



# TNCompass Process for the Practitioner Occupational License

# Objectives

**By the end of this session, participants will be able to do the following:**

- Understand the applicant submission process for the practitioner occupational license.
- Walk through the application submission process in TNCompass.

# Purpose

TN Compass was created to allow for submissions of Tennessee educator licensure transactions, and this process is now available for the Practitioner Occupational License.

## **Benefits of using TNCompass:**

- One-stop-shop for all documents and processing
- Quicker turnaround time
- Reduces communication lag time

# Agenda

▶ Registering for an Account

Activating an Account

Verification Process

Pending Approval Status

Educator Preparation Program Recommendation

Approval/Denial of Practitioner Occupational License

Q & A

# Registration Resources

**TNCompass.org:** This is the site that applicants will use to complete all licensure transactions, including uploading documents, educator preparation program approval, etc.

[www.tncompass.org](http://www.tncompass.org)

**TNCompass Licensure Occupational User Guide:** This is a user-friendly, step-by-step guide for successfully submitting licensure transactions for career & technical licenses.

<https://tdoe.tncompass.org/Files/TNCompass%20Licensure%20Career%20and%20Technical.pdf>

# Registering for an Account

[www.tncompass.org](http://www.tncompass.org)



Sign in to your Account

Username

Password

Log in

[Forgot Password?](#)

[Forgot Username?](#)

Viewing with Chrome (version 56)

Welcome, Tennessee educator.

Do you need an account? [Register Now.](#)



In order to register on the TNCompass site, you must have an educator license in the state of Tennessee or be enrolled in an educator preparation program.

# Registering for an Account



Please enter the information associated with your TN educator license or Educator Preparation Program.

*If you do not meet the requirements for educator registration but need an account, please contact your district administration office for assistance.*

**D.O.B.**

MM/DD/YYYY

**Social Security Number**

e.g. 123456789 (nine digits only)



I'm not a robot



reCAPTCHA  
Privacy - Terms

Find

Cancel

# Registering for an Account

 TNCompass



Please select an application option below.

I am applying as an Out of State educator based on valid teaching credentials in another State.

I am applying for an occupational career and technical license.

 Cancel

 Continue

# Registering for an Account



 Please enter your personal information to create your TNCompass account.

 Save My Information

Prefix

Secondary Email

First Name

Address Line 1

Middle Name

Address Line 2

Last Name

Postal Code

Maiden Name

City

# Registering for an Account

## Career and Technical Applicant Account

Finally, please enter an email (username) and password.

*Please Note: the password you are creating is specifically for TNCompass*

Email	<input type="text"/>
Confirm Email	<input type="text"/>
Password	<input type="text"/>
Confirm Password	<input type="text"/>

Passwords must be at least 8 characters long and must contain at least one of each of the following:

- **Number** i.e. 0-9
- **Lowercase Letter** i.e.a - z
- **Uppercase Letter** i.e.A - Z
- **Special Character** i.e. !#\$%^&

Create Account

Cancel

# Agenda

Registering for an Account

▶ Activating an Account

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# Activating an Account

 Career and Technical Applicant Account



 Please check your email for a link that will activate your account with TNCompass.

# Activating an Account



[TNCOMPASS.ORG](https://www.tncompass.org)

## Activate your account

Hi,

Welcome to TNCompass. You may activate your account by clicking [here](#). You cannot access TNCompass until your account is activated.

Best regards,  
[TNCOMPASS.ORG](https://www.tncompass.org)

# Agenda

Registering for an Account

Activating an Account



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# Verification Process

## Welcome to TNCompass!

 This site will be offline Friday 3/17 at 5:00pm CST until Saturday 3/18 at 8:00am for system maintenance.

 The office of educator licensure and preparation call center will close at 11 a.m. on Wednesday, March 15. The call center will resume regular operation hours at 8 a.m. on Thursday, March 16.

 TNCompass update on December 2, 2016:

- 2015-16 Level of Overall Effectiveness Available in TNCompass
- Observation Pacing Guide and Pin Signature Features in TNCompass
- 2015-16 TVAAS/Growth for Educators Rostered at Multiple Schools

Please click the link below for detailed information.

 <http://us8.campaign-archive2.com/?u=b28b453ee164f9a2e2b5057e1&id=74f946a0ca&e=f9cb481ca7>

### Application Quick Links

 [My Educator Profile](#)

 [Account Information](#)

 [Apply for CTE](#)

### Transactions

No transactions have been initiated for the educator.

