



Licensure 101 for CTE Directors

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Objectives

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

- Understand the 101 Occupational Licensure document and how it's used
- Know the steps to successfully submit a practitioner occupational application
- Navigate TN Compass

Agenda

▶ Licensure Updates

Practitioner Occupational Application

TNCompass

Licensure 101 Document & Transition Procedures

Tips to Remember

Interactive Activity

Updates to Licensure

<u>Update</u>	<u>Old</u>	<u>New</u>
Practitioner Occupational License (<i>previous apprentice, transitional, Interim B.</i>)	5 years	3 years
Professional Occupational License	10 years	6 years
Educator Preparation Program	Did not have to be admitted/enrolled for license	Must be admitted/enrolled prior to the license issued
Industry Certification	Was allowed three years to obtain industry certification	1 year grace period (except for health science, cosmetology, and barbering)
GED	Was allowed as minimum	Not allowed as minimum

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Practitioner Occupational License

Requirements for initial licensure

- be formally admitted to or have completed a state-approved educator preparation program;
- be recommended by the Dept. of Education;
- hold a high school diploma or higher
- meet industry certification requirements; and
- meet the endorsement experience requirements.

Structure:

- 3-year validity period,
- Renewable once



Additional Forms for Submission

<http://www.tn.gov/education/topic/licensing-forms>

- ✓ Verification of Work Experience Form
- ✓ Occupational Qualification Sheet
- ✓ Official Transcript (photocopies are not acceptable)
- ✓ Industry Certification (if required)



Licensure 101 Document

- ❖ This document outlines endorsements specific to the occupational license, and all occupational license teachers will need to use this information at some point.
 - New practitioner occupational licenses
 - Advancing to the professional (industry certification)
 - Renewing the professional (industry certification)
 - Adding on an endorsement (industry certification)

- ❖ Occupational endorsements have different education, work experience, and industry certification requirements.

- ❖ This document can be located here:
http://www.tn.gov/assets/entities/education/attachments/cte_lic_occupational_license_info_101.pdf

Successful Submission Process

From the Educator Licensing webpage you can find the form for the Practitioner Occupational License. Unlike previous licensure forms, this forms request that these application be mailed to the 11th floor.



Tennessee Department of Education – Office of Educator Licensing

710 James Robertson Parkway - Andrew Johnson Tower, 11th 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.

First Name* Middle Name* Last Name* (Maiden/Other Last Name)

Date of Birth* Street/P.O. Box* City* State* Zip Code*
(MM/DD/YYYY)

Primary Telephone Number* Secondary Telephone Number Social Security Number*
(999) 999-9999 (999) 999-9999 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

Successful Submission Process

If you are reviewing the candidate's application for completion, be sure Section 2: Personal Affirmation is completed. If any question is marked "Yes," there will be a delay in the processing of the application.

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.

- Yes No 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?
- Yes No 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?
- Yes No 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.)
- Yes No 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.

Successful Submission Process

This step completes the requirement to demonstrate that the applicant is formally admitted to or has completed a state-approved educator preparation program. The department will follow up with the educator preparation program for verification.

- **Step 2:** Demonstrate proof of admittance into or completion of an approved educator preparation program. Proof of enrollment and completion will be verified by the department of education. The educator must provide information below regarding the educator preparation program in which they are enrolled or have completed. (SBE Policy 5.502)

Educator Preparation Provider (Institution/Organization)

Preparation Program (Program Title)

Successful Submission Process

Tennessee Department of Education

Division of College, Career and Technical Education

APPLICATION FOR PRACTITIONER 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 _____

Please note: Additional requirements or exemptions may apply for specific endorsement areas. Please review State Board Rule 0520-02-03 and Policy 5.502 for this information.

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

Step 1: Select the type of endorsement(s) for which you wish to be considered:

X= Selection	Endorsement Name	Endorsement Code
	2-4 Cycle Engines	775
	Aircraft Maintenance	773
	Automotive	770
	Aviation Ground School	774
	Barbering	780
	Broadcasting	710
	Carpentry	706
	Collision Repair	771
	Concrete/Masonry	702
	Cosmetology	781
	Culinary Arts	730
	Diesel Equipment	772
	Distribution and Logistics	776

