

TASL Event Information Overview

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 Department TASL Representative may offer TASL credit. This document provides information for event facilitators and organizers wishing to provide credit to participants.

General Information

- The TASL credit event application may be accessed from the TASL website under Event Facilitator.
- Event facilitators will receive an **approval email from TNCompass** with approved event information. This information should be used in all communication with participants and attendance documentation.
- All events must be pre-approved **prior to advertising** the event as a TASL credit event.
- All events must be **aligned** to the Tennessee Instructional Leadership Standards (TILS), department strategic plan, and appropriate state initiatives.
- Events are valid only for the specific date(s) requested. **Events can be created for a single TASL cycle only.** TASL cycles are from July 1–June 30 of each calendar year. Applications for recurring events must be submitted for each TASL cycle. No events will carry over from one TASL cycle to the next.
- Events become available for self-reporting in TNCompass (uploading of TASL documentation) **one business day after the last delivery date.**
- **Attendance documents should not be sent prior to the event end date.**
- Event facilitators will serve as the contact for TASL credit events, are responsible for keeping accurate attendance records, and must provide verification of attendance to each participant requesting TASL credit.

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.
 - [Applications](#) should be submitted at least 30 days prior to the event to allow time for processing and advertisement. A complete agenda and certificate of completion 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.
 - 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 Department TASL representative 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 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 Documentation

- Proof of attendance must be provided to participants by the event organizer. This documentation may be in the form of an email or certificate and should include:
 - **The exact title of the event as recorded in the verification email received from TNCompass**
 - Participant **name** and **license number**
 - Approved credit hours **as recorded in the verification email** received from TNCompass
 - Date, location, and title of event **as recorded in the verification email** received from TNCompass
 - **Name and title** of the event organizer/organizing entity
 - **Signature** of event organizer (a digitally captured signature is acceptable)
 - Official letterhead, signature, or seal
 - Documentation for department-facilitated events must be on **official letterhead**, include **official state email signature**, or have **official state seal**
 - Documentation for events facilitated by external providers must be on **official letterhead**, include **official email signature**, or have **official organization seal**
- Any post-event attendance issues raised by participants will be directed to event organizers. The event facilitator should keep a copy of all attendance records.
- **Attendance documents should not be sent prior to the reported event end date.**

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 apply for each TASL cycle or give credit only in the second TASL cycle.

TASL Credit Minimums and Maximums

- TASL approved events may not provide **fewer than one hour or more than eight hours** for TASL credit in a single day/session.
- TASL approved conferences may offer **no more than eight hours of credit per day**, with a maximum of 14 credit total for a multi-day conference.

- TASL approved events cannot be requested **for half (.5) hours**. These requests should be rounded up to the nearest whole credit hour.
- Cumulative events, such as study councils and director’s meetings, will send attendance verification **upon conclusion of the event series but before the end of the TASL year** (June 30). These events must follow the same guidelines as listed above and may offer between 1 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.