### Resources

[TNCompass Support](#)  
[Tennessee Department of Education](#)  
[TEAM-TN Home Page](#)  
[State of TN Educator Licensure Information](#)  
[TNCompass User Guide](#)  
[TNCompass Educator Preparation Provider Guide](#)  
[TNCompass Licensure District Administrator Guide](#)  
[TNCompass Licensure Educator Guide](#)  
[TNCompass Licensure Career and Technical](#)  
[TNCompass TASL Instructional Leader Guide](#)  
[TNCompass TASL Superintendent and TASL Configurator Guide](#)

# Verification Process

## Application for initial Occupational and CTE Licenses

The CTE Occupational License section is where educators can upload and verify information to support their application for a Tennessee teaching license. Based on the documentation submitted the Office of Educator Licensing will determine if the educator will be issued a Practitioner Occupational License. This license is valid for three (3) years.

In the following sections, please verify that the required information has been submitted to the Office of Educator Licensing. Information may also be uploaded by the educator, but official transcripts and praxis scores uploaded by the educator will not be accepted. Official transcripts must be sent directly to the Office of CTE Licensure.

### Work Queue wizard language for applicants

The following sections will be used by the educators applying for a practitioner occupational license.

- **Personal Affirmation Page** – Allows the office to verify we have received the signed personal affirmation page. This document is required for all licensure transactions.
- **Assessment Page** – Allows educators to view assessments on file with the Office of Educator Licensing. Assessment scores must either be submitted to the office directly from the testing provider or from the attending Educator Preparation Provider, in the form of a designated institution score report. Scores may not be submitted by the educator.
- **Transcript Page** – This section allows educators to indicate that official transcripts have been submitted to the Office of Educator Licensing. Official transcripts may only be submitted to the Office of Educator Licensing, directly from the institution through the mail, or electronically sent to [Education.Licensing@tn.gov](mailto:Education.Licensing@tn.gov).
- **Verification of Work Experience Form** – Applicants must upload this completed form to indicate work experience related to the endorsement area. This form must be notarized.
- **Occupational Qualification Sheet** – This form must be completed indicating all education levels and previous job duties.
- **Industry Certification** – A copy of your industry certification must be submitted where required. Please refer to the Licensure 101 Document to determine if your endorsement area requires certification: [http://www.tn.gov/assets/entities/education/attachments/cte\\_lic\\_occupational\\_license\\_info\\_101.pdf](http://www.tn.gov/assets/entities/education/attachments/cte_lic_occupational_license_info_101.pdf) Effective Sept. 1, 2015, there is a one year grace period for those endorsements requiring industry certification, except cosmetology, barbering, and health science. If you are applying for an occupational endorsement through the pathway option (education plus work experience), you must submit certification where required.
- **Educator Preparation Program** - Allows you to select the educator preparation program where you have been admitted. Teaching or work experience does not substitute for admittance into an educator preparation program. Only those that have a degree in education are exempt from being admitted.

Cancel



Start Verification

# Verification Process

 Morris, Sheila Kenyette



 Industry Verification Form  

Status Not Submitted

## Endorsement Selection

Please select all applicable endorsement areas.

Which endorsements would you like to select?

License Type: Practitioner Occupational 1st Issuance

Please search for and select all applicable endorsements for this transaction.

- 150 Agricultural Education 6-12
- 151 Agriscience 6-12
- 152 Business Education 6-12
- 153 Business Technology 6-12
- 154 Family & Consumer Science 6-12

# Verification Process

## Work Experience and Industry License

Please upload all work experience and related industry licenses. If you are applying for an endorsement that does not require industry certification, please indicate below:

I am applying for an occupational teaching license that does not require industry certification.



## Attachments

Add Attachment

Name

Type

Description

Created

Created By

# Verification Process - Forms

## Educator Preparation Provider

Please select the Educator Preparation Provider (Institution/Organization) to notify for the license recommendation.

Middle Tennessee State University ▼

### Helpful Links

[Licensure 101](#)

[Verification of Work Experience](#)

[Occupational Qualification Sheet](#)

Note: date and time of notes are in central time.

*No note entries.*

Add note

Add to Notes...

Close

Save

Submit

# Verification Process

Please confirm... ×

Once you submit this form, you will no longer be able to make changes to it. Are you sure that you wish to continue? Enter your PIN below and click "Save" to confirm.

# Agenda

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# Pending Approval Status

Home

## Welcome to TNCompass!



TNCompass update on December 2, 2016:

- 2015-16 Level of Overall Effectiveness Available in TNCompass
- Observation Pacing Guide and Pin Signature Features in TNCompass
- 2015-16 TVAAS/Growth for Educators Rostered at Multiple Schools

Please click the link below for detailed information.

