

## Exceptions and Substitutions for Add-ons

1. An add-on candidate may petition to substitute relevant courses or experience from his/her previous college courses or teaching. Our teacher education substitution form should be submitted, along with other documentation as needed. Any course descriptions or other materials to document quality of the course and/or experience will be the responsibility of the add-on candidate. It is the responsibility of the candidate to be specific in his/her requests, to relate them to specific courses from the checksheet and document the justifications for the request. Such requests must be given to the certification officer for routing.
2. The add-on candidate may petition for prior written approval to take content courses at another accredited college or university. The substitution form should be used for this purpose. Documentation, such as catalog descriptions or course syllabi will be required. In the case of courses that are supported by articulation agreements with ETSU, the substitution form is not needed, but the candidate must get confirmation of the course equivalency/articulation status. See the certification officer and give full identification of the course by college/university, department, course identification number, title, credit hours, and semester to be completed.
3. College Level Examination Program (CLEP) tests are acceptable toward add-ons if the candidate meets the ETSU required score for equivalency credit. If a CLEP test is available for a course needed in the add-on program, a candidate may use a passing score in place of the relevant course. Verification of passing score must be submitted to the certification officer.
4. If the candidate for add-on endorsement is requesting to have his/her teaching experience substituted for a course, the experience must be supported by official documentation verifying appropriate mentorship and positive official evaluations from a state approved school. Verification that the employment met state regulations and was relevant to the proposed add-on is required.