24-Jun-15 |
| 590 | Barron | John | 250049 | 24-Jun-15 |
| 590 | Borton | Genia | 261547 | 24-Jun-15 |
| 590 | Bussell | Gabrielle | 629017 | 24-Jun-15 |
| 590 | Duncan | Joe | 576132 | 24-Jun-15 |
| 590 | Jordan | Melanie | 139340 | 24-Jun-15 |
| 590 | Musgrave | Frank | 564828 | 24-Jun-15 |
| 590 | Pickle | Henry | 567593 | 24-Jun-15 |
| 590 | Wilson | Jenna | 262925 | 24-Jun-15 |
| 600 | Alcorn | Debra | 282142 | 29-Jan-16 |
| 600 | Anders | Carroll Scott | 547182 | 29-Jan-16 |
| 600 | Brackney | Fredrick | 216876 | 29-Jan-16 |
| 600 | Brown | Elizabeth | 553230 | 29-Jan-16 |
| 600 | Brown | Lori | 238726 | 24-Jun-15 |
| 600 | Creech | Kevin | 625203 | 29-Jan-16 |
| 600 | Cummins | Tad | 582939 | 29-Jan-16 |
| 600 | Davis | Diana | 207608 | 24-May-16 |
| 600 | Evans | Eldon Gwynne | 220508 | 13-Apr-17 |
| 600 | Hallmark | Haley | 504844 | 29-Jan-16 |
| 600 | Higgins | Robert | 610980 | 29-Jan-16 |
| 600 | Hoover | Kami | 510901 | 08-Feb-17 |

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| District ID | Last Name | First Name | License Number | Certification Date |
|-------------|------------|-------------|----------------|--------------------|
| 600 | Hopkins | Melissa | 179248 | 23-Aug-16 |
| 600 | Hunter | Tammy | 251148 | 13-Apr-17 |
| 600 | Jarrell | Whisey | 541024 | 13-Apr-17 |
| 600 | Johnson | Gidget | 238052 | 29-Jan-16 |
| 600 | Keysaer | Thomas | 258697 | 29-Jan-16 |
| 600 | McCarty | William | 625179 | 23-Aug-16 |
| 600 | McWilliams | Luemma | 252472 | 29-Jan-16 |
| 600 | Newton | Gayla | 224705 | 13-Apr-17 |
| 600 | Reaves | Letitia | 630585 | 10-Jul-15 |
| 600 | Smith | Stefanie | 283184 | 29-Jan-16 |
| 600 | Stricklin | Amy | 547777 | 29-Jan-16 |
| 600 | Thomason | Janet | 213829 | 29-Jan-16 |
| 600 | Thornton | Terri | 206249 | 29-Jan-16 |
| 600 | Thurman | Pamela D | 208883 | 13-Apr-17 |
| 600 | Thurman | Pamela | 12121 | 29-Jan-16 |
| 600 | VanWormer | Jacqueline | 631766 | 29-Jan-16 |
| 600 | Wilkinson | Mandy | 250927 | 10-Jul-15 |
| 600 | Williams | Victoria | 207703 | 29-Jan-16 |
| 610 | Cobble | Brandon | 240393 | 16-Aug-16 |
| 620 | Bibee | Rodney | 521955 | 10-Jun-16 |
| 620 | Harrill | Michael | 230249 | 10-Jun-16 |
| 620 | Ingram | Elizabeth | 633350 | 25-Sep-15 |
| 620 | McCall | Leah M | 176644 | 13-Apr-17 |
| 620 | Wiggins | John | 293396 | 10-Jun-16 |
| 620 | Williamson | Bryan | 211706 | 10-Jun-16 |
| 630 | Boner | Christopher | 255127 | 10-Jul-15 |
| 630 | Brooks | Hannah | 647368 | 23-Aug-16 |
| 630 | Brown | Lauren | 552609 | 10-Jul-15 |
| 630 | Bryant | Mary | 214467 | 10-Jul-15 |
| 630 | Christy | Lorne | 240179 | 24-May-16 |
| 630 | Cloud | Bridget | 610742 | 10-Jul-15 |
| 630 | Coffee | Kassie | 597928 | 18-Sep-15 |
| 630 | Fussell | Ashlyn | 587828 | 23-Aug-16 |
| 630 | Jackson | Amy | 240982 | 10-Jul-15 |
| 630 | Makowski | Paul | 629866 | 01-Sep-15 |
| 630 | McKay | Mitzi | 530203 | 10-Jul-15 |
| 630 | Nunn | John | 245863 | 24-May-16 |
| 630 | Spinella | Matthew | 599413 | 13-Apr-17 |

Active WBL Certificates by District - As of April 2017

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| District ID | Last Name | First Name | License Number | Certification Date |
|-------------|-----------|--------------|----------------|--------------------|
| 630 | Steffen | Gerald | 607684 | 26-Aug-16 |
| 630 | streetman | leslea | 545918 | 10-Jul-15 |
| 630 | Teeter | Teresa | 229887 | 23-Aug-16 |
| 630 | Tucker | Maggie | 241719 | 25-Sep-15 |
| 630 | Weiss | Charles | 639047 | 29-Jan-16 |
| 640 | Coble | Missy | 217639 | 29-Jan-16 |
| 640 | Hart | Wendy | 278425 | 10-Jul-15 |
| 640 | Neal | Amber | 608613 | 10-Jul-15 |
| 640 | Smith | Belinda | 632328 | 10-Jul-15 |
| 650 | Alford | Steve | 568086 | 24-May-16 |
| 650 | Hendricks | Jennifer | 621910 | 16-Aug-16 |
| 650 | Keener | Ginger | 261137 | 16-Aug-16 |
| 650 | Pittman | Anna | 583065 | 25-Sep-15 |
| 660 | Flagg | Malissa | 600572 | 27-May-16 |
| 660 | Hendon | Cassie | 609700 | 27-May-16 |
| 660 | Johnston | Daniel | 582118 | 26-Aug-16 |
| 660 | Winstead | Jessica | 580556 | 13-Apr-17 |
| 661 | Holt | Lenny | 507453 | 24-Jun-15 |
| 661 | Tuck | Jessica | 610273 | 26-Jan-16 |
| 661 | Watts | Coby | 211568 | 26-Jan-16 |
| 670 | Bowman | Robin | 209204 | 23-Aug-16 |
| 670 | Coffman | Lauren | 293769 | 13-Apr-17 |
| 670 | Copeland | Jason | 581571 | 10-Jul-15 |
| 670 | Crabtree | Karla | 605803 | 23-Aug-16 |
| 670 | johnson | todd | 248391 | 10-Jul-15 |
| 670 | Reeder | Aleshia | 574829 | 23-Aug-16 |
| 680 | Edney | Raygan Ezell | 220024 | 27-Jan-17 |
| 680 | Phillips | Myra | 253396 | 24-Jun-15 |
| 680 | WARD | RENDIA | 145543 | 29-Jan-16 |
| 700 | Sluder | Connie | 520022 | 04-Mar-16 |
| 710 | Allison | Ashley | 219722 | 10-Jul-15 |
| 710 | Burnett | Leah | 523079 | 25-Sep-15 |
| 710 | Darley | Amber | 565568 | 13-Apr-17 |
| 710 | Flatt | Lisa | 620951 | 10-Jul-15 |
| 710 | Hannah | Kimberly | 293798 | 08-Feb-17 |
| 710 | Henry | Judith | 246996 | 29-Jan-16 |
| 710 | Holder | Norma | 265070 | 25-Sep-15 |
| 710 | Johnson | Vanessa | 526178 | 13-Apr-17 |

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| District ID | Last Name | First Name | License Number | Certification Date |
|-------------|--------------|------------|----------------|--------------------|
| 710 | Looney | Bridget | 217298 | 08-Feb-17 |
| 710 | Rawls | Mandy | 226297 | 25-Sep-15 |
| 710 | Renegar | Shannon | 608094 | 16-Aug-16 |
| 710 | Ross | Stephanie | 509961 | 25-Sep-15 |
| 710 | Stump | Martina | 200467 | 10-Jul-15 |
| 710 | Torrence | Jamie | 225078 | 25-Sep-16 |
| 710 | York | Steve | 278895 | 25-Sep-15 |
| 720 | Carney | Jeremiah | 632431 | 16-Aug-16 |
| 720 | Sims | Brody | 633340 | 16-Aug-16 |
| 720 | Tippett | Tim | 582121 | 16-Aug-16 |
| 730 | Bailey | Allison | 554307 | 10-Jun-16 |
| 730 | Bell | Mike | 237222 | 10-Mar-17 |
| 730 | Gerberding | Loftin | 277233 | 10-Mar-17 |
| 730 | Gilkey-Gouge | Cynthia | 233095 | 25-Sep-15 |
| 730 | Guillemet | Michael A | 256300 | 10-Mar-17 |
| 730 | Holmbeck | Andrew | 514745 | 10-Jul-15 |
| 730 | LaCasse | Sharon K. | 282844 | 10-Mar-17 |
| 730 | Ladd | Beth | 246759 | 10-Mar-17 |
| 730 | Larabee | Karen | 280316 | 13-Apr-17 |
| 730 | Sivik | Lindsay | 644989 | 10-Mar-17 |
| 730 | Woods | Teresa Lee | 252213 | 10-Mar-17 |
| 740 | Burton | Mitzi | 259634 | 24-May-16 |
| 740 | Casey | Sherry | 155473 | 23-Aug-16 |
| 740 | Dempsey | Janet | 254245 | 24-May-16 |
| 740 | Dozier | Lori | 211258 | 16-Aug-16 |
| 740 | Hill | Enoch | 644683 | 23-Aug-16 |
| 740 | Kosis | Allison | 607096 | 24-May-16 |
| 740 | ONeal | Julie | 217466 | 10-Jul-15 |
| 740 | Roach | Charles | 581986 | 10-Jul-15 |
| 740 | Stoklasa | Faith | 526127 | 24-Jun-15 |
| 740 | Swindle | Misti | 242324 | 08-Feb-17 |
| 740 | Weems | Samuel | 522708 | 24-Jun-15 |
| 740 | Wilson | Dustin | 210009 | 24-Jun-15 |
| 750 | Arman | Celeste | 287081 | 10-Jul-15 |
| 750 | Barnett | Robin | 238329 | 29-Jan-16 |
| 750 | Bell | Rebecca | 627915 | 23-Aug-16 |
| 750 | Bennett | Sheila | 289078 | 29-Jan-16 |
| 750 | Bowen | Rita | 137791 | 29-Jan-16 |

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| District ID | Last Name | First Name | License Number | Certification Date |
|-------------|-------------------|------------|----------------|--------------------|
| 750 | Bowker | Joe | 603096 | 24-May-16 |
| 750 | Brewer | Mary | 240183 | 29-Jan-16 |
| 750 | Cathey | Frank | 215349 | 10-Jul-15 |
| 750 | Clifton | William | 552490 | 29-Jan-16 |
| 750 | Dixon | Marlena | 548836 | 23-Aug-16 |
| 750 | Green | Sarah | 629074 | 29-Jan-16 |
| 750 | Green | Kevin | 625115 | 10-Jul-15 |
| 750 | Haley | Joshua | 603557 | 29-Jan-16 |
| 750 | Hutchins | Lauren | 599173 | 29-Jan-16 |
| 750 | Johnson | Sharvan | 195869 | 23-Aug-16 |
| 750 | Kell | Penny | 600401 | 29-Jan-16 |
| 750 | Kersey | Jennifer | 247998 | 29-Jan-16 |
| 750 | Kriesky | William | 500210 | 29-Jan-16 |
| 750 | Marlow | Lori | 198155 | 29-Jan-16 |
| 750 | McGinness | Kenneth | 511836 | 13-Apr-17 |
| 750 | Morrow | Suzanne | 536088 | 29-Jan-16 |
| 750 | Mosier | Scott | 192614 | 10-Jul-15 |
| 750 | Nelson | Patricia | 245179 | 29-Jan-16 |
| 750 | Nix | Bradley | 527204 | 29-Jan-16 |
| 750 | Norton | Valerie | 239203 | 29-Jan-16 |
| 750 | pinnix | frank | 621199 | 10-Jul-15 |
| 750 | Rochelle | Tiffany | 572289 | 29-Jan-16 |
| 750 | Shands | Autumn | 554475 | 29-Jan-16 |
| 750 | Sipple | Gina | 221889 | 29-Jan-16 |
| 750 | Sittloh-Eschliman | Debbie | 261933 | 24-Jun-15 |
| 750 | Slade | Sarah | 221719 | 29-Jan-16 |
| 750 | Sledge | Elizabeth | 218811 | 13-Apr-17 |
| 750 | Smith | Alonna | 558464 | 23-Aug-16 |
| 750 | Spears | Emily | 574831 | 29-Jan-16 |
| 750 | Stewart | Carolann | 282852 | 23-Aug-16 |
| 750 | Stock | Emily | 610893 | 29-Jan-16 |
| 750 | Tate | Lisa | 535393 | 23-Aug-16 |
| 750 | Thigpen | James | 518118 | 24-Jun-15 |
| 750 | Thomson | Kristina | 611704 | 13-Apr-17 |
| 750 | Vest | Patrick | 621009 | 10-Jul-15 |
| 750 | Villalobos | Alberto | 595135 | 10-Jul-15 |
| 750 | Ward | Deborah | 259484 | 29-Jan-16 |
| 750 | Wright | Regina | 115196 | 24-Jun-15 |

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| District ID | Last Name | First Name | License Number | Certification Date |
|-------------|------------|-----------------|----------------|--------------------|
| 750 | Yasso | Art | 514452 | 13-Apr-17 |
| 760 | Chambers | Nita | 214346 | 16-Aug-16 |
| 770 | Akin | Tammie | 572514 | 04-Mar-16 |
| 770 | Easterly | Katie M. | 629013 | 13-Apr-17 |
| 770 | Harper | Alyssia | 604488 | 04-Mar-16 |
| 770 | Harper | Randy | 582428 | 29-Jan-16 |
| 770 | Morrison | Christopher | 2094151 | 08-Feb-17 |
| 780 | Barnett | Martha | 224492 | 13-Apr-17 |
| 780 | Bohanan | Timothy | 536169 | 24-May-16 |
| 780 | Bower | Thomas | 560864 | 08-Feb-17 |
| 780 | Carmichael | Tina | 217727 | 13-Apr-17 |
| 780 | Chandler | Vernon | 221577 | 10-Jul-15 |
| 780 | Copeland | Jill | 569443 | 04-Mar-16 |
| 780 | Deckard | Valarie | 234087 | 13-Apr-17 |
| 780 | DeLozier | Betty | 213409 | 04-Mar-16 |
| 780 | Fox | Valerie | 521054 | 10-Jun-16 |
| 780 | Franklin | Travis | 224604 | 04-Mar-16 |
| 780 | Hatfield | Franklin | 630820 | 04-Mar-16 |
| 780 | Johnson | Sandra Everett | 251044 | 13-Apr-17 |
| 780 | Luttrell | Norma | 125790 | 04-Mar-16 |
| 780 | Maples | Jil Renae | 286932 | 13-Apr-17 |
| 780 | parton | Paula | 218033 | 04-Mar-16 |
| 780 | Pemberton | Jon | 608743 | 08-Feb-17 |
| 780 | Rule | Cindy Carol | 215549 | 13-Apr-17 |
| 780 | Sims | Brian Keith | 261231 | 10-Jun-15 |
| 780 | Smith | Maria "Susanne" | 207371 | 13-Apr-17 |
| 780 | Stuart | Jeanetta | 177975 | 08-Feb-17 |
| 780 | Wilson | Jennifer | 632266 | 04-Mar-16 |
| 792 | Amos | Otis Lyvel | 271627 | 18-Jun-15 |
| 792 | Anderson | Melissa Jean | 590543 | 18-Jun-15 |
| 792 | Bratcher | Sandra | 214518 | 18-Sep-15 |
| 792 | Brazley | Marshetta | 517739 | 27-Jan-17 |
| 792 | Briggs | Brittany | 141454 | 27-Jan-17 |
| 792 | Brock | Nickie Lasha | 598109 | 18-Jun-15 |
| 792 | Brownlee | Joy Irene | 506998 | 18-Jun-15 |
| 792 | Burton | Teresa | 504177 | 27-Jan-17 |
| 792 | cain | dennis | 140521 | 26-Jan-16 |
| 792 | Cordova | Chanda | 277116 | 27-Jan-17 |

