

**APPRENTICE, APPRENTICE SPECIAL GROUP, AND OUT OF STATE LICENSE RENEWAL OPTIONS:  
A MINIMUM OF 45 POINTS REQUIRED**

Options	** Point Values	Suggested Types of Documentation
<p><b>National/State/District/Local/ Building Level Activities</b></p> <p>Examples: Academy/Conference Institute/Seminar</p> <p>Program Approval Team Study Group Visiting Team Mentoring/Peer Coaching Classroom/School Improvement Activity Research Projects with Higher Education Faculty Associate</p>	<p><b>Participant:</b> 1 hour = 1 point (seminar/workshop/committee's, etc)</p> <p><b>Leader/Presenter:</b> 1 hour = 3 points (workshop/seminar) if new presentation (can only accrue 3 points per hour for workshop/seminar presentations)</p> <p><b>Participant:</b> 1 hour = 1 point These activities can only be used for one school year. Can only count 1 point per hour before and after school no matter what role is performed in the activity.</p>	<p>Certificate of completion</p> <p>Report, plan, curriculum, reflection journal of observations, portfolios videotapes, official transcripts from an regionally accredited college or university, action plan</p> <p>Record of participation, verification from authorized official of agency/school</p>
<p><b>College/University Coursework</b></p> <p>Course for academic credit Course for prof. dev. credit</p> <p>Seminar for credit (does include prof. dev. credit)</p>	<p><b>Participant:</b> 1 sem. hr. = 15 pts (academic credit) 1 CEU = 10 pts (prof. dev. credit)</p> <p><b>Leader/Presenter:</b> 1 sem. hr. = 45 pts (academic credit) 1 CEU = 30 pts (prof. dev. credit)</p>	<p align="center">↓</p>
<p><b>Evaluation Programs Completed</b></p> <p>National Board for Professional Teaching Standards (NBPTS)</p>	<p><b>Participant:</b> 1 hour = 1 point <b>Leader/Presenter:</b> 1 hour = 3 points</p> <p>(can only accrue 3 points per hour for workshop/seminar presentations)</p>	<p align="center">↓</p>
<p><b>Self-Directed Education/Professional Products/Projects</b></p> <p>Publications: Book Journal Article Action Research</p>	<p><b>Participant:</b> 1 hour = 1 point <b>Leader/Presenter:</b> 1 hour = 3 points</p> <p>(can only accrue 3 points per hour for workshop/seminar presentations)</p>	<p>Published book or article, software package, report, curriculum, unit software.</p> <p>Innovative Curriculum Unit</p> <p>Letter of verification</p> <p>Plan, materials, curriculum</p>
<p><b>V. Community/Business Products/Projects</b></p> <p>Educational Improvement Activity (cooperative between school/class and community project)</p>	<p><b>Participant:</b> 1 hour = 1 point</p>	<p>Curriculum activities, resource development plan, workshop</p>

\* Activities can not be part of the state funded in-service days and can not be conducted during days and/or hours for which educators are already being paid by local education agencies. (can not be done during school hours)  
(exception: activities completed on personal/professional days may usable to TN public school educators)

\*\* The same activity conducted more than one time can be counted only one time; however, one activity might be used to develop a new activity. Each new activity developed can only be counted one time. For example, information obtained from attending a workshop could be used in planning for the implementation of new classroom teaching strategies and/or a workshop/presentation for other teachers. Attendance at the workshop time spent in planning for and assessment of the new teaching strategies and the presentation could be counted as three separate activities. **\*\*NOTE\*\* No activities completed prior to 5 years from application can be used to meet current renewal requirements.** New activities must be completed for each renewal cycle.

