GUIDELINES FOR BASE-TN LETTER OF INTENT

Letter of Intent that addresses the following:

- why you want to obtain a Tennessee teacher license in Special Education;
- your current employment (what you do; who you serve; if in a school setting, describe the
  students served, number of students, grade level, etc.);
- your intent to teach in a Tennessee public school serving students with disabilities ages birth
  through twenty-one upon receipt of the special education license or endorsement; and
- your understanding that you must teach in a Tennessee public school two years for each year of
  financial support received through the BASE-TN Teaching Program.

Your letter of intent MUST also state that you understand that you will be required to repay the funds if
you (a) fail to complete the program, or (b) elect not to fulfill the service requirements. Additionally, your
letter MUST state that you have read and fully understand the BASE-TN Teaching Program current
Guidelines (give date of Guidelines). Please see BASE-TN guidelines for other requirements.

Letter of Intent should be sent to:
Department of Education, BASE-TN
Christian Brothers University
650 East Parkway South, Box 101
Memphis, TN 38104

Deadlines for Complete Application:
For January Entry: November 1st
For March Entry: February 1st
For June/July Entry: April 15th
For August Entry: July 15
For October Entry: September 15th