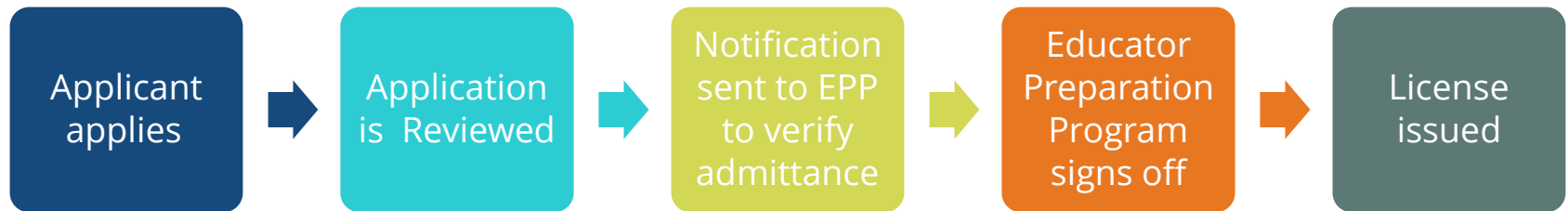
X= Selection	Endorsement Name	Endorsement Code
	Drafting/CAD	700
	Electrical	701
	Fire Safety	751
	Graphic Design	711
	HVAC	707
	Health Informatics	721
	Health Science	720
	Information Technology	740
	Legal and Protective Services	750
	Manufacturing	760
	Plumbing	703
	Programming	742
	Public Health	722
	Welding	705

Successful Submission Process

✓ Additional Occupational Education Forms

- [Occupational Employment Verification Form](#)
- [Occupational Endorsement Deactivation/Reactivation Form](#)
- [Occupational License Information 101](#)
- [Occupational Qualification Sheet](#)
- [Occupational Teacher Evaluations Form](#)
- [Occupational Teacher Checklist](#)

Initial Practitioner Occupational Application in TNCompass



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Tips to Remember

Interactive Activity

Sign in to your Account

Username

Password

Log in

[Forgot Password?](#)
[Forgot Username?](#)

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.




To ensure that accurate staffing data for 2015-16 is captured within the system, the ability to edit staff within TNCompass is disabled for all district and regional roles until Aug. 1. On Aug. 1, the 2015-16 school year will roll over to 2016-17 within TNCompass and the staffing functionality for the 2016-17 school year will be available to users. For technical support with TNCompass, email support@tncompass.org. For other questions, email TEAM.Questions@tn.gov.

Welcome to TNCompass!

 Beginning September 8, in-state educator preparation providers (EPPs) will be able to upload official transcripts received from other in-state EPPs. The EPP uploading the official transcript from another in-state provider into TNCompass must indicate how the transcript was received (either in a sealed envelope or via electronic means from the other in-state EPP). Transcripts from in-state EPPs received by any other means may not be uploaded into TNCompass as official transcripts. Official transcripts from schools outside Tennessee must be sent directly to the office of educator licensure and preparation either electronically to Education.Licensing@tn.gov or via postal mail from the out-of-state college or university. With questions, please reach out to Education.Licensing@tn.gov.

 The deadline for renewing or advancing a teacher, occupational teacher, or school service personnel license that expired on Aug. 31, 2016 has been extended until Dec. 1, 2016. Applications previously submitted to the office of educator licensure and preparation will be honored even if the application has not yet been fully processed, and the license will remain active. Once the application has been processed, the license will be renewed or advanced if the educator meets the requirements. If there is a deficiency on an application, the department will provide the educator an opportunity to correct the deficiency. If the deficiency cannot be corrected, the license will become inactive.

Application Quick Links

 Enroll Candidate

 Account Information


 Add Educator

 PDP Work Queue

Reminders


You have no reminders at the moment.

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

My Role(s) 	
Location	Role
Tennessee Department Of Education <i>State</i>	Licensing Specialist

TNCompass

If you are having trouble accessing TNCompass, contact:

- support@tncompass.org
- (877) 314-1412

This information is found at the very bottom of the home page in TNCompass.

TNCompass

⇒ Transaction Wizard

Welcome to the TNCompass licensing wizard. Below you will find available license transactions to submit to the Office of Educator Licensure and Preparation (OELP).

I'm seeking to:

Add Degree

Add Endorsement

Advance an Active License - **No Applicable Licenses**

Advance an Inactive License - **No Applicable Licenses**

Apply for JROTC

Initial Permit or Waiver

Initial Teaching License

Name Change

Out of State Educator

Reactivate License - **No Applicable Licenses**

Reactivate Permit or Waiver - **No Applicable Licenses**

Renew License - **Already in Progress**

Renew Permit or Waiver - **No Applicable Licenses**

Once the educator logs into the system, they will be able to start a transaction for their license. Transaction types highlighted in blue mean the transaction is allowed. Those that are greyed out cannot be processed.