**GUIDELINES FOR OBTAINING LICENSE RENEWAL POINTS:  
APPRENTICE, APPRENTICE SPECIAL GROUP AND OUT OF STATE TEACHER LICENSES  
A MINIMUM OF 45 POINTS REQUIRED**

**POINTS**

1. Points are required to renew the license if the license is based on a Bachelor's degree.
2. Points are required to renew the license if the license is based on a Master's degree or above if the educator has taught less than three (3) years within the validity period of the license in a school approved by a state or accredited by an acceptable regional accrediting agency.
3. Applicable renewal points must have been earned after the last issue (or renewal) date of the license and not earlier than five (5) years prior to the date the application is received in the licensing office. For example, a renewal application received in the licensing office during 2012 could include activities that were completed as early as 2007. A license cannot be renewed earlier than three (3) years prior to its expiration date. For example, a license that expires in 2012 can not be renewed before 3-01-2010.

**ACTIVITIES**

1. Activities can not be part of the state funded in-service days and can not be conducted during days and/or hours for which educators are already being paid by local education agencies.(can not be done during school hours)  
(exception: activities completed on personal/professional days may be usable for TN public school educators)
2. The same activity conducted more than one time can be counted only one time; however one activity might be used to develop a new activity. Each new activity developed can only be counted one time. For example, information obtained from attending a workshop could be used for planning for the implementation of new classroom teaching strategies and/or a workshop or presentation for other teachers. (*Refer to the Point Scale on the LICENSE RENEWAL COMPUTATION SHEET to determine number of points earned.*) **\*\*NOTE: No activities completed prior to 10 years from application can be used to meet current renewal requirements.** \*\* New activities must be completed each renewal cycle.
3. A total of 45 points must be earned. **Activities must clearly relate to K-12 education or activities may be conducted by the educator in the capacity of leader/presenter or participant at the national, state, district, local or building level. Example of activities not accepted not relating to K-12 education: Coaching, Athletics, Bus Driver Competitions, Club Sponsors, Choral/Presentations, Band Presentations/ Director/Camp.**
4. If employed in a Tennessee Public School at the time of renewal application, renewal computation sheets must be completed listing all professional development activities to be considered for renewal purposes. Each activity must be listed on the computation sheet to include the name of activity, including focus, date attended and points earned.  
**(No attached lists will be accepted in lieu of completion of computation sheet.) Part I of the computation sheet must be completed and signed by both the educator and the person responsible for conducting the local evaluation of submitted points.** If more than one computation sheet is required, Part I must be completed on all pages submitted. **Submission of supporting documentation to the SDE is not required, with the exception of official transcripts, documentation is to be maintained in the educator's personnel file.** Note - The documents may be audited by the SDE.
5. If **NOT** employed in a Tennessee Public School at the time of renewal application, renewal computation sheets must be completed listing all professional development activities to be considered for renewal purposes. Each activity must be listed on the computation sheet to include the name of activity, including focus, date attended and points earned.  
(No attached lists will be accepted in lieu of completion of computation sheet.) **Part II of the computation sheet must be completed and signed by the educator.** If more than one computation sheet is required, Part II must be completed on all pages submitted. **Supporting documentation for each activity must be submitted with the renewal application and completed computation sheet. Documentation should include signature, the name of authorized official, contact information, name of activity, to include focus, dates and hours of participation.** Most documentation presented will be in the form of a certificate of completion, Note: Sign in sheets, itineraries, workbooks, registration forms, or payment receipts are unacceptable documentation. **(No more than 2 pages of supporting documentation per activity should be submitted)**

**COURSEWORK**

1. Course work must be earned in an acceptable regionally accredited institution.
2. Course work must be reflected on a official transcript and accompany the License Renewal Application. If course work and activities are completed, an official transcript must accompany the computation sheet listing all activities submitted. **(If only course work is submitted no computation sheet is required)**
3. Credit earned at the undergraduate level must be in either professional education (early childhood education, psychology, special education, and english as a second language) or in an area of endorsement on the license, or in computer science/computer technology or any foreign language. If the courses are not in a current area of endorsement on the existing license, the educator must complete all course requirements for adding the additional endorsement at the time application is submitted for renewal. Graduate courses may be in any area that is clearly related to public education. If the courses are taken at an out of state institution, educator will need to obtain prior approval of coursework. **(Many institutions offer graduate level units of credit but the course is considered a professional development course)**