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| District ID | Last Name | First Name | License Number | Certification Date |
|-------------|--------------|------------------|----------------|--------------------|
| 792 | Covington | Audrey | 541348 | 18-Jun-15 |
| 792 | Davis | Joann Simpson | 289229 | 18-Jun-15 |
| 792 | Douglas | Janet | 145952 | 26-Aug-16 |
| 792 | Fair | Michael Lynn | 214890 | 18-Jun-15 |
| 792 | Fewell | Elisabeth | 527818 | 18-Jun-15 |
| 792 | Fisher | Gail | 554548 | 26-Aug-16 |
| 792 | Fox | Regina | 229736 | 27-Jan-17 |
| 792 | Gleeton | Patryce | 230974 | 26-Aug-16 |
| 792 | Golden | Regina | 259309 | 18-Sep-15 |
| 792 | Hampton | Decorye | 253642 | 18-Sep-15 |
| 792 | Henderson | Sidney | 270977 | 18-Sep-15 |
| 792 | Hightower | Sharron | 236268 | 18-Sep-15 |
| 792 | Hill | Versey | 274722 | 27-Jan-17 |
| 792 | Hinds | Comasine | 180351 | 26-Aug-16 |
| 792 | Jackson | Machelle | 568352 | 27-Jan-17 |
| 792 | Jackson | Sarah | 253277 | 18-Sep-15 |
| 792 | James | Letitia | 210423 | 18-Sep-15 |
| 792 | Jeans | Rosie L. | 124617 | 18-Jun-15 |
| 792 | Jimerson | Denetria | 238049 | 10-Jul-15 |
| 792 | Johnson | Catina | 518584 | 18-Sep-15 |
| 792 | Jones | Cassandra | 248301 | 18-Sep-15 |
| 792 | Jones | Rahja | 619727 | 27-Jan-17 |
| 792 | Knox | Bobbie | 516358 | 18-Sep-15 |
| 792 | Knox | Damon L. | 528261 | 18-Jun-15 |
| 792 | Kursh-Wells | Lorna | 273478 | 10-Jul-15 |
| 792 | Lawrence | Carman | 196352 | 13-Apr-17 |
| 792 | Lewis | Charlotte | 215443 | 27-Jan-17 |
| 792 | Likley | Carrie | 292330 | 26-Aug-16 |
| 792 | Lloyd-Burkes | Christene | 111147 | 18-Jun-15 |
| 792 | Lowrance | Bonita S. | 143959 | 18-Jun-15 |
| 792 | McAdam | Bridget Mary | 555714 | 18-Jun-15 |
| 792 | Miller | Jarchella Yvette | 500272 | 18-Jun-15 |
| 792 | Minor | Kenya | 272639 | 27-Jan-17 |
| 792 | Mize | Dorothy | 620767 | 26-Aug-16 |
| 792 | Morgan | Rholedia | 134331 | 26-Aug-16 |
| 792 | Naantaanbu | Ashanti | 535716 | 27-Jan-17 |
| 792 | Owens | Tanja | 254515 | 18-Sep-15 |
| 792 | Ozment | Erin Lynn | 608820 | 18-Jun-15 |

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| District ID | Last Name | First Name | License Number | Certification Date |
|-------------|------------|---------------------|----------------|--------------------|
| 792 | Pink | Robert | 541443 | 18-Jun-15 |
| 792 | Puff | Vickie | 284408 | 26-Jan-16 |
| 792 | Randall | Zundra | 272759 | 18-Sep-15 |
| 792 | Richardson | Darius | 571163 | 18-Sep-15 |
| 792 | Roberson | Martha Jean | 47978 | 18-Jun-15 |
| 792 | Scott | Karen | 237004 | 24-Jun-15 |
| 792 | Scott | Carolyn | 257717 | 27-Jan-17 |
| 792 | Spellings | Jeromy Randall | 260543 | 18-Jun-15 |
| 792 | Stanley | Rebecca | 500522 | 13-Apr-17 |
| 792 | Streeter | Randa K. | 208800 | 18-Jun-15 |
| 792 | Thomas | Tracey Latonia | 238163 | 18-Jun-15 |
| 792 | Unsell | Mary | 238723 | 26-Aug-16 |
| 792 | Wade | Jamason | 272706 | 10-Jul-15 |
| 792 | Washington | LaSonya | 196527 | 27-Jan-17 |
| 792 | White | Michael | 545850 | 26-Jan-16 |
| 792 | Williams | Herman | 174507 | 27-Jan-17 |
| 792 | Williams | Linda | 243285 | 27-Jan-17 |
| 792 | Woelfel | Chasati Deone | 273121 | 18-Jun-15 |
| 792 | Wright | Debra L. | 251379 | 18-Jun-15 |
| 793 | Bailey | Brenda Helen Person | 100057 | 18-Jun-15 |
| 793 | Cichocki | Karen | 201242 | 18-Sep-15 |
| 793 | Gay | Rachel | 539416 | 26-Jan-16 |
| 793 | Knight | Clark | 221749 | 13-Apr-17 |
| 793 | Lindsey | Gwendolyn R. | 217831 | 18-Jun-15 |
| 793 | Perry | Ti-Juana Vonsha | 500517 | 18-Jun-15 |
| 793 | Slappey | Kristi | 190198 | 13-Apr-17 |
| 793 | Uhiren | Crystal Olivia | 242398 | 18-Jun-15 |
| 794 | Bishop | Cathy | 195267 | 26-Aug-16 |
| 794 | Easley | Jonathan | 260115 | 27-May-16 |
| 794 | Essex | Nicole | 191155 | 26-Jan-16 |
| 794 | Graham | Donald | 207051 | 27-May-16 |
| 794 | Haney | Michelle | 270148 | 27-May-16 |
| 795 | Adair | Arwen Elaine | 520683 | 13-Apr-17 |
| 795 | Coleman | Lesley | 535492 | 18-Sep-15 |
| 795 | Prine | Kellie | 566816 | 26-Aug-16 |
| 795 | Styfhoorn | Samantha | 196988 | 18-Sep-15 |
| 795 | Waddell | Alexander | 530240 | 18-Sep-15 |
| 796 | Carter | Katrina Faye | 575313 | 18-Jun-15 |

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|-------------|------------|---------------|----------------|--------------------|
| 796 | Elliott | Monica | 577774 | 26-Jan-16 |
| 796 | Jones | Catherine M. | 192920 | 13-Apr-17 |
| 796 | Juneau | Craig Michael | 563782 | 27-Jan-17 |
| 796 | Mitchell | John | 195045 | 10-Mar-17 |
| 796 | Uhiren | Chad Preston | 580554 | 18-Jun-15 |
| 798 | Galster | Jena | 575457 | 23-Aug-16 |
| 798 | Guy | Chasity | 535737 | 26-Aug-16 |
| 798 | Whitaker | Ginger | 224611 | 26-Aug-16 |
| 800 | Baker | David | 542788 | 24-May-16 |
| 800 | Gentry | Amy | 577539 | 10-Jul-15 |
| 800 | Gibbs | Thomas | 236908 | 24-May-16 |
| 800 | Keeton | Meredith | 598582 | 24-May-16 |
| 800 | Mason | Amanda | 524529 | 24-May-16 |
| 800 | Smith | Jyl | 234218 | 23-Aug-16 |
| 800 | White | Eugenia | 262041 | 24-May-16 |
| 810 | Baggett | Connie | 228378 | 10-Jun-16 |
| 810 | Lambert | Mary | 189987 | 10-Jun-16 |
| 820 | Carr | Meghan | 504218 | 13-Apr-17 |
| 820 | Curd | Angela A. | 211567 | 10-Jun-15 |
| 820 | Fogleman | Cherie Rena | 512096 | 13-Apr-17 |
| 820 | Hodges | Candace | 216469 | 01-Sep-15 |
| 820 | Hughes | Deirdre Joann | 505749 | 13-Apr-17 |
| 820 | Hurlbert | Nicki Bolton | 216180 | 10-Jun-15 |
| 820 | McGuire | Karen Wood | 584147 | 10-Jun-15 |
| 820 | Robinette | Emily | 701405 | 23-Aug-16 |
| 820 | Seale | Margaret Ann | 166540 | 10-Jun-15 |
| 820 | Shelton | April Dawn | 582012 | 10-Jun-15 |
| 820 | Shipley | Sally | 525981 | 23-Aug-16 |
| 820 | Simmons | James Charles | 597919 | 10-Jun-15 |
| 821 | Del Gaudio | Chelsie | 552572 | 16-Aug-16 |
| 821 | Fox | Ashley | 647557 | 10-Jun-16 |
| 821 | Stubbs | Bradford | 185253 | 10-Jun-16 |
| 821 | Wade | Barry | 528667 | 10-Jun-16 |
| 822 | Arbaugh | Claire | 207844 | 10-Mar-17 |
| 822 | Davenport | Regina | 258863 | 16-Aug-16 |
| 822 | Echols | Callie | 617714 | 23-Aug-16 |
| 822 | Gilbertson | Jennifer | 584392 | 01-Sep-15 |
| 822 | McMakin | Joe | 259695 | 04-Mar-16 |

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| District ID | Last Name | First Name | License Number | Certification Date |
|-------------|-----------|-------------|----------------|--------------------|
| 822 | Olterman | Dee | 174567 | 01-Sep-15 |
| 822 | Robertson | Ben | 700557 | 16-Aug-16 |
| 822 | Watson | Rebecca | 536778 | 01-Sep-15 |
| 822 | Wolfe | Tammy | 521890 | 01-Sep-15 |
| 830 | Adams | James | 636652 | 08-Feb-17 |
| 830 | Baugh | Lisa | 223608 | 10-Jul-15 |
| 830 | Beach | Shauna | 539314 | 08-Feb-17 |
| 830 | Bradford | Jill | 611733 | 23-Aug-16 |
| 830 | Brewer | Debbie | 504109 | 24-Jun-15 |
| 830 | Brown | Christy | 244871 | 10-Jul-15 |
| 830 | Carter | Kristi | 538474 | 08-Feb-17 |
| 830 | Cook | Patrice | 606605 | 23-Aug-16 |
| 830 | Coots | Julia | 545062 | 29-Jan-16 |
| 830 | Copas | Lanita | 500713 | 23-Aug-16 |
| 830 | Culbert | Heather | 590004 | 08-Feb-17 |
| 830 | Daniels | Patricia | 215559 | 29-Jan-16 |
| 830 | Daughtry | Karen | 620952 | 23-Aug-16 |
| 830 | Foster | Kimberly | 261362 | 24-May-16 |
| 830 | Gipson | Candice | 529154 | 29-Jan-16 |
| 830 | Gregory | Jill | 210450 | 08-Feb-17 |
| 830 | Hodges | Leslie | 236969 | 24-May-16 |
| 830 | Howell | Carolyn Amy | 501857 | 23-Aug-16 |
| 830 | Jackson | Mary | 527701 | 29-Jan-16 |
| 830 | Joines | Darrin | 202333 | 29-Jan-16 |
| 830 | King | Kassie | 552097 | 08-Feb-17 |
| 830 | Lacy | Amanda | 199949 | 29-Jan-16 |
| 830 | Lee | Wendy | 517301 | 29-Jan-16 |
| 830 | Lewis | Angela | 615610 | 23-Aug-16 |
| 830 | Madison | Kenneth | 544184 | 29-Jan-16 |
| 830 | Maness | Kathleen | 197357 | 08-Feb-17 |
| 830 | McCormick | Teresa | 580396 | 08-Feb-17 |
| 830 | Mosley | Brad | 224692 | 23-Aug-16 |
| 830 | Potts | Lacy | 638068 | 23-Aug-16 |
| 830 | Raper | Amanda | 516567 | 08-Feb-17 |
| 830 | Robertson | Ricky | 252142 | 24-May-16 |
| 830 | Schmittou | Barbara | 603051 | 24-Jun-15 |
| 830 | Searcy | Joshua | 639037 | 24-May-16 |
| 830 | Stephens | Steve | 221802 | 10-Jul-15 |

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| District ID | Last Name | First Name | License Number | Certification Date |
|-------------|---------------|------------------|----------------|--------------------|
| 830 | Swearingen | Lori | 555102 | 10-Jun-16 |
| 830 | Vanegas | Shelley Paulette | 208428 | 13-Apr-17 |
| 830 | Vincent | Wendy | 611668 | 23-Aug-16 |
| 830 | Walls | Alzenia | 274536 | 10-Jul-15 |
| 830 | Wentzel | Sherry | 526960 | 24-Jun-15 |
| 830 | West | Gregory | 171052 | 24-May-16 |
| 830 | West | Ginny | 623918 | 24-May-16 |
| 830 | Wheeler | Angela | 611706 | 23-Aug-16 |
| 830 | Williams | Michell | 214768 | 24-May-16 |
| 830 | Yarbrough | Molly | 543848 | 29-Jan-16 |
| 840 | Lloyd | Jonna S. | 192508 | 08-Feb-17 |
| 840 | McDivitt | Tabitha J. | 211425 | 08-Feb-17 |
| 840 | Moore | Sonya Jane | 195045 | 08-Feb-17 |
| 840 | Taylor | Sherry Corinth | 236518 | 18-Jun-15 |
| 840 | Witherington | Lori L. | 274300 | 08-Feb-17 |
| 860 | Estep | Jennifer | 595252 | 13-Apr-17 |
| 860 | Lewis | Joey | 209813 | 10-Mar-17 |
| 860 | Petrak | Alexis | 614962 | 25-Sep-15 |
| 860 | Tolley | Carrie | 596519 | 16-Aug-16 |
| 870 | Edmondson | Beth | 547178 | 04-Mar-16 |
| 870 | Friebel | Leanne | 248297 | 13-Apr-17 |
| 870 | Kidd | Ramona | 251461 | 24-Jun-15 |
| 870 | Massengill | Larry | 126418 | 04-Mar-16 |
| 870 | Sharp | Deborah | 252345 | 04-Mar-16 |
| 890 | Barnes | Joann | 584266 | 29-Jan-16 |
| 890 | Bell | Connie | 260426 | 24-Jun-15 |
| 890 | Emerine Hardy | Ragan | 590021 | 13-Apr-17 |
| 890 | Leech | Rebecca | 253377 | 13-Apr-17 |
| 890 | Maxwell | Lequita | 245695 | 13-Apr-17 |
| 890 | McClung | Joseph | 260438 | 13-Apr-17 |
| 890 | Rains | Greg | 529824 | 24-Jun-15 |
| 890 | Risinger | Tracy | 218341 | 24-Jun-15 |
| 890 | Sliger | Steve | 211576 | 29-Jan-16 |
| 900 | Dance | Bryan | 216538 | 10-Jun-16 |
| 900 | Farmer | Brittany | 554187 | 10-Jun-16 |
| 900 | Fink | Crystal | 565983 | 10-Mar-17 |
| 900 | Gray | James Alexander | 585415 | 13-Apr-17 |
| 900 | Lusk | Leisa | 156562 | 10-Jun-16 |

Active WBL Certificates by District - As of April 2017

The following teachers hold valid WBL certificates as of April 2017. WBL certificates are good for two (2) years from date of issue. For more information, visit our WBL Certification page:

<https://www.tn.gov/education/article/wblcertification>

| District ID | Last Name | First Name | License Number | Certification Date |
|-------------|------------|------------|----------------|--------------------|
| 900 | May | jeremy | 605875 | 13-Apr-17 |
| 900 | Vance | Amanda | 561531 | 10-Jun-16 |
| 900 | Wagner | Kelly | 233980 | 10-Mar-17 |
| 900 | Wolfe | Cheri | 518268 | 10-Mar-17 |
| 901 | Babel | Sandra C. | 161914 | 10-Jun-15 |
| 901 | Lester | Barbara | 583093 | 10-Mar-17 |
| 901 | McPherson | Paula | 235902 | 04-Mar-16 |
| 901 | Mould | Angela J. | 252470 | 13-Apr-17 |
| 901 | Taylor | Kristine | 624676 | 04-Mar-16 |
| 910 | Greer | Kelly | 224108 | 26-Jan-16 |
| 910 | Littrell | Bart | 209735 | 29-Jan-16 |
| 920 | Carden | Debra | 194901 | 24-May-16 |
| 920 | Coleman | Gwendolyn | 183959 | 24-May-16 |
| 920 | Phillips | Patricia | 252993 | 24-May-16 |
| 930 | Douglas | Terri | 207341 | 13-Apr-17 |
| 930 | Dyer | Kaye | 575401 | 10-Jul-15 |
| 930 | Eller | Kimberly | 509994 | 13-Apr-17 |
| 930 | Guth | Judy | 555306 | 13-Apr-17 |
| 930 | Moore | Kyler | 506380 | 16-Aug-16 |
| 930 | White | Kristie | 581106 | 13-Apr-17 |
| 940 | Applegate | Cynthia | 219091 | 08-Feb-17 |
| 940 | Asbury | Denise | 549780 | 23-Aug-16 |
| 940 | Ashcraft | Teresa | 274136 | 24-Jun-15 |
| 940 | Beasley | Alfreda | 506923 | 24-Jun-15 |
| 940 | Birge | Kaela | 623248 | 29-Jan-16 |
| 940 | Born | Kiara | 597124 | 13-Apr-17 |
| 940 | Brown | Ashlie | 634709 | 29-Jan-16 |
| 940 | Brown | Renee | 641095 | 24-May-16 |
| 940 | Campos | Christy | 542924 | 29-Jan-16 |
| 940 | Greenstein | Alyssa | 598165 | 29-Jan-16 |
| 940 | Griego | Levi | 610001 | 23-Aug-16 |
| 940 | Grien | Emily | 633701 | 24-May-16 |
| 940 | Guarnieri | Donna | 186571 | 29-Jan-16 |
| 940 | Hobson | Tunisha V. | 220027 | 13-Apr-17 |
| 940 | Isong | Christina | 193586 | 29-Jan-16 |
| 940 | James | Krystle | 600755 | 23-Aug-16 |
| 940 | Lechner | Megan | 589588 | 23-Aug-16 |
| 940 | Lincoln | Jan | 124858 | 29-Jan-16 |