<http://us8.campaign-archive2.com/?u=b28b453ee164f9a2e2b5057e1&id=74f946a0ca&e=f9cb481ca7>



### Application Quick Links

My Educator Profile

Account Information

Apply for CTE

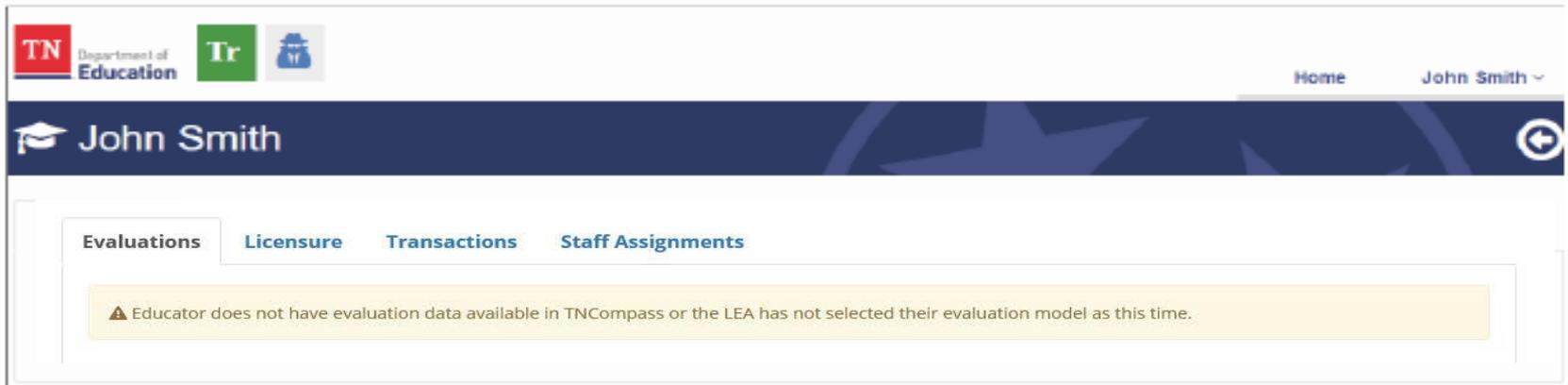
### Transactions

No transactions have been initiated for the educator.

### Resources

- [TNCompass Support](#)
- [Tennessee Department of Education](#)
- [TEAM-TN Home Page](#)
- [State of TN Educator Licensure Information](#)
- [TNCompass User Guide](#)
- [TNCompass Educator Preparation Provider Guide](#)
- [TNCompass Licensure District Administrator Guide](#)
- [TNCompass Licensure Educator Guide](#)
- [TNCompass Licensure Career and Technical](#)
- [TNCompass TASL Instructional Leader Guide](#)
- [TNCompass TASL Superintendent and TASL Configurator Guide](#)

# Pending Approval Status



TN Department of Education Tr

Home John Smith

John Smith

Evaluations Licensure Transactions Staff Assignments

⚠ Educator does not have evaluation data available in TNCompass or the LEA has not selected their evaluation model as this time.

# Pending Approval Status

Home

Welcome to TNCompass!

There are no announcements.

## Application Quick Links

[My Educator Profile](#)

[Account Information](#)

[Apply for CTE](#)

## Transactions

[View All](#)

Transaction Type	Submitted	Status
Initial Teaching License		Not submitted

## Resources

- [TNCompass Support](#)
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- [TNCompass TASL Superintendent and TASL Configurator Guide](#)

# Pending Approval Status

John Smith

Evaluations Licensure Transactions Staff Assignments

## Transactions

Start a new transaction

Transaction Type	License Type	EPP/Institution	Created	Submitted	Status
Initial Teaching License	Practitioner Occupational 1st Issuance		3/6/2017 2:41:57 PM		Not submitted 

## Recommendations

Transaction Type	License Type	Signed By	Role	Date Signed	Status
Initial Teaching License	Practitioner Occupational 1st Issuance				Not Signed

### Transaction Statuses

- **Not submitted** - The transaction has been started, but not submitted.
- **Waiting for personal affirmation** - The transaction has been submitted, but is waiting on the educator to complete the personal affirmation
- **Deleted** - The transaction has been deleted by the requester
- **Pending OELP review** - The transaction has been submitted and the affirmation completed
- **Approved** - The transaction has been approved by TDOE OELP
- **Deficient** - The transaction has been found to be deficient by TDOE OELP
- **Completed in MLO** - Review/actions done in external system
- **Closed with no action** - The license request has been closed by the Specialist without an issuance or deficiency
- **Deficient - Archived** - The transaction has been found to be deficient by TDOE OELP and was archived
- **Deficient - Resubmitted** - The transaction has been found to be deficient by TDOE OELP and was resubmitted

# Pending Approval Status

The screenshot shows the 'Initial Teaching License Transaction' wizard for John Smith. The status is 'Not submitted'. The progress bar indicates that 'Endorsement Selection', 'Industry Certification', and 'Experience' are completed, while 'Program Status', 'Recommendation', and 'Degrees' are pending. A table lists the requirements and their submission status. A warning message at the bottom states: 'You must confirm all requirements before you may submit this transaction.'

