



Department of
Education

Tennessee Academy for School Leaders

Credit Event Guidelines

Tennessee Department of Education | March 2019



Tennessee Academy for School Leaders

Tennessee Academy for School Leaders (TASL) credits are continuing education credits for sitting instructional leaders in Tennessee. **Only events that have been approved by the TASL office may offer TASL credit.** This document provides information for event facilitators and organizers wishing to provide credit to participants.

Applying to Offer TASL Credit for a Professional Learning Event

- A district or other organization wishing to offer a professional learning event for TASL credit should submit a TASL *Application for Event Approval & Credit* found in the *Event Facilitator* section of *TASL Resources* on the [TASL website](#), and send to TASL.Information@tn.gov.
 - Applications should be submitted to the TASL office a minimum of 30 days prior to the event in order to allow time for processing and advertisement. A complete agenda must be attached.
 - The TASL office will review events for alignment to the [Tennessee Instructional Leadership Standards](#) (TILS), department [strategic plan](#), and appropriate state initiatives.
 - **Retroactive credit will not be granted.** Recurring events must apply for TASL credit each year. Credit will not be approved without an application on file.
- Approvals will be granted based on the score earned by the event on the event scoring rubric, which can be found on the [TASL website](#).
 - **Events must be approved by the TASL program director before the event can advertise TASL credit.**
 - Event organizers will be contacted by the TASL office with the status of the request within two weeks of request submission if the request is submitted on time.
- Applications are only valid for the specific event and date(s) requested.
 - Any changes due to unforeseen circumstances (inclement weather, sickness, change in venue, etc.) must be reported to the TASL office as soon as possible in order to accurately reflect the credit options for leaders in TNCompass.

Event Facilitators

- Event facilitators serve as the contact for TASL credit events and are responsible for keeping accurate attendance records and providing verification of attendance to each participant requesting TASL credit. Any post-event attendance issues raised by participants will be directed to event organizers.

- The TASL office does not track event attendance. **Event facilitators should keep copies of all attendance records.** These records will be necessary to clarify any attendance questions by event participants.

Attendance Verification Documents

Proof of attendance must be provided to participants by the event organizer. This documentation, which may be provided by email or as a certificate, should include:

1. Participant **name, license number**, and verified **TASL credit hours**
2. Date, location, and title of the event **as listed in the TNCompass TASL approval email**
3. Name and title of the **event organizer/organizing entity**
4. **Signature of event organizer** (digitally captured signature is acceptable)
5. Must be on **official letterhead** or have an **official organizational seal**

Providing TASL Documentation to Participants

- TASL-approved events will open in [TNCompass](#) for leaders to document their credits **one working day after the final content delivery date** as supplied on the event application.
- TASL credit documents **should not be sent to participants prior to the final content delivery date** for the entire event. For single day events, certificates may be issued at the close of the day. For multi-day or multi-week events, certificates should be held until all sessions have ended. Cumulative events such as study councils and directors meetings will send attendance verification upon conclusion of the event.
- TASL credit cycles end on June 30 of each calendar year. **Certificates for events must be sent to participants prior to June 30.** This is of specific concern for events occurring in the month of June. With guidance on managing June events, contact the TASL director.
- **Credit may not be earned in one TASL cycle but credited in the next TASL cycle.** Events that occur both before and after June 30 (occur in two TASL cycles) must either submit an application for each TASL cycle or must give credit only in the second TASL cycle.

TASL Credit Minimums and Maximums

- TASL-approved events may not provide fewer than four hours of professional learning or more than eight hours in a single day/session.
- TASL-approved conferences may offer a maximum of three credit combinations for the entire conference. This includes pre-conferences and after-hours meetings.
- Cumulative events such as study councils and directors' meetings will send attendance verification upon conclusion of the event at the end of the TASL credit year (July 1 to June 30). These events must follow the same guidelines as listed above and may offer between four and 14 hours for the year, with a maximum of three credit options.

Event Facilitator Support

- Please see the TASL Credit Event FAQ, found in the resources section of the [TASL website](#), for additional information.
- Event facilitators should contact TASL.Information@tn.gov for support with the TASL credit application process.