Active WBL Certificates by District - As of April 2017

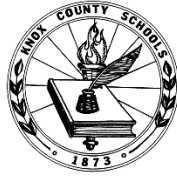
The following teachers hold valid WBL certificates as of April 2017. WBL certificates are good for two (2) years from date of issue. For more information, visit our WBL Certification page:
<https://www.tn.gov/education/article/wblcertification>

| District ID | Last Name | First Name | License Number | Certification Date |
|-------------|------------------|------------|----------------|--------------------|
| 940 | Maggart | Sabrina | 254233 | 24-Jun-15 |
| 940 | Marotta | Margaret | 168474 | 24-Jun-15 |
| 940 | Mills | Martha | 594845 | 10-Jul-15 |
| 940 | Nease | Lisa | 267868 | 24-Jun-15 |
| 940 | Nichols | William | 227725 | 24-Jun-15 |
| 940 | Paschall | Sherry | 260602 | 29-Jan-16 |
| 940 | Richardson | Peggy | 178928 | 29-Jan-16 |
| 940 | Ridley | Abigale | 622816 | 23-Aug-16 |
| 940 | Robertson | Stacey | 610237 | 23-Aug-16 |
| 940 | Rogers | Barbara | 204607 | 13-Apr-17 |
| 940 | Santymire | Earl | 125470 | 13-Apr-17 |
| 940 | Stevens | Jackie | 294571 | 29-Jan-16 |
| 940 | Swank | Brittney | 619438 | 29-Jan-16 |
| 940 | Traylor | Kevin | 183233 | 25-Sep-15 |
| 940 | Vincent | Kimberly | 560193 | 13-Apr-17 |
| 940 | Watson Clevenger | Paula | 220671 | 24-Jun-15 |
| 940 | White | Ben | 517360 | 23-Aug-16 |
| 940 | White | Leya | 243928 | 13-Apr-17 |
| 940 | Wicks | Marie M. | 280987 | 13-Apr-17 |
| 940 | Yarlett | Christy | 535478 | 24-May-16 |
| 950 | Allen | Jennifer | 253792 | 24-May-16 |
| 950 | Bradshaw | Jason | 525430 | 08-Feb-17 |
| 950 | Buchanan | Sherry | 287948 | 08-Feb-17 |
| 950 | Covington | Lindsay | 633718 | 23-Aug-16 |
| 950 | Darley | Rusty | 542720 | 08-Feb-17 |
| 950 | Gose | Tammy | 529520 | 24-May-16 |
| 950 | Haines | David | 185437 | 24-Jun-15 |
| 950 | Hill | Teresa | 138320 | 24-Jun-15 |
| 950 | Lawrence | Jennifer | 227164 | 08-Feb-17 |
| 950 | Major | Summer | 235120 | 29-Jan-16 |
| 950 | Mattingly | Georgia | 264352 | 13-Apr-17 |
| 950 | McLeish | Judy | 250782 | 08-Feb-17 |
| 950 | Tuggle | Lisa | 244262 | 13-Apr-17 |
| 950 | Vaught | Sherry | 231207 | 08-Feb-17 |
| 950 | Warde | Sarah | 167696 | 08-Feb-17 |
| 950 | Weir | Stephanie | 574342 | 10-Jul-15 |
| 961 | Brown | Sam | 210527 | 10-Jul-15 |

Active WBL Certificates by District - As of April 2017

The following teachers hold valid WBL certificates as of April 2017. WBL certificates are good for two (2) years from date of issue. For more information, visit our WBL Certification page:
<https://www.tn.gov/education/article/wblcertification>

| District ID | Last Name | First Name | License Number | Certification Date |
|-------------|-----------|---------------|----------------|--------------------|
| 961 | Tompkins | Lora | 241735 | 29-Jan-16 |
| 963 | Benton | Kelly | 274835 | 23-Aug-16 |
| 963 | Bush | Robin | 209810 | 08-Feb-17 |
| 963 | Joiner | Andy | 232646 | 23-Aug-16 |
| 963 | Ponder | Debra | 265119 | 21-Apr-16 |
| 963 | Thomas | Patricia Leah | 244890 | 10-Jun-15 |
| 964 | Clark | Mallory | 623370 | 01-Sep-15 |
| 964 | Fletcher | Megan | 586774 | 01-Sep-15 |
| 964 | Smith | Rachel | 582185 | 01-Sep-15 |
| 964 | Stinnett | Donna | 84065 | 01-Sep-15 |
| 985 | Chalmers | Jennifer | 610374 | 18-Sep-15 |



Knox County Schools Work-based Learning Intent to Participate and Referral Form

Work-based Learning Requirements:

- The experience must align to the student's elective focus or CTE program of study.
- The WBL course must be the third or fourth course in the student's elective focus or program of study. WBL Career Practicum (6105) may substitute for the Level 4 offering in all programs of study.
- The student must be at least 16 years of age.
- The student must maintain an attendance rate of 90% in school and in the WBL experience unless otherwise agreed upon prior to the start of the WBL experience and deemed acceptable to the workplace mentor and WBL Coordinator. The student's signed WBL Training Agreement must stipulate any exceptions to this policy.
- The student must be on track to graduate.
- Recommendation form completed from current/former program of study teacher or elective focus teacher.
- The student must complete the Personalized Learning Plan (Part A) along with required agreement forms prior to beginning the experience.
- The student must complete the Personalized Learning Plan (Part B) during the experience.
- The student must complete a portfolio by the end of the experience.
- The student must have a willing, work-site mentor throughout the experience.
- It is the student's responsibility to find an appropriate WBL placement before the semester begins. This placement must align with the elective focus/program of study and be approved by the WBL teacher/coordinator.
- The student's disciplinary action record will be examined prior to placement in any work-based learning experience in order to support a safe work environment.

Work-based Learning Exceptions for Students Receiving an Occupational or Special Education

Diploma:

- The need for the WBL experience must be documented in the IEP, therefore, not requiring the recommendation form.
- Community placements will be arranged by the school for students participating in Transitions/non-paid experiences. Space availability must be approved prior to placement in work adjustment sites.

Work-based Learning Intent to Participate Submission and Review Process:

1. Talk to your counselor or case manager to determine if you meet the above requirements. This conversation should take place during the semester prior to the student's work-based learning placement.
2. Complete the Work-based Learning Referral form, obtaining school counselor signature and teacher recommendation.
3. Obtain a recommendation from your elective focus/program of study teacher or case manager.
4. Submit your completed referral form to the Work-based Learning Coordinator/Teacher.
5. The WBL teacher/coordinator or case manager will make sure the placement is acceptable before approval is granted and will confer with school counselor to ensure possible scheduling.

Student Information (to be completed by the student)

Student Name: _____ Grade Level: _____

Student Age: _____ Graduation/Exit Year: _____

Elective Focus/Program of Study _____

Employment Plans: (Be specific. Explain how participation in this type of work-based learning experience you describe will further your understanding of the skills/concepts presented in your focus area of program of study).

Signatures

Student Signature

Date

Parent Signature

Date

Program of Study/Elective Focus Teacher/Case Manager Signature

Date

The program of study/elective focus teacher/case manager should also complete the attached teacher recommendation form.

Administrative Information (to be completed by the counselor)

Does the student meet the 90% attendance rate guideline? Yes or No

Is this student on track to graduate? Yes or No

Describe any disciplinary action against this student in the past year:

Anticipated Diploma Type (circle one): Regular Special Education Occupational

Counselor Signature

Date

Final Approval (to be completed by WBL Coordinator/Teacher)

Does this placement require use of the Hazardous Occupation Exemption Form? Yes or No

If yes, consult with CTE Director or Special Education WBL Supervisor prior to approving this placement.

Name of Business Placement: _____

Is this a licensed business? Yes or No

Does the business have Workman's Compensation coverage for each employee/placement? Yes or No

WBL Placement: Approved or Denied

Comments:

WBL Coordinator Signature

Date

WORK-BASED LEARNING TEACHER RECOMMENDATION FORM

Student Name: _____

The above student has given your name as a reference on an application for participation in a work-based learning during the next term/school year.

In what classes or activities have you observed this student? Also, please list the two prior elective focus courses that allow this student to be eligible for work-based learning.

Please rate this student on the following characteristics:

| | Excellent | Good | Average | Needs Improvement |
|-------------------------|-----------|------|---------|-------------------|
| Relating to Others | | | | |
| Attendance/Tardiness | | | | |
| Punctuality | | | | |
| Cooperation | | | | |
| Personal Appearance | | | | |
| Expression of Ideas | | | | |
| Industriousness | | | | |
| Reliability | | | | |
| Integrity | | | | |
| Scholarship (Ability) | | | | |
| Initiative | | | | |
| Qualities of Leadership | | | | |

Special talents or strengths of this student:

Areas in which this student may need special assistance:

Concerns regarding this student's placement in work-based learning:

Comments:

Teacher Signature: _____ Date: _____

The teacher should submit this completed form directly to the school counselor.



Work-Based Learning Student Driving Permission Guidelines and Agreement

This agreement outlines the student’s responsibilities and privilege of being able to drive to and from work-based learning activities and sites such as job shadows, employer visits, interviews, job sites, training sites and other activities.

| | |
|----------------------|-----------------|
| Student Name: | Worksite |
|----------------------|-----------------|

It is to be understood by all parties:

That the student will be driving to and from his/her work-based learning activity site only. After the activity is completed for the day, the student will go directly back to the school or to his/her residence. The student will not transport any other student(s) while involved in any work-based learning activities.

It is further understood by all parties:

That driving is a privilege, and the student guidelines / responsibilities listed below must be agreed to, and this form and the student’s schedule must be completed and on file with the appropriate school personnel **before** the work-based learning activity takes place.

1. The student will drive to and from work-based learning activities alone.
2. The student will drive at legal speeds and in a safe and normal manner.
3. The student will leave the school or home with reasonable time to get to the scheduled work-based learning activity site.
4. The student will not take any alcohol or other mind-altering substances to, during, or from the work-based learning activity.
5. The student must be a licensed driver.
6. It is the responsibility of the student and her/his family to ensure that the student is covered by automobile insurance, and that he/she will only drive a properly insured, inspected, and registered vehicle:

Initial on the following line to verify compliance.

___ Copies of the student’s driver’s license, automobile insurance card, and registration of the vehicle he/she will be driving have been provided to the appropriate school personnel for the student file.

Infractions of these rules will result in the loss of driving privileges and possible loss of the work-based learning activity.

ACKNOWLEDGEMENT OF PERSONAL LIABILITY AND WAIVER

I also understand that Work-based Learning and Senior Out of School Experience may expose my child to some risks and I assume any such risk that may arise there from. I accept full responsibility for all medical expenses for any injuries that might occur to my child by reason of his/her participation.

By signing this form, I hereby release Knox County Schools, its Board, its Board members, administrators, directors, officers, teachers, employees, agents, assigns, and volunteers (“released parties”) from and against any and all claims, demands, actions, complaints, suits or other forms of liability that any of them may sustain (a) arising out of my child’s failure to comply with local, state, and federal laws and District policies, procedures, and the Code of Conduct; (b) arising out of any damage or injury caused by my child’s operation of their motor vehicle in relation to this activity. I also agree to indemnify and hold harmless the released parties from the released claims, including any and all related costs, attorney fees, liabilities, settlements, and/or judgments.

I confirm that I have carefully read this CONSENT AND RELEASE and agree to its terms knowingly and voluntarily. I also confirm that I am the parent or legal guardian of the child or I am a student 18 years or older.

I have signed this CONSENT AND RELEASE this ___ day of _____, 20____. This consent and release has been read and is understood by me.

Student’s signature (If 18 years or older) Date

Parent/Guardian’s signature (if student less than 18 years of age) Date

High School Principal Approval/Date

Teacher Approval/Date

****Attach copy of Driver's License and Automobile Insurance here.**

Knox County Schools' Work-Based Learning (WBL) Career Practicum-6105

Student-Employer-Parent Agreement

1. All students seeking WBL credit must have a placement which is approved by the WBL instructor prior to their enrollment in the course. The student will complete all initial WBL paperwork to validate their participation within two weeks of their placement.
2. The students must maintain their placement for the entire semester. If a job change does occur, the student is responsible for completing the WBL paperwork for the new placement and submitting that paperwork within two weeks of the job change occurring for instructor approval.
3. If a student is dismissed from his/her placement through his/her own negligence or misconduct, proven by the instructor's investigation, the student may be dropped from the WBL program. WBL credit will not be awarded if this situation occurs.
4. Should an unpleasant job situation arise, the student should notify the instructor immediately. A conference with the student, the WBL instructor, and the employer will determine the course of action. It is important that the student and parent understand that the student's placement comes under school supervision.
5. **The student may not quit a job without first notifying the WBL instructor. The student must give two weeks notice to the employer. Failure to do so may result in the student receiving an "F" for that grading period's WBL grade and/or, depending on the circumstances, being dropped from the WBL program.**
6. **A WBL student must not report to work on the days that he/she is absent from school without contacting the WBL instructor.** If the student goes to work without attending school and does not contact the instructor, the student may receive an "F" for that grading period's WBL grade. Continued abuse of this policy may result in the student being dropped from the WBL portion of the class and the loss of WBL credit.
7. **A student should be employed the equivalent amount of time per week that he or she would normally spend in class in order to receive WBL credit.** WBL credits will be awarded based on the student's course work completion, job performance/evaluation scores, and attendance. The student must complete the course work requirements, including a capstone portfolio, in order to receive final credit. An employer may schedule a student during weekends, holidays, and school breaks as long as the student's work hours meet the requirements of child labor laws.
8. WBL credit is earned by the student by a.) maintaining employment, b.) completing WBL documents, as required, c.) completing all assignments made by the WBL instructor, d.) attendance in classes and work experiences as scheduled. The student is responsible for attending WBL class meetings as scheduled by the instructor. Failure to attend WBL class meetings and WBL assignments can result in an "F" in the class, even if the student maintains employment.
9. **The student must be on track to graduate and maintain passing grades in all classes in order to participate in WBL. The WBL instructor reserves the right to alter the student's work schedule in order to assure the student's success in all course work.** The student's education comes first and foremost and is of primary importance to all concerned.
10. One of the goals of the WBL experience is to provide students with the opportunity to develop personal responsibility for their own actions. **The WBL experiences will provide multiple opportunities for the students to develop a variety of skills focused into four areas: 1.) Application of Academic Knowledge & Technical Skills, 2.) Career Knowledge and Navigation Skills, 3.) 21st Century Learning and Innovation Skills, 4.) Personal and Social Skills.** These skills will be developed/assessed through a series of assignments throughout the semester provided through in-class time with the instructor. The WBL activity is a pipeline for our local businesses and industry to hire qualified and dependable employees. Our goal is to reinforce that purpose with high expectations for our WBL students.
11. Students must be aware that they represent the program, the school, and themselves to both the community and the employer. The student's attitude, cooperative nature, initiative, and desire to do well will count as part of their WBL evaluation, both in the classroom and on the job. The student should remember that the entire WBL program is judged by their individual actions and appearance.