**Initial Teaching License Transaction** Status: Not submitted

Overview | Program Status | Endorsement Selection | Recommendation | Industry Certification | Experience | Degrees

Welcome to the Initial Teaching License transaction wizard. Below is overview of the requirements for this transaction. Use the "Continue" button to begin stepping through the wizard.

**Selected License**

License Type	Status	Source	Issue Date	Effective Date	Expiration Date	Renewal Date	Renewal Count
Practitioner Occupational 1st Issuance							

**Requirements**

Requirement	Ready for Submission
Program Status	<input type="radio"/>
Endorsement Selection	<input checked="" type="radio"/>
Recommendation	<input type="radio"/>
Industry Certification	<input checked="" type="radio"/>
Experience	<input checked="" type="radio"/>
Degrees	<input type="radio"/>

**Submission Notes**

Information entered will be shared with the Office of Educator Licensure and Preparation (OELP).  
No notes to display

**Warning:** You must confirm all requirements before you may submit this transaction.

[Back](#) [Continue](#)

# Pending Approval Status

 John Smith



## Initial Teaching License Transaction

Status  
Not submitted

 Overview

Program Status

Endorsement Selection

Recommendation

Industry Certification

Experience

Degrees

 Summary

Welcome to the Initial Teaching License transaction wizard. Below is overview of the requirements for this transaction. Use the "Continue" button to begin stepping through the wizard.

### Selected License

License Type	Status	Source	Issue Date	Effective Date	Expiration Date	Renewal Date	Renewal Count
Practitioner Occupational 1st Issuance							

### Requirements

Requirement	Ready for Submission
Program Status	<input type="radio"/>
Endorsement Selection	<input checked="" type="radio"/>
Recommendation	<input type="radio"/>
Industry Certification	<input checked="" type="radio"/>
Experience	<input checked="" type="radio"/>
Degrees	<input type="radio"/>

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# Educator Preparation Program

- If there are missing requirements, with the exception of official transcripts, the educator preparation program will not be notified to complete a recommendation.
- The EPP will only receive a notification once the licensure consultant has approved and verified all licensure requirements.

# EPP Recommendation

Home

Welcome to TNCompass!

There are no announcements.

## Application Quick Links

Enroll Candidate

Account Information

## Approved Career and Technical Candidates

Name	Date Requested	
Smith, John Allen	3/6/2017 2:06:32 PM	<a href="#">Add Enrollment</a>



## Resources

- [TNCompass Support](#)
- [Tennessee Department of Education](#)
- [TEAM-TN Home Page](#)
- [State of TN Educator Licensure Information](#)
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# EPP Recommendation

Enrollment ✕

**EPP/Institution**  
Tennessee Technological University ▾

**Enrollment Status**  
▾

**Clinical Type**  
▾

**Enrollment Date**  
MM/DD/YYYY

**Educator Level Type**  
▾

**Completion Date**  
MM/DD/YYYY

**Route Type**  
▾

Close Save

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▶ Approval/Denial of Practitioner Occupational License

Q & A

# Approval of Practitioner Occupational License

## Licensure Work Queue



### Filters

Name or TLN

Date Received (Start)

Date Received (End)

Transaction Type

Transaction Status

Search

Clear Filters

10 | 20 | 50 | 100



1-1 of 1

page 1 of 1

Type	Status	Date Received	Educator	
Initial Teaching License	Not submitted		Smith, John	<a href="#">Process</a>

10 | 20 | 50 | 100



1-1 of 1

page 1 of 1

# Resource links

Verification of Work Experience Form –

[http://www.tn.gov/assets/entities/education/attachments/ed5334\\_lic.pdf](http://www.tn.gov/assets/entities/education/attachments/ed5334_lic.pdf)

Occupational Qualification Sheet –

[http://www.tn.gov/assets/entities/education/attachments/cte\\_lic\\_occupational\\_license\\_info\\_101.pdf](http://www.tn.gov/assets/entities/education/attachments/cte_lic_occupational_license_info_101.pdf)

Occupational Licensure 101 Document –

[http://www.tn.gov/assets/entities/education/attachments/cte\\_lic\\_occupational\\_license\\_info\\_101.pdf](http://www.tn.gov/assets/entities/education/attachments/cte_lic_occupational_license_info_101.pdf)

# Q&A





***Districts and schools in Tennessee will exemplify excellence and equity such that all students are equipped with the knowledge and skills to successfully embark on their chosen path in life.***

**Excellence | Optimism | Judgment | Courage | Teamwork**