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Tips to Remember

Interactive Activity

Licensure 101 Document Update

Endorsement Name and Code	Legal and Protective Services 750
Previous Endorsements	590
Minimum Education Requirements	High School diploma or above
Occupational Work Experience	Five years of full time work experience out of the past eight years
Example Qualifying Areas/Occupations	Police Officer, Sheriff, TBI/FBI Officer, Military Police, Wildlife Officer, Correctional Officer, Crime Scene Investigator, Lawyer, Judge with law or criminal justice degree
Industry Certification	POST or NOCTI assessment for law, public safety and security

Transition Procedures

http://www.tn.gov/assets/entities/education/attachments/lic_transition_procedures.pdf

Apprentice Occupational License		
Eligibility Requirements:		
1) Obtained current/valid industry certification where required	x	√
2) Obtained 30 PDPs or Dir. of Schools signature	x	√
3) Obtained 3 years of acceptable experience	x	√
4) Completion of an educator prep program designed to meet the skills and knowledge for teacher preparation	x	√
5) Attended five day New Teacher Training Sponsored by CCTE, Tennessee Department of Education	x	√
6) Assigned mentor during the first three years of teaching	x	√
Licensure Transaction:	Convert to Practitioner Occupational (Second Issuance)	Advance to Professional Occupational

Transition Procedures

Transitional License - 1 year of experience			
Eligibility Requirements:			
1) Enrolled in Preparation Program	x	√	
2) Completed Preparation Program	x	x	√
3) Earned passing scores on all required Praxis exams	N/A	N/A	x
4) Obtained 30 PDPs or Dir. of Schools signature	N/A	N/A	
Licensure Transaction:	Becomes Inactive License	Issue Practitioner (First Issuance)	

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Tips To Remember #1

#1 - Educators shall be properly licensed prior to entering the classroom.

Tenn. Code Ann. § 49-5-101

No person shall be employed as principal, teacher or supervisor of any public elementary or high school by any local school district, or receive any pay for such services out of the public school funds of the local school district until the person presents to the director of schools a valid license as prescribed in this part. It is unlawful for any board of education to issue any warrant or check to such persons for services as principal, teacher or supervisor until the person has presented for record a license valid for the term of employment.



Tips To Remember #2

#2 – Applicants must be admitted to an educator prep program prior to a license being issued.

Admittance does not:

- Guarantee a license will be approved or issued
- Waive other requirements



Tips To Remember #3

#3 – Use all available resources to help determine applicant qualifications.

- Licensure 101 Document
- Educator Licensure Policy
- Correlation of Course Codes



When in doubt about these resources, contact Sheila K. Morris via phone (615-532-2834) or email Sheila.K.Morris@tn.gov or



Tips To Remember #4

#4 – Mail all documents for the initial practitioner occupational license to the 11th floor.

Sheila K. Morris
Division of College, Career and Technical Education
Andrew Johnson Tower, 11th Floor
710 James Robertson Parkway,
Nashville, TN, 37243



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 Interactive Activity

Interactive Activity

We are now switching gears and will now go through some mock applications to select potential candidates for open positions.

On your table, you each have a folder with the following components:

- Application
http://www.tn.gov/assets/entities/education/attachments/ed2984_lic-1.pdf
- Work Experience Form
http://www.tn.gov/assets/entities/education/attachments/ed5334_lic.pdf
- Qualification Sheet
http://www.tn.gov/assets/entities/education/attachments/ed5335_lic.pdf
- Industry certification
- Transcript

Resources

Licensure Website:

- TN.gov/education/section/licensing

College, Career and Technical Education Licensure Website:

- <http://www.tn.gov/education/topic/cte-licensure-and-training>

Educator Licensure Policy:

- https://tn.gov/assets/entities/sbe/attachments/5.502_Educator_Licensure_Policy.pdf

Occupational License 101:

- http://www.tn.gov/assets/entities/education/attachments/cte_lic_occupational_license_info_101.pdf

Transition Procedures:

- https://www.tn.gov/assets/entities/education/attachments/lic_transition_procedures.pdf

Q&A





Department of
Education

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