I have read the above statements with full understanding and agree to put forth my best efforts to achieve success.

Student Signature/Date

Employer Signature/Date

Parent Signature/Date

Hazardous Occupation Exemption Agreement Form for WBL Students

STUDENT INFORMATION

| | |
|------------------------------|----------------------------|
| Last Name _____ | Employer _____ |
| First Name _____ | School District _____ |
| Middle Name _____ | School Name _____ |
| Social Security Number _____ | CTE Career Cluster _____ |
| Date of Birth _____ | CTE Program of Study _____ |

CHECK THE HAZARDOUS OCCUPATION FOR WHICH THE EXEMPTION APPLIES:

- Work using power-driven woodworking machines, including the use of saws on construction sites.
- Work using power-driven metal forming, punching, and shearing machines (but H08 permits the use of large group of machine tools used on metal, including lathes, turning machines, milling machines, grinding, boring machines, and planing machines).
- Work involving slaughtering or meatpacking, processing, or rendering including the operation of power-driven meat slicers in retail stores.
- Work using power-driven paper-products machines, including the operation and loading of paper balers in grocery stores.
- Work involving the use of circular saws, band saws, and guillotine shears.
- All work in roofing operations. ×
- All work in excavating operations, including work in a trench as a plumber.
- Possible exposure to blood and body fluids.

IN ACCORDANCE WITH T.C.A., §50-5-107 (10), (11), AND (12), THE UNDERSIGNED ATTEST TO THE FOLLOWING:

1. The student learner is enrolled in a youth vocational training program under a recognized state or local educational authority.
2. The work of the student learner in the occupation declared particularly hazardous is incidental to the training received.
3. That the work performed shall be intermittent and for short periods of time and under the direct and close supervision of a qualified and experienced person.
4. That the safety instructions shall be given by the school and correlated by the employer with on-the-job training.
5. That the student has a schedule of organized and progressive work processes to perform on the job.

SIGNATURES OF AGREEMENT

| | | |
|-------------------------|-----------|-------|
| _____ | _____ | _____ |
| Parent or Guardian Name | Signature | Date |
| _____ | _____ | _____ |
| Student Name | Signature | Date |
| _____ | _____ | _____ |
| WBL Coordinator Name | Signature | Date |
| _____ | _____ | _____ |
| Endorsed Teacher Name | Signature | Date |
| _____ | _____ | _____ |
| Employer Name | Signature | Date |
| _____ | _____ | _____ |
| Principal Name | Signature | Date |

Note: It is the policy of the school district that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, disability, or disadvantage should be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity. This form is subject to monitoring by TDOE and/or TDOL&WD.

This document is part of the Work-Based Learning Implementation Guide. For more resources, see the WBL Toolbox: <https://tn.gov/education/article/wbl-toolbox>

WORK-BASED LEARNING TIME SHEET

Knox County Schools

School _____ Teacher _____ Beginning Date: _____ Term: _____

Student Name: _____ Student #: _____

Worksite Name: _____

Worksite Address: _____ City: _____ Zip: _____

Home Phone #: _____ Cell #: _____ Work Phone #: _____

Worksite Mentor: _____

WBL Coordinator: _____

(Fill in the dates and daily hours worked.)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------|
| Date _____ | Date _____ | Date _____ | Date _____ | Date _____ | Date _____ | Date _____ | |
| In _____ | In _____ | In _____ | In _____ | In _____ | In _____ | In _____ | |
| Out _____ | Out _____ | Out _____ | Out _____ | Out _____ | Out _____ | Out _____ | |
| Hours _____ | Hours _____ | Hours _____ | Hours _____ | Hours _____ | Hours _____ | Hours _____ | |
| Date _____ | Date _____ | Date _____ | Date _____ | Date _____ | Date _____ | Date _____ | |
| In _____ | In _____ | In _____ | In _____ | In _____ | In _____ | In _____ | |
| Out _____ | Out _____ | Out _____ | Out _____ | Out _____ | Out _____ | Out _____ | |
| Hours _____ | Hours _____ | Hours _____ | Hours _____ | Hours _____ | Hours _____ | Hours _____ | |
| Date _____ | Date _____ | Date _____ | Date _____ | Date _____ | Date _____ | Date _____ | |
| In _____ | In _____ | In _____ | In _____ | In _____ | In _____ | In _____ | |
| Out _____ | Out _____ | Out _____ | Out _____ | Out _____ | Out _____ | Out _____ | |
| Hours _____ | Hours _____ | Hours _____ | Hours _____ | Hours _____ | Hours _____ | Hours _____ | |
| Date _____ | Date _____ | Date _____ | Date _____ | Date _____ | Date _____ | Date _____ | |
| In _____ | In _____ | In _____ | In _____ | In _____ | In _____ | In _____ | |
| Out _____ | Out _____ | Out _____ | Out _____ | Out _____ | Out _____ | Out _____ | |
| Hours _____ | Hours _____ | Hours _____ | Hours _____ | Hours _____ | Hours _____ | Hours _____ | |

Total Hours _____

Hourly Rate _____

Comments _____

Worksite Mentor's Signature _____

Date _____

Portfolio Rubric for Work-Based Learning

| Skills | Approaching Proficiency | Proficient | Approaching Expertise | Insufficient Evidence |
|---|---|---|---|--------------------------|
| Application of Academic Knowledge and Skills | <input type="checkbox"/> Shows gaps in comprehension of academic and technical texts or in application of mathematical concepts to solve problems and perform expected tasks. Frequent spelling and grammar errors. | <input type="checkbox"/> Shows comprehension of relevant academic and technical texts and applies relevant mathematical concepts to solve problems and perform expected tasks | <input type="checkbox"/> Shows advanced understanding of academic and technical texts and/or superior abilities in mathematical reasoning in performing expected tasks. Only minor spelling and grammar errors. | <input type="checkbox"/> |
| Application of Industry-Focused Knowledge and Technical Skills | <input type="checkbox"/> Shows gaps in demonstration of industry-specific technical skills and/or adherence to industry-specific safety regulations | <input type="checkbox"/> Demonstrates industry-specific technical skills and adherence to industry-specific safety regulations | <input type="checkbox"/> Shows evidence of advanced industry-specific technical skills and adherence to industry-specific safety regulations | <input type="checkbox"/> |
| Career Knowledge and Navigation Skills | <input type="checkbox"/> Shows little evidence of planning or navigating workplace or education and career paths aligned with personal goals | <input type="checkbox"/> Shows evidence of planning and navigating workplace and education and career paths aligned with personal goals | <input type="checkbox"/> Shows excellent understanding of paths and options; demonstrates superior ability to navigate workplace; strong alignment with personal goals | <input type="checkbox"/> |
| 21st Century Skills | <input type="checkbox"/> Shows significant gaps in demonstration of two or more 21 st Century skill categories. | <input type="checkbox"/> Shows evidence of proficiency in most 21 st Century skill categories, with no significant gaps in more than one skill category. | <input type="checkbox"/> Demonstrates exceptional abilities in two or more 21 st Century skill categories, with no significant gaps in any skill category. | <input type="checkbox"/> |
| Personal & Social Skills | <input type="checkbox"/> Shows significant gaps in demonstration of two or more Personal & Social skill categories. | <input type="checkbox"/> Shows evidence of proficiency in most Personal & Social skill categories, with no significant gaps in more than one skill category. | <input type="checkbox"/> Demonstrates superior skill in two or more Personal & Social skill categories, no significant gaps in any skill areas. | <input type="checkbox"/> |

Matrix of Skills Demonstrated by WBL Portfolio Artifacts

(Not all boxes must be filled for a portfolio to be high quality. Instead, each row should contain at least one “X” as an indication that the student’s portfolio contains evidence of that skill using one of the following formats. See sample completed matrix at the end of this packet.)

Student Name: _____

| Skills | Career Development Materials | Documentation of Progress | Work Samples | Writing Sample | Project | Assessments |
|--|------------------------------|---------------------------|--------------|----------------|---------|-------------|
| Application of Academic Knowledge and Skills | | | | | | |
| Application of Industry-Focused Knowledge and Technical Skills | | | | | | |
| Career Knowledge and Navigation Skills | | | | | | |
| Creativity And Innovation | | | | | | |
| Critical Thinking & Problem Solving | | | | | | |
| Communication | | | | | | |

| Skills | Career Development Materials | Documentation of Progress | Work Samples | Writing Sample | Project | Assessments |
|--|-------------------------------------|----------------------------------|---------------------|-----------------------|----------------|--------------------|
| Collaboration & Teamwork | | | | | | |
| Information Literacy | | | | | | |
| Technology Literacy | | | | | | |
| Initiative And Self-Direction | | | | | | |
| Professionalism, And Ethics | | | | | | |
| Cultural And Global Competence | | | | | | |
| Adaptability And Flexibility | | | | | | |
| Productivity And Accountability | | | | | | |

Summary of Suggested Components for Portfolio Entries

A suggested portfolio that provides evidence of standards attainment would include the following artifacts:

1. **Introductory letter** written by the student describing the work to be presented and how the samples were selected.
2. **Table of Contents** of student work items contained within the portfolio.
3. **Career Development Materials**
 - Career and educational development plan
 - Resume
 - Application for college
 - Application for employment
 - Letters of recommendation
4. **Documentation of Progress**
 - List of responsibilities undertaken throughout the experiences
 - Periodic journal entries reflecting on tasks and activities
5. **Work Samples (3-4)**
 - Examples of materials developed throughout the experience linked to standards and learning plan
6. **Writing/Research Sample** to demonstrate in-depth knowledge about a career area, describing skill needs and future trends in the industry; use of multiple sources (interviews, literature review and internet search) with proper citations, to demonstrate research/learning how to learn, information literacy, and written communication skills.
7. **Project** encompassing both work samples and writing samples, and culminating in a presentation. (Note: could substitute for Writing/Research Sample and other Work Samples, if the Project will already include these.)
8. **Assessments**
 - Student Self-Assessment
 - Supervisor evaluation and observations
 - WBL coordinator evaluations and observations

Sample Matrix of Skills Demonstrated by WBL Portfolio Artifacts

(Sample completed matrix: May be used for tracking student artifacts.)

| Skills | Career Development Materials | Documentation of Progress | Work Samples | Writing Sample | Project | Assessments |
|--|------------------------------|---------------------------|--------------|----------------|---------|-------------|
| Application of Academic Knowledge and Skills | | X | X | X | X | X |
| Application of Industry-Focused Knowledge and Technical Skills | X | X | X | X | X | X |
| Career Knowledge and Navigation Skills | X | X | X | | | X |
| Creativity And Innovation | | | X | X | X | X |
| Critical Thinking & Problem Solving | | | X | X | X | X |
| Communication | X | X | X | X | X | X |
| Collaboration & Teamwork | | X | X | | X | X |

Sample Matrix of Skills Demonstrated by WBL Portfolio Artifacts

| Skills | Career Development Materials | Documentation of Progress | Work Samples | Writing Sample | Project | Assessments |
|---------------------------------|------------------------------|---------------------------|--------------|----------------|---------|-------------|
| Information Literacy | X | X | X | | X | X |
| Technology Literacy | | X | X | | X | X |
| Initiative And Self-Direction | X | | X | | X | X |
| Professionalism, And Ethics | | | X | | X | X |
| Cultural And Global Competence | | | X | X | X | X |
| Adaptability And Flexibility | | | X | | X | X |
| Productivity And Accountability | | | X | | X | X |

EXPOSURE PLAN

HEALTH SCIENCE AND TECHNOLOGY EDUCATION

AND

HEALTH OCCUPATIONS STUDENTS OF AMERICA

EXPOSURE PLAN

The changing nature of Health Science and Technology Education and Health Occupations Students of America created by technological and socio-economic factors has increased the demand for qualified and caring health care workers.

Health Science and Technology and Health Occupations Students of America comprises the body of related subject matter and planned experiences designed to impart knowledge and develop the understanding and skills required to support the health care professions.

Instruction is organized to prepare students for post-secondary education or an occupation concerned with assisting qualified personnel in providing diagnostic, therapeutic, preventative, restorative and rehabilitative services in the classroom and through shadowing and/or clinical experiences in a health care facility.

Enrollment in course in Health Science and Technology Education and/or Health Occupations Students of America can result in exposure to hazards that would be present in a health care facility where students receive training, and shadowing or clinical experiences.

Included among the hazards are needles, chemicals, contaminants (which may be toxic or caustic), and risk of exposure to various infectious agents from the various types of patients who are in a health care facility. Each student in Health Science and Technology Education and/or Health Occupations Students of America must exercise a responsibility for minimizing the risk of all exposures relating to the patients, other students, employees of the health care facility, and themselves. This Exposure Control Plan has been developed as a tool to be used for achieving this goal.

STANDARD PRECAUTIONS

Standard Precautions is an approach to infection control. According to the concept of Standard Precautions, all human blood and certain body fluids (blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva (in dental procedures), and any unfixed human tissue or organ) are treated as if known to be infectious for Hepatitis B virus (HBV), Human Immunodeficiency virus (HIV), and other blood-borne pathogens. Standard Precautions must be adhered to at all times.

STUDENT TRAINING

Training Sessions for all students in Health Science and Technology Education and/or Health Occupations Students of America are conducted at the beginning of each course. Standard Precautions and OSHA Blood-borne Pathogen Standards are taught. Competencies are measured by a written test. Tests are kept in each student's permanent file. Safety is also a part of the education session taught by each teacher and/or representative of the health care facility and/or Department of Labor. Each student is provided with a copy of Standard Precautions and OSHA Blood-borne Pathogen Standards. This Exposure Control Plan is reviewed annually and a copy is on file in the Career and Technology Education Central Office and the Health Science and

Technology Education teacher's office. All training must be and is documented before clinical contact, whether it be at the health care facility or in the classroom.

BARRIER TECHNIQUES

These rules are to followed at all times during clinical contact, whether in the classroom or in a health care facility. **PERSONAL PROTECTIVE EQUIPMENT** includes: gloves, masks, face shields, eye protection (goggles or glasses with side shields), mouth pieces, resuscitation bags, pocket masks (or other ventilation devices), gowns, aprons, and laboratory coats (or similar clothing if it does not permit blood or other potentially infectious material to pass through to or reach the student's work clothes). **WORK PRACTICE CONTROLS** will be used and are defined as "changing the way a task is performed." Gloves will be changed whenever one reasonable anticipates hand contact with blood, body fluids, or any other potentially infectious materials, including saliva. Gloves must be replaced after each use and/or patient contact or immediately if torn or punctured. Gloves may not be washed for reuse. Gowns and/or laboratory coats and student uniforms must be changed daily at the end of the clinical or shadowing experience, or earlier if visibly soiled. They are to be changed immediately if contaminated or penetrated by blood or other potentially infectious materials or body fluids. Masks and protective eyewear are required for all procedures that might result in exposure to the eyes, nose or mouth by blood or other infectious materials, including by splash, spray or splatter. A face shield may be substituted for masks and eyewear. Side shields are to be worn on all eyewear and must be solid, as opposed to perforated. Personal protective clothing and equipment must be removed before entering eating areas or before going outside of the health care facility. Students must wash their hands (Using **HOSA HANDWASHING GUIDELINES**) immediately after removal of gloves or other personal protective clothing or equipment. Any body area that has contact with blood, body fluids, or other potentially infectious materials must be washed immediately after contact.

REGULATED WASTE

A contaminated sharp is any contaminated object that can penetrate the skin, including, but not limited to, needles, scalpels, or broken glass. Contaminated sharps must be placed in an assigned, labeled, puncture resistant, leak proof container. Other regulated waste are items saturated or dripping with human blood or body fluid. This type of waste must be placed in red garbage containers labeled as a biohazard and lined with red garbage bags.

The health care facility will designate the correct method of disposal of regulated waste.

LAUNDRY

CONTAMINATED LAUNDRY must be disposed of according to the health care facility's Exposure Control Plan. All Standard Precautions must be observed when making unoccupied and occupied beds, changing patient clothing, giving bed baths, assisting with tub baths or showers, giving back rubs, administering oral hygiene, shampooing a patient's hair, or assisting with feeding a patient. All laundry used in the above procedures must be disposed of using the health care facilities Exposure Control Plan.

HEPATITIS B VACCINATION

Health Science and Technology and Health Occupations Students of America students should be encouraged to begin a Hepatitis B vaccination series (or be asked to sign a declination form) prior to any experience that would potentially expose students to blood-borne pathogens. It is recommended that students sign a communicable disease statement and waiver of liability form. These forms will become a part of the student's permanent record. Any forms (declination of Hepatitis B vaccine or waiver of liability) that affect students who are minors must have a parent or legal guardian notarized signature.

