



Tennessee Department of Education – Office of Educator Licensing

710 James Robertson Parkway - Andrew Johnson Tower, 12th Floor - Nashville, TN 37243

The information on this page must accompany any request for licensure transactions in the State of Tennessee. Please complete using black ink. Required items are identified with an asterisk (*). The personal affirmation section must be completed.

SECTION 1. CONTACT AND DEMOGRAPHIC INFORMATION

This section must be completed. Please be certain to provide accurate information.

Form fields for personal information: First Name*, Middle Name*, Last Name*, (Maiden/Other Last Name), Date of Birth* (MM/DD/YYYY), Street/P.O. Box*, City*, State*, Zip Code*, Primary Telephone Number* (999) 999-9999, Secondary Telephone Number (999) 999-9999, Social Security Number* 999-99-9999, Primary Email Address*, Secondary Email Address.

The following information is collected for the purposes of federal reporting requirements. Please provide responses for ethnicity, race and gender.

- 1. Ethnicity – Choose one: Hispanic or Latino, Not Hispanic or Latino
2. Race – Mark all that apply: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian/Other Pacific Islander, White
3. Gender: Male, Female

SECTION 2. PERSONAL AFFIRMATION*

This section must be completed. False statements made in this application may constitute grounds to take action, revoke or deny a license. Check the appropriate response for each question. Do not include matters that the State Board of Education has previously investigated and found "No Probable Cause" to take any disciplinary action.

- 1. Have you been convicted of a felony, including conviction on a plea of guilty, a plea of nolo contendere or granting pre-trial diversion?
2. Have you ever been convicted of the illegal possession of drugs, including conviction on a plea of guilty, a plea of nolo contendere or an order granting pre-trial diversion?
3. Have you had a teacher's certificate/license revoked, suspended or denied, or have you voluntarily relinquished a certificate/license. (Allowing a license to expire does not apply.)
4. Is there any action pending against your certification/license or application in another state?

- If you have answered "Yes" to question 1 or 2, please attach details of conviction, include date and location of conviction, and court certified copies of the judgment, conviction, and sentencing.
If you have answered "Yes" to question 3 or 4, please attach details naming the state and/or issuing authority and explain the circumstances.

SECTION 3. SIGNATURE AND DATE

This section must be completed.

Applicant Signature, Date

SECTION 4. LICENSURE TRANSACTION REQUESTED

Please indicate the type(s) of licensure transaction(s) being requested. Mark all that apply.

Initial Licensure, Licensure Advancement, Licensure Renewal, Reactivating an Inactive License, Waiver or Permit, Additional Endorsement, JROTC, International Teacher Exchange License, Other:

APPLICATION FOR REACTIVATION OF AN APPRENTICE OR PROFESSIONAL OCCUPATIONAL TEACHER LICENSE

Please note: ALL DOCUMENTS SUBMITTED TO THE OFFICE OF EDUCATOR LICENSING BECOME THE PROPERTY OF THE TENNESSEE DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED TO THE APPLICANT NOR WILL THE DEPARTMENT PROVIDE COPIES OF DOCUMENTS TO THE APPLICANT OR THIRD PARTIES. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPROPRIATE ENTITY.

APPLICANT NAME _____

LICENSE NUMBER _____

Educators who have an expired Apprentice Occupational or Professional Occupational License will be required to apply to reactivate their license. After September 1, 2015, the Apprentice License will no longer be issued. Educators reactivating an expired Apprentice License will be issued a Practitioner License.

Reactivate an expired Apprentice Occupational or Professional Occupational License

This option is for educators holding an expired Apprentice Occupational or Professional Occupational License

Submit applications to: Division of College, Career and Technical Education Licensing, Department of Education, 11th Floor Andrew Johnson Tower, Nashville, TN 37243

Step 1: Indicate expired license type: _____ Apprentice Occupational _____ Professional Occupational

Step 2: Submit Current/valid industry certification, where required by teacher endorsement area to the TN Office of Educator Licensing.

Based on information received the Office of Educator Licensure will determine if the Practitioner License will be classified as a first or second issuance.