POST-EXPOSURE AND FOLLOW-UP

Post-exposure evaluation and follow-up is a process designed to evaluate a student's health following an exposure incident. An exposure incident is defined as "a specific occupational incident involving eye, mouth, mucous membrane, non-intact skin, or parenteral contact with blood or other body fluids." Each local Health Science and Technology Education teacher will be responsible for documentation, recommending examination, and counseling of students, parents and other individuals involved. Students and/or parents are responsible for any costs incurred by post-exposure follow-up.

RECORD KEEPING

The Health Science and Technology Education teacher and Health Occupations Students of America advisor will be responsible for documentation for all students who are in clinical, shadowing, or cooperative education programs, and for any other activities that involves clinical contact (this includes CPR and First Aid training). A list (Work-Based Learning Summary Sheet) of students who will have clinical contact will be filed in the Career and Technical Education Central Office and any other office directed by the local education agency. The clinical, shadowing, and cooperative education evaluations will be filed following each clinical experience and will be kept on file for a minimum of 5 years.

GENERAL RULES

Students who are in clinical areas should not keep food or drink in work areas with exposure potential. Students should not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses in any work area.

HEALTH OCCUPATIONS STUDENTS OF AMERICA
COMMUNICABLE DISEASE STATEMENT AND WAIVER OF LIABILITY

During your course of study in Health Science and Technology/Health Occupations Students of America, you may come in contact with patients who have communicable diseases, including AIDS and Hepatitis. You may also be exposed to blood or other potentially infectious materials.

You will be taught current information concerning communicable diseases, their transmission, and Standard Precautions to be used while caring for all patients or handling potentially infectious materials.

You will be expected to assume the responsibility for using Standard Precautions to minimize the risk of disease transmission. Failure to adhere to safety procedures may result in your dismissal from the Health Science and Technology Education Program.

I have read and understand the above statement and understand that I may be caring for patients with communicable diseases and may be exposed to potentially infectious materials.

My signature verifies that my teacher, or a designated representative of the clinical affiliate, has explained Standard Precautions to me. I have taken a written test and earned a score of 100% on the test. I understand the expectations relative to the OSHA Blood-borne Pathogens Standard as they relate to occupational exposure in the health care setting, the classroom, and activities associated with Health Science and Technology Education and Health Occupations Students of America. The training I received included the following:

1. An explanation of the epidemiology, modes of transmission, and symptoms of blood-borne pathogens.
2. An explanation of the health care facility and classroom's Exposure Plan. I have a copy of the Exposure plan and understand the plan fully.
3. A discussion of tasks that may include exposure to blood and body fluids, and methods to reduce exposure through the use of engineering controls work practices, and personal protective equipment.
4. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
5. Information on the Hepatitis B vaccine, including its efficacy, safety, method of administration, benefits of vaccination, and how to obtain the vaccination.
6. Information explaining post-exposure evaluation and medical follow-up following an exposure incident.
7. An explanation of signs/labels and color-coding used to designate hazards in the classroom and health care facilities.

I have been given the opportunity to ask questions. I understand that compliance with safety and training requirements is mandatory and that my failure to comply may result in removal from the Health Science and Technology Education/Health Occupations Students of America program. I assume the risk of and financial responsibility for infection inherent to the Health Science and Technology Education training I have chosen.

In addition, I hereby release the local education agency, the Health Science teacher and /or Health Occupations Students of America advisor, the clinical affiliates and their administrators from any and all liability resulting from my exposure to blood, body fluids, or any other potentially infectious materials.

Student Signature

Date

Parent/Guardian Signature
(Parent/Guardian signature of students 17 years of age or younger must be notarized.)

Date

Statement of Witness, County of _____

Subscribed and Sworn to before me, a Notary Public, this __ day of _____, 20__.

My commission expires _____

Notary

TO BE PLACED IN STUDENT'S PERMANENT RECORD

**STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
HEALTH SCIENCE EDUCATION**

Students who choose to participate in any part of the clinical rotation, will do the rotation at their own risk. The Department of Education, Division of Career and Technical Education, Knox County Schools,

School

Teacher/Instructor

will not be responsible for the rotation and the possible risks. When participating in a clinical rotation, students will be responsible for following the Universal Standard Precautions as mandated by the Centers for Disease Control and Prevention.

I have read and I fully understand my responsibilities in a clinical rotation. If I elect to participate in a clinical rotation, I will follow the guidelines as stated above.

Student Signature

Date

Parent/Guardian Signature

Date

**STATE OF TENNESSEE
DEPARTMENT OF EDUCATION – HEALTH SCIENCE EDUCATION
NASHVILLE, TN 37219**

TO BE COMPLETED BY THE APPLICANT:

1. Name: _____
Last First Middle
2. Date of Birth: _____
Month Day Year

TO BE COMPLETED BY ONE OF THE FOLLOWING: (please check one):

- ___ PHYSICIAN
___ PHYSICIAN ASSISTANT
___ NURSE PRACTITIONER

1. TB skin test: **Date Read:** _____ **Results:** _____
2. Hepatitis B Vaccine: 1. _____ (Date)
2. _____ (Date)
3. _____ (Date)
3. Does applicant have a history of:
- | | | | |
|----|----------------------------------|-------|--------|
| a. | Drug abuse? | ___No | ___Yes |
| b. | Mental and/or emotional illness? | ___No | ___Yes |
| c. | Alcohol abuse? | ___No | ___Yes |

Practitioner's Signature (Physician, Physician Assistant, or Nurse Practitioner)

Practitioner's Name (printed)

Office Address and Phone Number

Date

**KNOX COUNTY SCHOOLS
CAREER AND TECHNICAL EDUCATION
PAGE 3 OF 4**

CONFIDENTIALITY AGREEMENT

As part of my clinical rotation, I may come into contact with patient information that must not be shared with any other person, including family members, classmates, and/or my instructor. I understand the importance of maintaining this confidentiality and agree to abide by the confidentiality rules of the agency in which I am placed for clinical internship.

By my signature below, I acknowledge that if I breach the confidentiality rules of any agency to which I am assigned, I will be removed from that agency immediately; and I will receive an “F” in the course. I understand that I may be subject to legal action which could result in my, or my parent/guardian, having to pay a fine. I may also be prohibited from attending a post-secondary school in the health care area.

_____ **Student Name** (printed)

_____ **Student Signature** **Date** _____

_____ **Parent Signature** **Date** _____

UNDERSTANDING OF CONSEQUENCES

By my signature below, I acknowledge that in the event I am terminated from my Work-Based Learning (clinical internship/co-operative education) site by the affiliating agency for participating in activities that violate school rules or the rules of that site, I will receive an “F” in all Work-Based Learning related courses. I understand that this penalty also applies in the event that I am employed independently at that site and the misbehavior occurs during non-Work-Based Learning time. I understand that Knox County Schools will not assign me to another Work-Based Learning site if I have been terminated from a Work-Based Learning site for participating in activities that violate school rules or the rules of that site. In the event of a termination that is not a result of misbehavior or violation of school or Work-Based Learning site rules, I will not receive an “F” and the Knox County Schools will make reasonable efforts to place me in another clinical site.

_____ **Student Signature** **Date** _____

By my signature below, I acknowledge that I have read and understand the *Confidentiality Agreement* and *Understanding of Consequences* paragraphs above.

_____ **Parent Signature** **Date** _____

CLINICAL EXPERIENCE CONTRACT

I give my permission for my son/daughter, _____
to participate in the scheduled clinical experiences which are a part of the Health Science Education curriculum offered
by Knox County Schools from now until he/she completes the program. **Parent/Guardian Initials** _____

I understand that the clinical internship is an optional course and that it is not necessary to take the clinical internship
course to receive credit for the introductory course, nor does the internship earn college credit toward a degree in
Health Science Education. **Parent/Guardian Initials** _____

I acknowledge and understand that I have full responsibility for the conduct of my son/daughter during these
experiences. I will not hold the clinical affiliate or Knox County Schools responsible for any accident, injury, or other
problem which might occur during or as a result of these experiences. **Parent/Guardian Initials** _____

I understand that during my son's/daughter's clinical internship he/she may be exposed to infectious material and may
be at risk of acquiring Hepatitis B virus (HBV), a serious liver disease. I have been given the information necessary
to decide whether or not to have my son/daughter vaccinated with the HBV vaccine at my expense. I understand that
my son/daughter can receive the HBV vaccine at the Knox County Public Health Department or from my private
physician. If I choose not to have my son/daughter vaccinated with the HBV vaccine, I understand that I assume all
responsibility for the cost of treatment associated with HBV exposure as a result of his/her clinical internship duties.

I agree to HBV vaccination at own expense for son/daughter.
Parent/Guardian Initials _____

I decline HBV vaccination for son/daughter.
Parent/Guardian Initials _____

I agree to provide transportation for my son/daughter to and from his/her assigned Work-Based Learning site. In
accordance with Knox County Schools policy, I understand that if my child chooses to drive to the clinical site, no
other student will be allowed in the vehicle to or from the Work-Based Learning site.
Parent/ Guardian Initials _____

Parent/Guardian Signature

Date

KNOX COUNTY SCHOOLS

MEDICAL RELEASE

This form is used to record parental permission for medical and surgical treatment in case medical emergencies arise during a field trip.

We, the undersigned as the parents and legal guardians of

Print Student's Name

hereby grant to the Knox County Board of Education, its employees and agents the authority to seek medical care for our child. We further consent to any and all emergency medical and surgical treatments, including anesthesia and operations which may be deemed medically necessary by any qualified physician selected by agents or officials of the Knox County School Board. The intention thereof is to grant authority to administer and to perform all and singularly any emergency examinations, treatments, anesthetic, operations, and diagnostic procedures which may now or during the course of the patient's care, be deemed medically necessary by any qualified physician. Witness of our consent and agreement to the matters stated above, we have subscribed our signatures below.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

STATE OF TENNESSEE, COUNTY OF

SUBSCRIBED and sworn to before me, a Notary Public, this day of , 20 .

My commission expires

Notary

Medical Insurance Company Policy #

If not covered by medical insurance, please check box.

Student's Address Phone

Date of Birth

Father Home Phone

Business Business Phone

Mother Home Phone

Business Business Phone

Family Physician's Name Phone

Address City ST

Allergies or Special Conditions

NOTE: In the event of an emergency medical situation, even with the form, the chaperone will attempt first to contact the student's parent/guardian.

Disposition

Copy to the office Date

Original is retained by teacher and taken on the field trip.



Changes to Work-based Learning (WBL) Professional Development and Recertification Requirements

For districts to best serve students through capstone WBL experiences, a flexible suite of professional development (PD) options is important to promote quality practices and support teachers. Changes to the suite of PD offerings for WBL instructors will go into effect in the 2017-18 school year. These changes are based on feedback from WBL coordinators and will impact WBL certification and recertification processes by providing more flexible options that deepen the focus on quality instructional practices for WBL coordinators. The new processes will also help districts meet the continuous improvement requirements set by the state board of education in the [WBL Framework](#).

WBL Professional Development

WBL coordinators can benefit from a variety of PD options throughout the year, including certification training for new WBL coordinators, regional PLCs to promote peer learning and strong instructional practices for existing WBL coordinators, webinars to provide timely updates, and conference sessions that recognize strong and replicable practices.

Two-day Certification Trainings

The [WBL two-day certification trainings](#) are an intensive introduction to WBL for teachers and CTE directors who are not familiar with the state policies and requirements. Beginning in spring 2017-18, these trainings will only be offered for new WBL coordinators and those who have not earned WBL certification since 2015. These trainings prepare new WBL coordinators to oversee student placements through a WBL capstone course and address employability skill development, reporting requirements, WBL policies, and strategies to launch or improve a WBL program.

Professional Learning Communities (PLCs)

PLCs enable WBL coordinators to learn about successful practices from across the state and discuss topics essential to WBL program success. Unlike the two-day certification trainings, PLC meetings are small group and discussion-based. Beginning in 2017-18, PLCs will have a greater focus on mastery of key content including strong facilitation of WBL programs, supporting effective student goal-setting, and using labor data to inform continuous development. Successful demonstration of mastery of PLC content earns a WBL coordinator credit toward recertification.

WBL PLC meetings are offered regularly in each of the eight [CORE regions](#). A [PLC calendar](#) with meeting dates and locations is provided the spring prior to the upcoming school year. Teachers who [sign up as a member](#) of their local PLC receive updates about their regional meetings. To improve scheduling flexibility, PLC meetings will also be held during the summer at the Institute for CTE Educators beginning in the summer 2018, and at least one virtual PLC meeting will be offered.

Webinars

Beginning in fall 2017, at least one PLC meeting will be offered in webinar format each school year. Also beginning in fall 2017, a child labor laws refresher webinar will be available on the [WBL website](#) as part of the recertification process. Webinars that count toward recertification include activities such as quizzes or case studies to enhance the learning process and demonstrate content mastery.



WBL-focused Conference Sessions

WBL coordinators are encouraged to highlight their strong WBL practices at the [LEAD conference](#), [Partners in Education \(PIE\) conference](#), and the [Institute for CTE Educators](#). Sessions at these conferences focus on replicable practices and provide WBL coordinators additional ways to engage in WBL professional development.

Certification and Recertification through WBL Professional Development

Certification for New WBL Coordinators

New WBL coordinators and those who have not recertified since the launch of the [WBL Framework](#) in 2015 are required to complete a [WBL two-day certification training](#). Two-day trainings will continue to be offered twice a year in each grand division in the fall and spring. To connect new WBL coordinators with a network of regional WBL colleagues, newly certified WBL coordinators will be required to **earn one (1) PLC credit within the same school year as the WBL two-day certification training**.

Recertification for Current WBL Coordinators with an Active Certificate

Beginning in the 2017-18 school year, recertification will be based on mastery of PLC content, allowing coordinators more flexibility in meeting the recertification requirements. WBL coordinators will be required to **earn three (3) PLC credits and pass a quiz based on the child labor laws webinar each academic year to renew their certification for the upcoming year**. WBL coordinators will be able to keep track of their progress toward recertification by earning a note of PLC content mastery upon successful completion. WBL coordinators with an active WBL certificate will not be able to earn PLC credit through the two-day certification training.

WBL Certification Process for New WBL Coordinators

Step 1: Attend initial two-day certification training (fall or spring). Earn initial WBL certificate.

Step 2: Earn* one in-person PLC credit during the current school year or summer. Extend WBL certificate through the end of the next school year. Begin recertification process at the beginning of the next school year.

WBL Recertification Process for All WBL Coordinators

Earn* three WBL PLC credits each academic year to renew WBL certification for the following school year.

*To earn WBL PD credits, teachers must sign in, develop and edit artifacts, submit final artifacts, and complete any required survey. If a PLC artifact requires the use of student projects, data, or student-level artifacts, teachers without WBL students may complete an alternate assignment. For example, a completed PLP packet may be required in development of a PLC artifact; a teacher who does not have students may instead demonstrate how to ensure that a student is providing quality responses and create examples of strong responses within the PLP.

Recertification for WBL Coordinators with an Expired WBL Certificate

To support teachers who have previously been certified in WBL since March 2015, but whose WBL certificate has expired, a new recertification webinar will be available online beginning in March 2018. Supplemental activities such as quizzes and case studies will be included to enhance the learning process. WBL coordinators must complete this webinar and earn three WBL PLC credits within their first year to complete the recertification process.

Earning WBL PLC Credits

WBL coordinators will have multiple opportunities to earn the three required WBL PLC credits each academic year. Flexible scheduling enables them to earn these credits through in-person or virtual PLCs offered during the school year and summer. See the chart below for details.



Tracking WBL Credits

WBL coordinators will receive a confirmation of PLC credit based on successful content mastery for each PLC session successfully completed. This allows WBL coordinators to keep a record of their PLC participation and content mastery as well as track progress toward recertification for the following school year. Confirmation of WBL PLC credits may also be used to satisfy local PD requirements, as allowed by local school district policy.

Requirements for Credit toward WBL Recertification

1. Complete child labor laws webinar and case study or quiz
2. Develop a practical artifact for use in your WBL program by completing three (3) of the following:
 - a. Regional PLC meeting in September
 - b. Regional PLC meeting in October
 - c. Regional PLC meeting in March
 - d. Regional PLC meeting in June ***new***
 - e. PLC webinar ***new***
 - f. PLC meeting at Institute for CTE Educators ***new***

Additional WBL Professional Development Opportunities

1. WBL update webinars
2. LEAD Conference: WBL conference sessions
3. PIE Conference: WBL conference sessions
4. Institute for CTE Educators: WBL conference sessions (different from PLC meetings)

How will these changes impact me?

WBL coordinators who currently hold an active two-year certificate will be able to phase into the new WBL recertification process. Please find your last certification date below for more information about how this will specifically apply to you.

| Next Steps for WBL Coordinators with an Active Two-year Certificate | | | |
|---|--------------|-------------------------------------|---|
| Method of Last Certification | Expiration | Next Steps | Result |
| 2014-15 Two-day Certification Training | July 1, 2017 | Earn three PLC credits in 2017-18 | Extend certification through the end of the 2018-19 school year |
| 2015-16 Two-day Certification Training | July 1, 2018 | Earn three PLC credits in 2017-18 | Extend certification through the end of the 2018-19 school year |
| Completed at least four PLCs in 2015-16 | July 1, 2018 | Earn three PLC credits in 2017-18 | Extend certification through the end of the 2018-19 school year |
| 2016-17 Two-day Certification Training | July 1, 2019 | Earn three PLC credits in 2018-19** | Extend certification through the end of the 2019-20 school year |
| Completed at least four PLCs in 2016-17 PLCs | July 1, 2019 | Earn three PLC credits in 2018-19** | Extend certification through the end of the 2019-20 school year |

** Coordinators who recertify in spring or fall 2017 will phase in these new requirements due to their recent participation in the two-day training.

Please reach out to Mikki.Hornstein@tn.gov with questions about the certification and/or recertification process.

WBL Certification

Work-based learning (WBL) certificates allow teachers who hold an active Tennessee teaching license to become WBL coordinators, oversee WBL programs, and offer WBL courses for credit. WBL coordinators are required to have an active WBL certificate, provided by the department, in order to operate WBL programs and to supervise capstone WBL experiences.

- [2017-18 WBL Professional Development Updates](#)
- [2017-18 WBL Professional Development Webinar slides](#)

Requirements

Requirements for WBL coordinators are outlined in the [WBL Policy Guide](#). WBL coordinators must:

- hold a current and active Tennessee teaching license;
- hold an appropriate endorsement for the WBL course to be taught;
- comply with all WBL training requirements and applicable child labor laws; and
- provide documentation of non-teaching work experience (paid or unpaid) outside of their role as educator.

Non-Teaching Work Experience

Proof of non-teaching work experience is required to earn the WBL certificate. For initial certification, teachers must present one (1) of the items listed below to the trainer at the time of training. Teachers renewing WBL certificates are not required to present this proof at subsequent trainings.

1. Verification that the teacher holds an occupational license
2. Proof of non-teaching work experience, which may take one of several forms:
 - a. letter from previous employer verifying employment,
 - b. letter from volunteer organization or church verifying at least 40 hours of volunteer service in non-teaching or non-tutoring roles,
 - c. copy of a business license,
 - d. copy of a pay stub or tax form verifying payment (please black out your social security number , if applicable), or
 - e. proof of participation in a teacher externship within industry of at least 40 hours

WBL Certificates

The WBL coordinator is responsible for keeping a copy of the WBL certificate and sharing a copy with the school principal or other system-required staff member.

2017-18 Work-Based Learning Professional Development Calendar NOTE: NO LOCATIONS HAVE BEEN SET for 2017-18

| Division | West | | Middle | | | East | | |
|-------------------------------|--|---------------------------------|---------------------------------|---------------------------------|----------------------------------|----------------------------------|---------------------------------|---------------------------------|
| Region* | Northwest | Southwest | Mid Cumberland | South Central | Upper Cumberland | East | Southeast | First |
| Time | 3:45- 5:45 CT | 3:30-5:30 CT | 3:30-5:30 CT | 3:30-5:30 CT | 3:45-5:45 CT | 4:00-6:00 EST | 3:30-5:30 EST | 3:45-5:45 EST |
| Trainers | Lisa Brewer | Clark Knight | Matthew Spinella | Marie Wicks | Brandi Hays | Vikki Burns | Brittany Cannon | Jeremy May |
| | Lynn Gonzales | Arwen Adair | Ellen Mattingly | Tammy Hunter | Becca Leech | Patty Thomas | George Kilgore | Angelia Ford |
| | | Carman Lawrence | Shelley Vanegas | Lequita Maxwell | Robbie Cassteel | Melanie Lamberson | Mitzi Delker | Meghan Carr |
| | | Michelle Haney | Chae Snorten | Gayla Newton | Lauren Coffman | Michelle Pittman | Joyce Perdue | |
| Dates** PLC #1 | Sep. 28, 2017 - Location TBD | Sep. 26, 2017 - Location TBD | Sep. 19, 2017 - Location TBD | Sep. 26, 2017 - Location TBD | Sep. 26, 2017 - Location TBD | Sep. 28, 2017 - Location TBD | Sep. 28, 2017 - Location TBD | Sep. 21, 2017 - Location TBD |
| PLC #2 | Oct. 19, 2017 - Location TBD | Nov. 2, 2017 - Location TBD | Nov. 2, 2017 - Location TBD | Oct. 24, 2017 - Location TBD | Oct. 24, 2017 - Location TBD | Oct. 24, 2017 - Location TBD | Nov. 2, 2017 - Location TBD | Oct. 26, 2017 - Location TBD |
| PLC #3 | Webinar-based PLC. Available January 15-19 on the WBL Website. | | | | | | | |
| PLC #4 | March 8, 2017 - Location TBD | March 6, 2017 - Location TBD | March 6, 2017 - Location TBD | March 6, 2017 - Location TBD | March 13, 2017 - Location TBD | March 13, 2017 - Location TBD | March 1, 2017 - Location TBD | March 8, 2017 - Location TBD |
| PLC #5 | June 14, 2017 - Location TBD | June 13 - Location TBD | June 12, 2017 - Location TBD | June 7, 2017 - Location TBD | June 5, 2017 - Location TBD | June 20, 2017 - Location TBD | June 19, 2017 - Location TBD | June 21, 2017 - Location TBD |
| PLC #6 | PLC meetings will be available at the summer Institute for CTE Educators during the week of July 9-13, 2018. | | | | | | | |
| Certification Trainings*** | Aug. 24-25, 2017 Spring 2018 | | Aug. 28-29, 2017 Spring 2018 | | | Aug. 21-22, 2017 Spring 2018 | | |

*WBL Coordinators may sign up to be a member of any of the regional PLCs, however, the best support may be provided by trainers in your CORE region (Center of Regional Excellence):

<https://tn.gov/education/topic/centers-of-regional-excellence>

**WBL Coordinators must sign up to become a member of a regional PLC prior to attending to ensure their participation is tracked for recertification.

https://stateofennessee.formstack.com/forms/workbased_learning_regional_plc_membership_application

***Trainings require advance registration, are available to all new and experienced WBL Coordinators, and result in certification to teach WBL courses in Tennessee.

For more information, see our WBL webpage and click on "WBL Training and Professional Development" at:

<https://tn.gov/education/topic/work-based-learning>

WBL Reporting Requirements for 2016-17

The Personalized Learning Plan (PLP) is designed to guide and track intentional student learning through goal-setting, employability skill development, and placements aligned to a student's area of elective focus. It is a requirement for work-based learning (WBL) experiences according to the state board's [WBL Framework, established in High School Policy 2.103](#).

To date, capstone WBL experiences have required the use of the paper copy of the [PLP Packet](#). For the 2016-17 school year, a Work-Based Learning (WBL) Student Placement Portal has been launched and serves to complement the existing PLP Packet. This portal is first phase of the department's redesign of the required PLP for capstone WBL student placements.

WBL Personalized Learning Plan Redesign

The [Work-Based Learning \(WBL\) Student Placement Portal](#) is an online resource that will enable teachers and students to track progress toward student goals more effectively. It will also allow districts to collect information from work sites and students more systematically. In the long-term, the WBL Student Placement Portal is designed to replace the existing PLP Packet

Phase I is the first step in rebuilding a more dynamic and user-friendly PLP Packet based on feedback received from WBL coordinators. This portal will be tested and used during the spring of the 2016-17 school year. It will compile student placement information from two capstone courses: *Nursing Education (6000)* and *WBL: Career Practicum (6105)*. The portal will also be used to build useful data reports for districts to guide the growth of their WBL programs.

Phase II will replace major components of the current PLP Packet to improve functionality for WBL coordinators and students. The information captured through the online PLP will enable districts to better track student participation and program growth. Ultimately, the redesigned PLP will enable WBL coordinators to see all their students' information and keep it updated electronically during the year. It will also enable students to log in to track and update their progress toward their WBL goals in real-time. The department is committed to improving the PLP Packet to better meet the needs of students and teachers while also ensuring that reasonable reporting measures are in place to track WBL participation.

WBL Reporting Requirements for 2016-17

There are three primary reporting requirements for WBL for the 2016-17 academic year. For more details, see the *WBL Program Reporting Checklist* at the end of this document.

1. **Personalized Learning Plan Packet:** All students completing a WBL experience for credit at the capstone/practicum level must have a Personalized Learning Plan (PLP) Packet on file at the school/district. PLP Packets are subject to monitoring by the Department of Education, and copies may be requested by Department of Labor and Workforce Development.

2. **WBL Student Placement Portal:** During the 2016-17 school year, students enrolled in either *Nursing Education (6000)* or *WBL: Career Practicum (6105)* must also create student profiles and report placement information through the WBL Student Placement Portal to report and verify information from the PLP Packet.
3. **CTE Course Reporting:** All students enrolled in CTE courses for credit are required to comply with CTE course reporting requirements under Perkins IV, using the eTIGER system.

Timeline for WBL Student Placement Portal Reporting:

Student profile and placement information should be entered early in the term and maintained throughout the year. Information for students who completed fall courses should be entered no later than March 10. Information for students enrolled in year-long or spring courses should be entered no later than April 14. All information should be final and verified by the WBL coordinator no later than May 31. Instructions for reporting are provided in the *Step-by-Step Guide to the WBL Student Placement Portal*. WBL coordinators are encouraged to complete these steps as soon as information is available in the Personalized Learning Plan Packets, but must be complete and correct by the deadlines below:

March 10, 2017 – Deadline to enter and verify final student profile and placement information for **fall courses**. Information should be completed in WBL Student Placement Portal for all students who completed a capstone WBL course during the fall term prior to Dec. 30 in either *Nursing Education (6000)* or *WBL: Career Practicum (6105)*. The vast majority of teachers who taught these courses in the fall will have approximately fourteen students to enter. Of WBL coordinators who taught these courses in the fall semester, 91% will have fewer than 25 students to enter.

April 14, 2017 – Deadline to enter student profile and placement information for **spring and year-long courses**. Information should be entered in WBL Student Placement Portal for all students pursuing capstone WBL credit during 2016-17 school year in either *Nursing Education (6000)* or *WBL: Career Practicum (6105)*. The portal is designed for students to log in, enter their own information, and track their own outcomes. WBL coordinators may require students to create their own profiles and enter placement information using their completed Personalized Learning Plan Packets. Information must be complete and accurate by the deadline and should be maintained during the term for accuracy.

May 31, 2017 – Deadline to **verify all final student profile and placement information**. All information should be complete, accurate, and verified in WBL Student Placement Portal for all students who earned capstone WBL credit during 2016-17 school year in either *Nursing Education (6000)* or *WBL: Career Practicum (6105)*.

WBL Program Reporting Checklist

Personalized Learning Plan Packet:

- Available on the [WBL website](#) under “WBL Requirements”
- Required for all WBL experiences to guide intentional learning toward the student’s academic and career goals, employability skill development, and alignment to the student’s area of elective focus
- Maintained on file at the school for all WBL placements for 5 years, as required by Tennessee Child Labor Law and consistent with the Department of Education’s WBL Policy Guide
- Subject to monitoring by the Department of Education and copies may be requested by the Department of Labor and Workforce Development

WBL Student Placement Portal:

- Available on the [WBL website](#) under “WBL Requirements”
- During the 2016-17 school year, student profiles and placement information must be reported for all students enrolled in the following course codes (for workplace-based and school-based placements):
 - *Nursing Education (6000)*
 - *WBL: Career Practicum (6105)*
- Most information reported in the online portal is included in the Personalized Learning Plan Packet and may be located in “Part A” and the “WBL Agreement” sections.

Student Exit Survey:

- Students participating in year-long and spring term WBL capstone placements during the 2016-2017 school year will be asked to complete an *Exit Survey* by April 14. A link to this survey will be provided in the WBL Student Placement Portal and emailed to WBL Coordinators in mid-spring.

CTE data management reporting:

- WBL experiences awarding CTE elective credit or credits must be reported and attested in the CTE data management system for compliance under Perkins IV. Student enrollment, technical skill attainment, and credits awarded will be tracked and submitted.
- For additional information or assistance with this reporting process or with the eTIGER system in general, please contact Li-Zung.Lin@tn.gov.

More information and updates about WBL

All WBL policies, professional development, and the WBL Toolbox are posted to the WBL webpage:

<https://tn.gov/education/topic/work-based-learning>

Step-by-Step Guide to the WBL Student Placement Portal:

This guide provides instructions regarding how to report student placements using the WBL Student Placement Portal for the 2016-17 school year. This portal is the first phase of the department's redesign of the required Personalized Learning Plan (PLP) packet for work-based learning (WBL) student placements. The PLP is designed to guide and track intentional student learning through goal-setting, employability skill development, and placements aligned to a student's area of elective focus. For more information, see the [WBL Reporting Requirements for 2016-17](#).

| | |
|---|---|
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Reporting Timeline for 2016-17 School Year

Timeline for Reporting Fall 2016 Student Placements

For fall 2016-2017 student placements in either *Nursing Education* (6000) or *WBL: Career Practicum* (6105), student profiles and placements should be entered and verified as complete by March 10, 2017.

March 10, 2017 – Deadline for students who completed capstone WBL credit during the fall of the 2016-2017 school year prior to Dec. 30 for either *Nursing Education* (6000) or *WBL: Career Practicum* (6105):

1. WBL coordinator creates an account (profile) for each student who participated in *Nursing Education* (6000) or *WBL: Career Practicum* (6105) during the fall of the 2016-17 school year.
 - a. Student information should be complete, accurate, and consistent with the *Personalized Learning Plan Packet* on file at the school/district.
 - b. Login information should be kept on file by the WBL coordinator for year-end verification purposes and is not accessible by department of education staff.
2. For each student profile, add placement information. If the student had multiple placements, or the placement changed during the fall, add a separate entry for each placement.



Timeline for Reporting Spring and Year-long 2016-17 Student Placements

For fall 2016-2017 student placements in either *Nursing Education* (6000) or *WBL: Career Practicum* (6105), student profiles and placements should be entered and complete by April 14, 2017. All final information, including the student exit survey, should be completed prior to the end of the term. The last day to make edits to student profile and placement information is May 31.

April 14, 2017 – Deadline for students in year-long or spring semester placements during the 2016-2017 school year through either *Nursing Education* (6000) or *WBL: Career Practicum* (6105).

1. Students create an account (profile). Students should keep login information on file for updating during the school year and year-end verification. We recommend WBL coordinators provide and/or track login information at school for easy recovery and access.
 - a. Student information should be complete, accurate, and consistent with the Personalized Learning Plan Packet on file at the school/district.
 - b. If a student participated in a placement for credit during the fall, the student should extend the date of his/her placement to include the spring term even if multiple credits are earned during the school year.
 - c. WBL coordinators may create profiles for their students; however, the portal is designed for students to own and update their information as it changes.
2. Students add placement information. If their placement has changed, they should add a separate entry for each placement.
3. Students in yearlong and spring term WBL courses complete the *Exit Survey* no later than April 14. Link will be posted in the WBL Student Placement Portal and emailed to WBL coordinators in the spring.

May 31, 2017 – Deadline for all students enrolled in capstone WBL credit during the 2016-2017 school year through either *Nursing Education* (6000) or *WBL: Career Practicum* (6105). Using login information established when account (profile) was created, confirm that all information is complete and accurate.

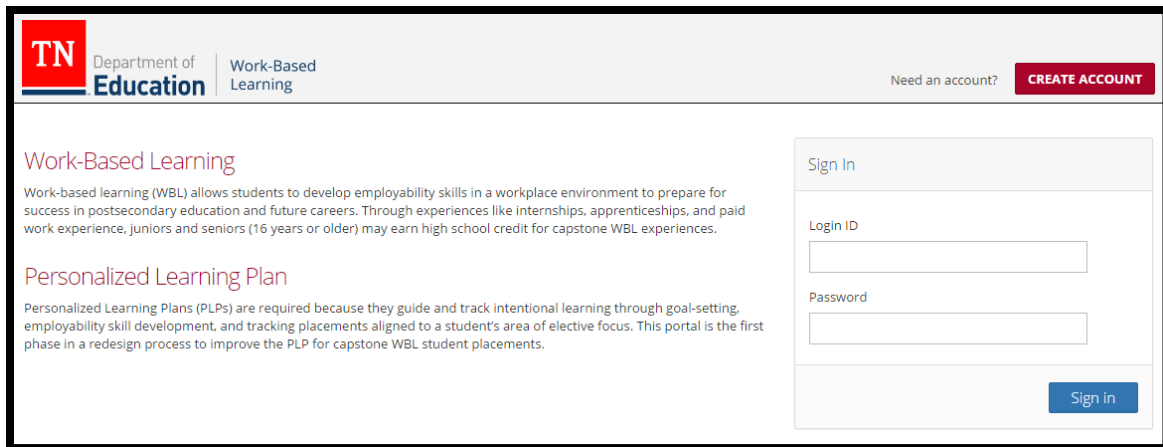
Step-by-Step Instructions for Reporting Student and Placement Information

Prior to Starting

1. Prior to starting, collect the following information:
 - a. PLP Packets for students enrolled
 - b. State Student ID Number for each student enrolled
 - c. School District Number: To look up your district number, visit <https://k-12.education.tn.gov/sde/>. Click on the link to “Active Public Districts”

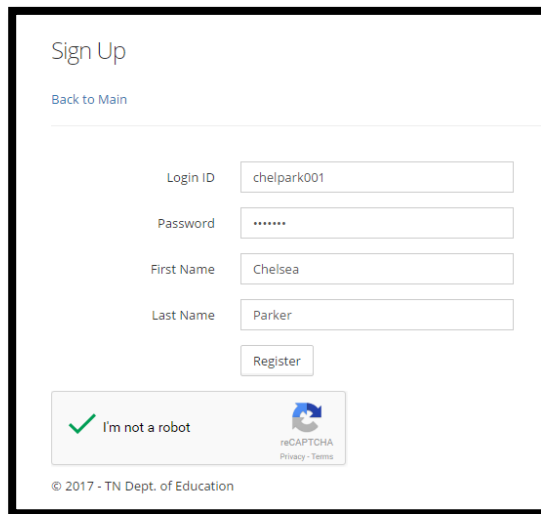
Getting Started: Creating Unique Student Accounts

2. Visit the WBL Student Placement Portal at the following link: <https://wbl.tnedu.gov>
3. Click “Create Account” in the upper right hand corner of the screen to create a new student account.



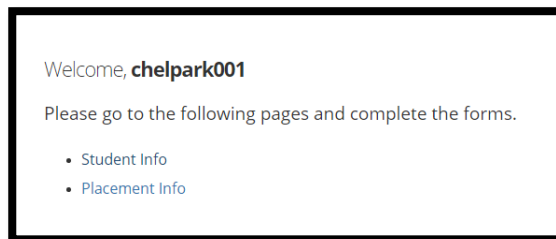
4. On the **Sign Up** screen: Create a unique student profile for each student using the steps below. For teachers creating multiple student profiles, we recommend following a consistent pattern and saving the login information for future reference.

- a. Login ID: Each Login ID should be unique to the student. We recommend a consistent combination made up of the first four letters of the student's first name, the first four letters of the last name and a three-digit number of your choice. Example: "chelpark001."
- b. Password: For teachers creating multiple student profiles, we recommend you create all student profiles with the same password to get started. Students may change their password once you give them their login information. For example, you may wish to use a variation of your name to make it simple to remember.
- c. First Name: Enter the student's full legal first name.
- d. Last Name: Enter the student's full legal last name.
- e. Select the "I'm not a robot" button and follow the steps as prompted.
- f. Click the "Register" button.



Completing the Student Profile

5. From the **Home** or **“Welcome”** screen, you’ll see a “welcome” message and links to two sections to complete: (a) Student Info, and (b) Placement Info. Start by selecting “Student Info.” Please note, a link to the Student Exit Survey will go live prior to the end of the school year.



6. On the **Student Info** screen: Enter the student Information. Most information is located on the WBL Agreement page of the Personalized Learning Plan Packet.

- Student ID: This is the student’s State Student ID Number. It will be used to verify enrollment in the course. This field is required to create a student profile.
- Student Date of Birth: Enter date of birth “mm/dd/yyyy.”
- Area of Elective Focus: Type the name of the student’s Area of Elective Focus or CTE program of study. If the student has multiple, select the one that best aligns with the student’s placement and/or long-term goals. *See Part A of the PLP Packet on page 2.*
- WBL Coordinator Name: This should match the teacher of record’s name for the course.
- High School: Type the full name of your high school, please do not abbreviate (CHS).
- School District Number: Type your district number. To look up your district number, visit <https://k-12.education.tn.gov/sde/>. Click on the link to **“Active Public Districts.”**
- Student Email: This email address will be the only way a student can recover or change his/her password. For teachers creating profiles initially, you may wish to enter your email address to ensure that passwords can be reset as needed.
- Click “Create” button.

Student Info > Edit

[Back to List](#)

Student ID* 000001

Student Date of Birth 01/01/2000

Area of Elective Focus Interior Design

WBL Coordinators Name Spaceman Spiff

High School Cartoon High School

School District 001

Student Email Student.Test@tn.gov

Save

7. On the **Student Info** overview screen: On this overview screen, you can see the student information you have entered. To edit any of this information in the future, click the “Edit” link at the far right side of the screen.

8. Click “Back to Home” at the top of the screen to return to the **Home** screen.

Completing Placement Information

9. From the **Home** screen, click the “Placement Info” link to add placement information for the student.

10. On the **Placement Info** overview screen: Click “Create New” on the upper right side of the screen to add a new placement entry.



- a. If a student has had multiple placements within a term, enter each business/placement site separately.
 - b. If the student has rotated through multiple roles within one placement, only one placement profile is necessary.
 - c. If the student is continuing a placement into another term to earn another credit, a separate placement should be logged for each term.
 - d. If the student is earning multiple credits for a single placement site during a single term, only one entry is necessary.
11. On the **Placement Info** screen: Enter the placement Information. Most information is located on the WBL Agreement page of the Personalized Learning Plan Packet.
- a. Start Date: Enter the student’s actual start date at the placement.
 - b. End Date: Enter the student’s projected end date for the credit-bearing experience. For most, this will be the last placement date for the term.



- i. If a student is hired to stay on after the semester, put the last day of placement for the term.
 - ii. If a student is continuing a placement in the spring to earn another credit, put the last day of placement for the fall term. Create a new entry for the spring term placement.
 - iii. If a student is earning multiple credits for one placement within a single term (such as two credits in the fall), put the last date of placement of that term.
- c. Outcome Type: Select the option that best describes the duration of the placement.
- d. Experience: Select the type of experience that best describes the student placement.
- e. Career Sector: Select the industry sector that best describes the actual job or role of your student.
- i. *Example: If the student is working in a marketing capacity for a local dentist office, the student's "career sector" should be "Marketing" and the "industry sector" should be "Health Science."*
 - ii. The list provided aligns to the [16 nationally-recognized CTE career clusters](#) and allows for greater reporting clarity regarding a student's placement and the alignment to his/her area of elective focus.
- f. Industry Sector: Select the industry sector that best describes the business that the student works for.
- i. *Example: If the student is working in the IT department for your county school district, the student's "career sector" should be "Information Technology" and the "industry sector" should be "Government & Public Administration" to reflect the nature of the business as a government entity.*
- g. Company Name: Enter company name.
- h. Company Address: Enter company street address.
- i. Company City: Enter company city.
- j. Company Zip: Enter company zip code.
- k. Workplace Mentor: Enter the name of the student's workplace mentor/supervisor.
- l. Mentor Phone: Enter the phone number for the student's workplace mentor/supervisor.
- m. Mentor Email: Enter the email address for the student's workplace mentor. This field is not currently captured on the *WBL Agreement* page of the Personalized Learning Plan Packet. It

Placement Info > Create

[Back to List](#)

Start Date: 01/19/2017

End Date: 04/12/2017

Outcome Type: Placement ended at the end of the term

Experience: Internship

Career Sector: Information Technology

Industry Sector: Government & Public Administration

Company Name: ACME Company

Company Address: 123 Way

Company City: Cartoonville

Company Zip: 37220

Workplace Mentor: Donald Duck

Mentor Phone: 123-456-7891

Mentor Email: donald.duck@co.org

Student Weekly Hours: 18

Paid Position: Yes No

Worker Comp Coverage: Yes No

is being added to allow for the collection of direct feedback from mentors regarding a student’s workplace performance and employability skill development. It will be required beginning in the 2017-18 school year.

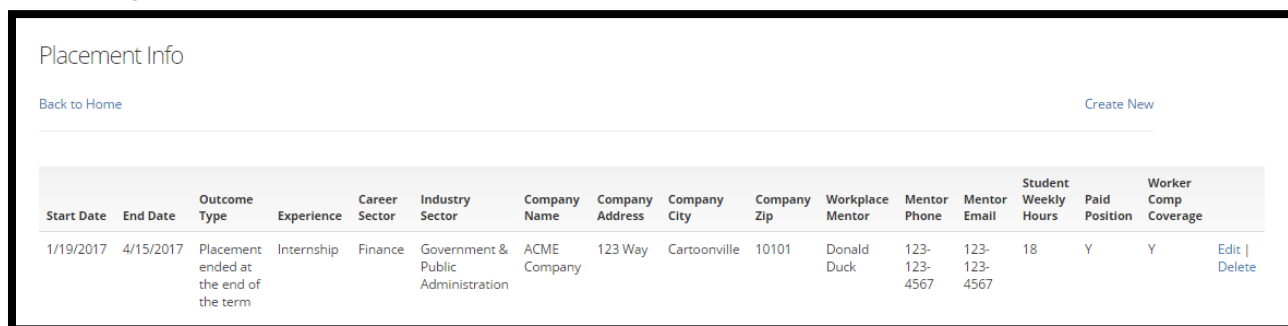
- n. Student Weekly Hours: Enter the average/approximate hours the student worked per week.
- o. Paid Position: Select “yes” if the student was paid. Select “no” if the student was not paid.
- p. Workers Compensation Coverage: Select whether Workers Compensation Coverage applied to the student placement. See the bottom of the WBL Agreement form.

Note: Workers Compensation will only apply for paid positions. In general, workers compensation covers all paid employees for companies with 5 or more employees. For more information, visit the [Tennessee Department of Labor and Workforce Development](http://tn.gov/education/cte/work_based_learning.shtml).

- q. Click the “Save” button.

Adding, Editing or Deleting a Placement

12. Begin on the **Home** screen and follow the link to Placement Info.



| Start Date | End Date | Outcome Type | Experience | Career Sector | Industry Sector | Company Name | Company Address | Company City | Company Zip | Workplace Mentor | Mentor Phone | Mentor Email | Student Weekly Hours | Paid Position | Worker Comp Coverage | |
|------------|-----------|--|------------|---------------|------------------------------------|--------------|-----------------|--------------|-------------|------------------|--------------|--------------|----------------------|---------------|----------------------|---------------|
| 1/19/2017 | 4/15/2017 | Placement ended at the end of the term | Internship | Finance | Government & Public Administration | ACME Company | 123 Way | Cartoonville | 10101 | Donald Duck | 123-123-4567 | 123-123-4567 | 18 | Y | Y | Edit Delete |

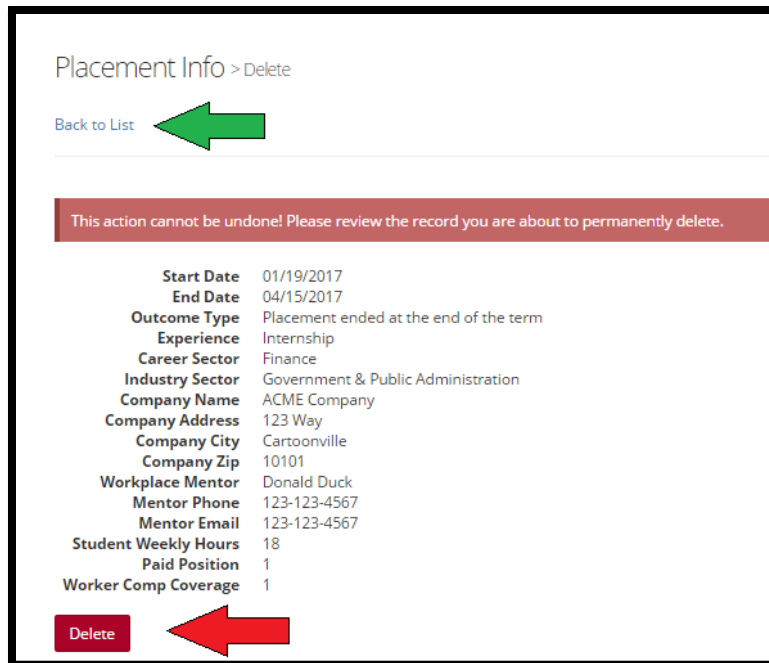
13. To add a placement:

- a. Close out a previous placement by reviewing the placement info. Pay specific attention to the Start Date, End Date, and Outcome Type. Ensure all fields are complete. Edit as necessary by clicking the “Edit” link to the right of the screen.
- b. Click “Create New” on the upper right side of the screen to add a new or additional placement entry.
- c. Follow the steps to add new placement information.

14. To edit a placement, click the link to “Edit” at the right side of the screen next to the entry you wish to edit. Change the content of the fields you wish to change and click Save.

15. To delete a placement, click the “Delete” link at the right to delete an entry. Note: Deleting an entry is permanent and cannot be recovered.

- a. Once the “delete” link is clicked, you will be shown a confirmation screen to determine if you truly wish to delete the entry.



- b. To permanently delete an entry, click the red “delete” button at the bottom of the confirmation screen.
- c. To return to the previous webpage, click the “Back to List” link at the top of the screen.

All Done!... What’s next?

- 16. Now that all information has been entered for this profile, students may log back in at any time to edit and update their information using the original login information.
- 17. If you’re a teacher entering multiple fall 2016-17 student entries, click Sign Out at the top right hand side of the screen to log out of this student profile and create the next.

2017-18 Work-Based Learning Policy Updates

Frequently Asked Questions

Work-Based Learning and Graduation Requirements

How has graduation with distinction changed, and how does this impact WBL?

According to current language in the state board's [High School Policy 2.103](#), capstone WBL experiences are not eligible as sole criteria for graduation with distinction. However, capstone WBL experiences are valuable for students in becoming postsecondary and career ready, and districts are encouraged to provide local recognition for the accomplishments of students through capstone WBL experiences.

How does “area of elective focus” differ from “CTE concentration,” and what can capstone WBL courses count toward?

Area of elective focus: According to Tennessee graduation requirements, all students must complete an “area of elective focus” to graduate. This area of focus is comprised of three elective courses in a focus area, which is defined by local school districts. Any elective capstone WBL course may count toward a student’s area of elective focus when the placement aligns with the student’s chosen area of focus. This enables students to more deeply explore careers that relate to their interests and long-term aspirations.

CTE Concentration: A “CTE concentration” refers to three or more sequential courses in a specific technical skill area, called a CTE program of study. CTE programs of study are comprised of four sequential courses that are aligned with a specific technical skill area aligned to careers. Many CTE programs of study culminate in a fourth-level course, or practicum, which may allow students to participate in a workplace-based capstone WBL experience. Students may complete this practicum course or an alternate *WBL: Career Practicum (6105)* course to further pursue their interest in a particular employment sector. For more information, see [WBL General Policies #1 and #3](#).

Teacher of Record

Do all capstone CTE practicum courses require a teacher to be WBL certified?

No. Teachers have the option to teach practicum courses as school-based experiences, which does not require them to maintain a WBL certificate. Additionally, Policy #25 states that a certified WBL coordinator may assist the teacher of record for level four CTE practicum courses to enable his/her students to participate in workplace-based capstone WBL experiences through these courses. The WBL coordinator is not required to be the teacher of record when up to five students or no more than 30 percent of the class are placed in workplace settings—whichever number is higher. For districts scaling up WBL or offering practicum courses for the first time, this flexibility enables them greater flexibility to expand workplace-based student experiences. For more information, see WBL General Policy #25, “Teacher of Record for Capstone WBL Courses” on page 21 and “Content Endorsed Teachers” on page 26 of the [WBL Policy Guide](#).

Students with Healthcare Certifications

Can students who hold a CNA or EMR certification participate in WBL outside of a health science course?

Yes. Student safety is paramount. For this reason, students may only be placed in a health-related WBL experience involving the treatment of patients where blood-borne pathogens may be present when they are supervised by a properly endorsed WBL coordinator and enrolled in a Health Science career cluster course. However, for students who have completed a health science program of study and demonstrated mastery of content by passing either the Certified Nursing Assistant (CNA) or Emergency Medical Responder (EMR) certification, they may work in an appropriate patient-care setting related to their certification. For more information, see WBL General Policies #24 and #27 as well as “Placement and Supervision with Specialized Requirements” on page 23 of the [WBL Policy Guide](#).

Additional WBL General Policy Clarifications

Policy #7: language updated to reflect current [Student Membership and Attendance Procedures Manual](#)

Policy #9: combines two previously related policies related to attendance

Policy #17: clarifies the length of time required paperwork should be maintained by the school or district

Policy #27: clarifies which student placements are required to comply with OSHA standards related to the Universal Precautions/Blood-borne Pathogens Test

Policy #32: clarifies that all WBL CTE courses are required to report and attest credits for compliance under Perkins IV

Teacher of Record for Capstone WBL Courses (p. 21): clarifies courses for which a teacher must be WBL certified as the teacher of record

Work-Based Learning Coordination (p. 22): adds item “IV c” to include the WBL Student Placement Portal as a required form of Personalized Learning Plan documentation

Recertification and Ongoing Learning for WBL Coordinators (p. 25): reflects changes to the recertification process and improvements in the flexibility and availability of WBL professional development

More Information

For more complete information, download the current [WBL Policy Guide](#).

For more information about the 2017-18 WBL recertification and available professional development, download the [2017-18 WBL PD Updates](#).

For an overview and checklist of the WBL reporting requirements, download the [WBL Reporting Requirements and Checklist](#).

Work-Based Learning FAQ

Work-Based Learning (WBL) in Tennessee is being revitalized by the Department of Education. Updated policies and resources went into effect beginning in the 2015-16 school year. WBL Coordinators are responsible for staying up-to-date with changes to WBL policies, which are posted to the Department of Education's website:

<https://tn.gov/education/topic/work-based-learning>

WBL GENERAL UPDATES

How is WBL Defined?

WBL is a strategy to reinforce academic, technical and social skills through collaborative activities with industry.

WBL experiences allow students to apply classroom theories to practical problems, to explore career options, and pursue personal and professional goals. Introductory WBL activities may include industry tours and classroom speakers. More advanced activities may include job shadows and industry-led project-based learning. Ultimately, students may participate in capstone WBL experiences that include activities such as apprenticeships, internships, clinicals, and practicum experiences for credit.

Why change WBL?

In an increasingly complex global economy, all students need the academic, technical, and social skills to compete and contribute meaningfully to their communities. WBL has been redesigned to promote the use of sequential WBL activities that reinforce the skills that students need to be successful in postsecondary education and careers and that may culminate in capstone-level experiences for students. As the definition of WBL has expanded to include activities from elementary school through high school, the Department of Education is updating policies and professional development resources to provide clear expectations and additional assistance to teachers and districts.

What has changed?

A **WBL Framework** has been adopted by the State Board of Education (SBE) to govern all WBL experiences. The **Department of Education's WBL Policy Guide** has been revised to align with the state board's WBL Framework and set clear expectations for districts' WBL programs, for student experiences, and for learning outcomes. The Department of Education has also released a new professional development resource called the **WBL Implementation Guide**. This guide provides recommended practices, examples, and supporting documentation that districts may use to support quality WBL programs, beyond what is required in WBL policy. Finally, two WBL courses were approved for the 2015-16 school year: **Career Exploration** and **Work-Based Learning: Career Practicum**. These courses provide clear learning expectations for postsecondary and career skill development.

What is the timeline for these changes?

March 2015 – New WBL policies, curriculum, and trainings released by the department.

March-September 2015 – TDOE hosts WBL Training Sessions for over 575 WBL Coordinators.

October 2015 – TDOE launches WBL PLCs in each CORE region to support continuous improvement

WBL PROFESSIONAL DEVELOPMENT

What professional development is available?

WBL Two-day Training: A two-day crash course in all things WBL for teachers and CTE Directors who are not familiar with the new state requirements. Training addresses *WBL Career Practicum* standards, new paperwork and reporting requirements, updated WBL policies, and how to launch or improve your WBL program. This training will certify new teachers and recertify returning teachers who need to become familiar with WBL changes.

WBL PLCs: Open to certified WBL Coordinators who are already familiar with changes to WBL policy, curriculum, and paperwork. These monthly meetings focus on continuous improvement for existing programs and teachers who are actively coordinating WBL for students. Teachers will be asked to bring samples of their students' work and should be familiar with updated policies to participate for the benefit of all. Teachers who [become a member](#), attend [4 or more meetings](#) in one school year, and certificate will be replaced with a new one automatically.

NOTE: WBL PLCs do not provide the same information as the two-day training. Teachers who are unfamiliar with updated policies will be unprepared to benefit from PLC discussions.

For more information on trainings or to register to attend, please see "WBL Training Information" on the WBL website: <https://tn.gov/education/topic/work-based-learning>

How do teachers become WBL certified?

Teachers must have an active WBL Certificate (renewed every two years) from the Tennessee Department of Education to teach most WBL courses and oversee credit-bearing experiences. For more information on how to certify, visit the WBL Certification webpage: <https://tn.gov/education/article/wbl-certification>

WBL FRAMEWORK

What is the WBL Framework?

The State Board of Education (SBE) identified criteria that govern all WBL experiences to allow students to apply classroom theories to practical problems and to explore career options. The WBL Framework is established in SBE Rule 0520-01-03-.06 and is outlined in High School Policy 2.103. All Department of Education policies and resources will be aligned with this framework.

When does the WBL Framework apply?

Whether students take tours to learn about industries, participate in job shadows to experience a particular career, or complete an internship to develop and practice specific skills, the WBL Framework applies to all work-based learning experiences. The WBL Framework increases the focus on technical skills development and the employability skills students need for long-term success. All department policies, implementation tools, and trainings are centered on these qualities to ensure all students experience meaningful learning experiences that prepare them for the future.

WBL POLICIES

What has changed in WBL Policy?

The WBL Policy Guide has been revised to align with the SBE's WBL Framework and was released in March 2015.

WBL Coordinators are responsible for complying with updated WBL policies for the 2015-16 school year.

Updated WBL policies:

- Encourage industry engagement earlier in the planning process and support a Pathways Tennessee approach to collaboration with intermediaries to scale up WBL opportunities for students
- Support WBL programs that build on a student's previous experiences
- Align WBL placements with the student's elective focus/CTE program of study rather than one related course
- Encourage more collaboration between WBL Coordinators and teachers who hold endorsements related to the student's area of elective focus and/or CTE program of study
- Provide increased scheduling flexibility for WBL Coordinators to oversee additional placements when they collaborate with a teacher who holds an endorsement related to the student's placement

How will this impact Health Science Clinicals and Nursing Education?

All WBL experiences are subject to state and federal Child Labor Laws and SBE policies as they are outlined in the WBL Framework. As such, health science placements will be required to use the TDOE's updated forms (the Personalized Learning Plan Packet) to ensure compliance with all of the above. Beyond the WBL Framework, course standards for Clinical Internship and Nursing Education will guide the student's experience. The teacher of record must be a properly endorsed teacher with an active WBL Certificate.

How will this impact Special Education Transitions?

All WBL experiences are subject to state and federal Child Labor Laws and SBE policies as they are outlined in the WBL Framework. The skills-based focus of the new WBL policies complements Special Education Transition programs to ensure that all students are practicing the skills they need to be successful. The Skills, Knowledge, and Experience Mastery Assessment (SKEMA) is aligned with the SBE's WBL Framework. Student experiences are guided by the Individualized Education Plan (IEP) and the teacher of record must be a properly endorsed teacher with an active WBL Certificate. No changes have been made to Special Education Transition (6107).

WBL COURSE STANDARDS:

What courses are considered WBL?

New and revised WBL courses provide clear learning expectations for students. The *Work-Based Learning: Career Practicum* (6105) course aligns with any area of elective focus or CTE program of study and counts towards CTE concentrator status. The *Career Exploration* course is an introductory course for 8th or 9th grade students and does not require the teacher to hold a WBL certificate. Other courses may be considered forms of WBL and may require the teacher to hold the WBL Certificate. These include, but are not limited to:

- Applied Arts Practicum (6158)
- Career Exploration (6166)
- Business and Entrepreneurship Practicum (6159)
- Clinical Internship (5993)

- Construction Practicum (6160)
- Early Childhood Education Careers IV (6135)
- Engineering Practicum (6141)
- Human Services Practicum (6138)
- IT Clinical Internship (6096)
- Manufacturing Practicum (5926)
- Nursing Education (6000)
- Programming and Software Development Practicum (5908)
- [Service Learning \(6104\)](#)
- STEM Practicum (6147)
- Supervised Agricultural Experience (5964)
- Teaching as a Profession III (6126)
- WBL: Career Practicum (6105)
- WBL: Special Education Transition (6107)
- Web Design Practicum (6171)

Please refer to course documents for specific requirements: <http://www.tn.gov/education/cte/clusters.shtml>

How can a student get credit for work experience?

Students who participate in WBL activities such as apprenticeships, internships, or cooperative education (co-op) may earn high school credits through the *Work-Based Learning: Career Practicum (6105)* when they meet the standards for that course. Students may also earn credit for WBL experiences through other CTE practicum courses, such as those listed in the previous question. A teacher must hold the appropriate endorsement for the assigned practicum course. A teacher must also hold an active WBL Certificate if placing students in external WBL experiences while the student is enrolled in the practicum course.

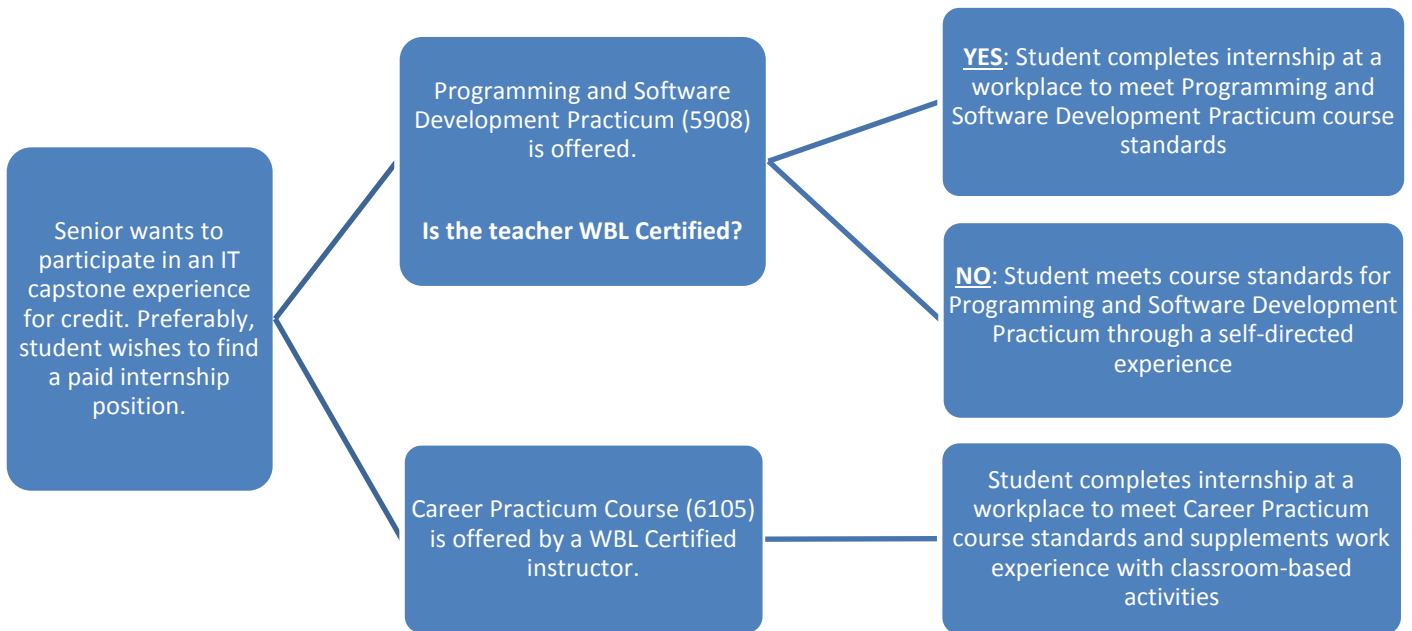
How is the Work-Based Learning: Career Practicum (6105) different from other CTE practicum courses?

The *Career Practicum* course allows students from multiple career clusters and/or areas of elective focus to be scheduled with one WBL Coordinator during a class period. The WBL Coordinator must collaborate with the students' elective focus or content area teacher(s) to ensure that each student's experience is aligned with his/her coursework. The *Career Practicum* course standards are not specific to any particular industry and focus primarily on transferable employability skills. As such, this course allows more flexibility in scheduling.

A content-specific practicum course must be taught by an appropriately endorsed teacher. Course standards combine advanced technical knowledge and skills from the related industry with soft skills through experiential learning. Teachers may place students in external WBL experiences through these practicum courses only if they hold an active WBL certificate. Otherwise, students must complete classroom-based experiences and projects to meet course standards.

Example Scenario: A student wishes to have a practicum experience during his/her senior year by working with a programming company as an intern. The student may do this either through the Work-Based Learning: Career Practicum (6105) course or the Programming and Software Development Practicum (5908) course aligned with his/her program of study. If the school does not offer the

Programming and Software Development Practicum course, the student can take the Career Practicum course with any WBL certified instructor. If the school does offer the Programming and Software Development Practicum course, the student may either meet the course standards through a self-directed classroom-based experience or complete an IT internship if the teacher holds an active WBL certificate.



Who can teach WBL courses?

Teachers must have an active [WBL Certificate](#) (renewed every two years) from the Tennessee Department of Education to teach most WBL courses and oversee credit-bearing experiences. Students may also participate in WBL experiences through various other CTE Practicum courses when the teacher of record holds an active WBL Certificate. The new *Career Exploration* course is intended to be an introductory course and does not require a teacher held WBL certificate. WBL activities such as industry tours, guest speakers, and job shadows may be embedded into other courses to reinforce those course standards and may be taught by the teacher of record who may or may not hold the WBL certificate when the requirements of the WBL Framework are met. It is recommended that a WBL Coordinator work with the teacher of record to ensure compliance.

Are the standards for Career Practicum flexible enough for students in different placements?

Yes. Standards for *Work-Based Learning: Career Practicum* provide clear expectations for transferable skills that are applicable in various work environments and valuable in postsecondary education. Students demonstrate their growth using pre- and post-assessments and compile work samples that demonstrate proficiency.

WBL LIABILITY

How old must a student be to work or to participate in WBL?

Minors may work in Tennessee at the age of 14 or 15 when they meet the requirements outlined in Tennessee Code Annotated (TCA) 50-5-104; however, students may NOT participate in WBL internships or apprenticeships until they are 16 or 17 years of age and meet the requirements of TCA 50-5-105. The state's WBL policies and required paperwork are designed to help ensure that all child labor law requirements are met.

Who is liable for WBL students?

Businesses who host WBL students are liable, just as with any other employee. However, for all WBL students, both the school and the business sign off on a Safety Training Log to document safety trainings the student completes in the classroom AND at the worksite. This documentation is required by the Department of Labor and Workforce Development (TDLWD) and an up-to-date copy is kept on file at the school and at the worksite. In the case of an accident, this documentation helps protect the student, the business, and the school by providing evidence that appropriate precautions were made to keep the student safe.

What jobs are prohibited for students?

Child Labor Laws in Tennessee identify Hazardous Occupations that are prohibited to minors, which are outlined in Tennessee Code Annotated (TCA 50-5-106). There are exemptions for apprentices and WBL students who are enrolled in a related CTE program of study in TCA 50-5-107. To participate in these placements, a Hazardous Occupation Exemption form must be completed and kept on file with the other required paperwork. All required documentation may be found under "WBL Coordinator Resources" on the WBL webpage: http://tn.gov/education/cte/work_based_learning.shtml

More information and updates about WBL

All WBL policies, professional development, and the WBL Toolbox are posted to the WBL webpage:

<https://tn.gov/education/topic/work-based-learning>