

## Account Registration & Staffing

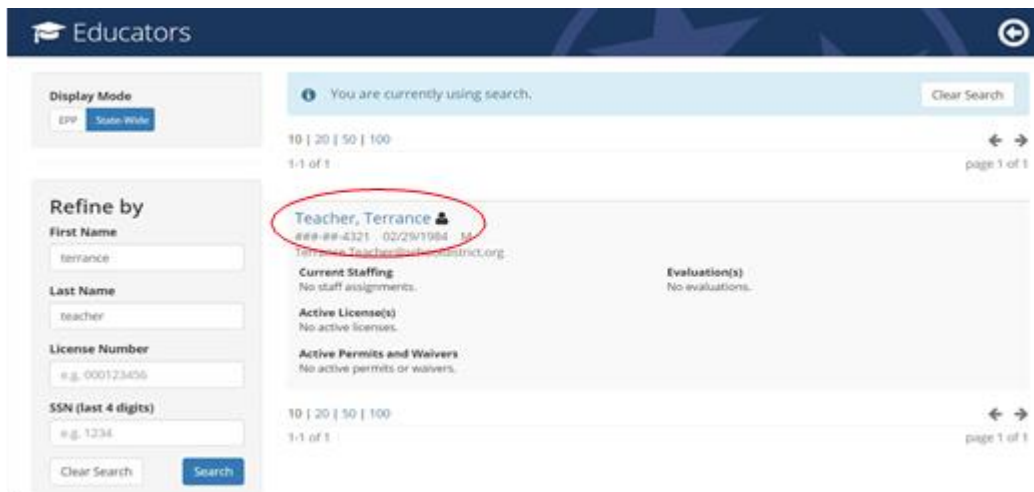
An individual will need to establish and/or register their [TNCompass](#) account if they have not already done so. District HR personnel can review detailed instructions for registering for an account in the section titled *Login or Register for a TNCompass Account*, within the [TNCompass User Guide](#), located on the home page in TNCompass. Familiarity with this information will allow users to best support candidates.

To apply for a permit or endorsement exemption (i.e., waiver) for an individual, the individual must be staffed in the district in TNCompass. Otherwise, the option to start a permit or waiver transaction will not be available to the superintendent or their designee. Instructions for staffing an educator can also be found in the user guides on the home page in TNCompass. Please ensure that educators are staffed in the current academic year, which requires staffing them *after* annual roll-over has occurred. Staffing an educator in the prior academic year will generate an evaluation record for the prior year. Annual roll-over generally occurs in July.

## Completing the Application/Transaction for a Permit or Waiver

The ability to begin and complete a permit or waiver application is reserved for the superintendent or designee role in TNCompass. The example transaction that follows is a permit transaction, but the workflows are nearly identical in TNCompass.

1. Find the educator using the TNCompass educator search and click on the educator's name to navigate to their TNCompass educator profile.



2. Click on the *Transaction* tab, then click *Start a New Transaction*.



- Select the transaction type (this example uses an academic permit transaction, but the workflows are nearly identical in TNCompass).

**Please note:** If you are applying for a second year or third year academic permit or waiver, please use the **Reactivate Permit/Waiver** transaction type.

## ☰ License Transaction Wizard - Initial Permit or Waiver

Which license would you like to select?

- Academic Permit
- Clinical Practice Permit
- Occupational Permit
- Waiver

← Back

- The overview tab provides a summary of all application elements which must be completed to submit the transaction.

🎓 Terrance Teacher ↶

### ☰ Initial Permit or Waiver Transaction Status: Not submitted

📄 Overview
○ Recommendation
○ Course Code
○ Endorsement Selection
○ Assessment
○ Degrees
○ Permit Attachments

○ Signatures
📄 Summary

Welcome to the Initial Permit or Waiver 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 |
|--------------|--------|--------|------------|----------------|-----------------|--------------|---------------|
| Permit       |        |        |            |                |                 |              |               |

#### 📄 Requirements

| Requirement           | Ready for Submission |
|-----------------------|----------------------|
| Recommendation        | ○                    |
| Course Code           | ○                    |
| Endorsement Selection | ○                    |
| Assessment            | ○                    |
| Degrees               | ○                    |
| Permit Attachments    | ○                    |
| Signatures            | ○                    |

- The Recommendation must be completed by the director of schools. **Recommendations must be completed prior to the full submission of the transaction.** Once the transaction is fully-submitted, the director recommendation section will be locked and cannot be completed until the transaction is processed by a licensure specialist and marked with a deficient status.

Directors can access the recommendation function as they would for any other transaction type (e.g., licensure advancement, JROTC). Once the recommendation is complete, check the verification box, and click *Save and Continue*.

Terrance Teacher
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**Initial Permit or Waiver Transaction** Status: Not submitted

Overview | 
 Recommendation | 
 Course Code | 
 Endorsement Selection | 
 Assessment | 
 Degrees | 
 Permit Attachments

Signatures | 
 Summary

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A recommendation from an approved educator preparation provider (EPP) is **REQUIRED** for transactions for initial in-state Practitioner licensure, and transactions for additional endorsements for candidates completing additional endorsement programs or who are enrolled in provisional special education endorsement programs.

A recommendation from the director of schools or leader of a charter school or the school's CMO is **OPTIONAL** for the advancement of a Practitioner license to the Professional license, and may be used in lieu of thirty (30) professional development points (PDPs).

A recommendation from the director of schools or leader of a charter school or the school's CMO is **REQUIRED** for the following transaction types:

**Instructional Leader License (ILL)**

- Advancement from the ILL to the Instructional Leader License – Professional (ILL-P): Recommendation verifying the educator has a minimum of two (2) years of successful experience as a principal, assistant principal, or an instructional supervisor.

**Permits & Waivers**

- Initial permit or waiver, or reactivation of a permit or waiver (individuals are eligible to receive a maximum of three permits, and three waivers): Recommendation verifying that the permit or waiver is requested to fill a vacant, high need, mission-critical position (core academic, non-instructional leader); and the school district engaged in a thorough, responsible, position-specific recruitment effort to find an appropriately licensed and endorsed candidate for the position for which the permit is requested, and has been unsuccessful in those efforts (documentation of recruitment efforts must be submitted with this application).

**Junior Reserve Officers' Training Corps (JROTC) License**

- Initial Licensure Applications: Verification that the applicant will be employed in a JROTC program in a Tennessee LEA.
- Licensure Renewal Applications: Recommendation for renewal to the Department, from the LEA where the educator is employed.

**Recommendations**

| Transaction Type         | License Type | Signed By | Role | Date Signed | Status     |
|--------------------------|--------------|-----------|------|-------------|------------|
| Initial Permit or Waiver | Permit       |           |      |             | Not Signed |

**Recommendation Signature**

The recommendation has not been signed.

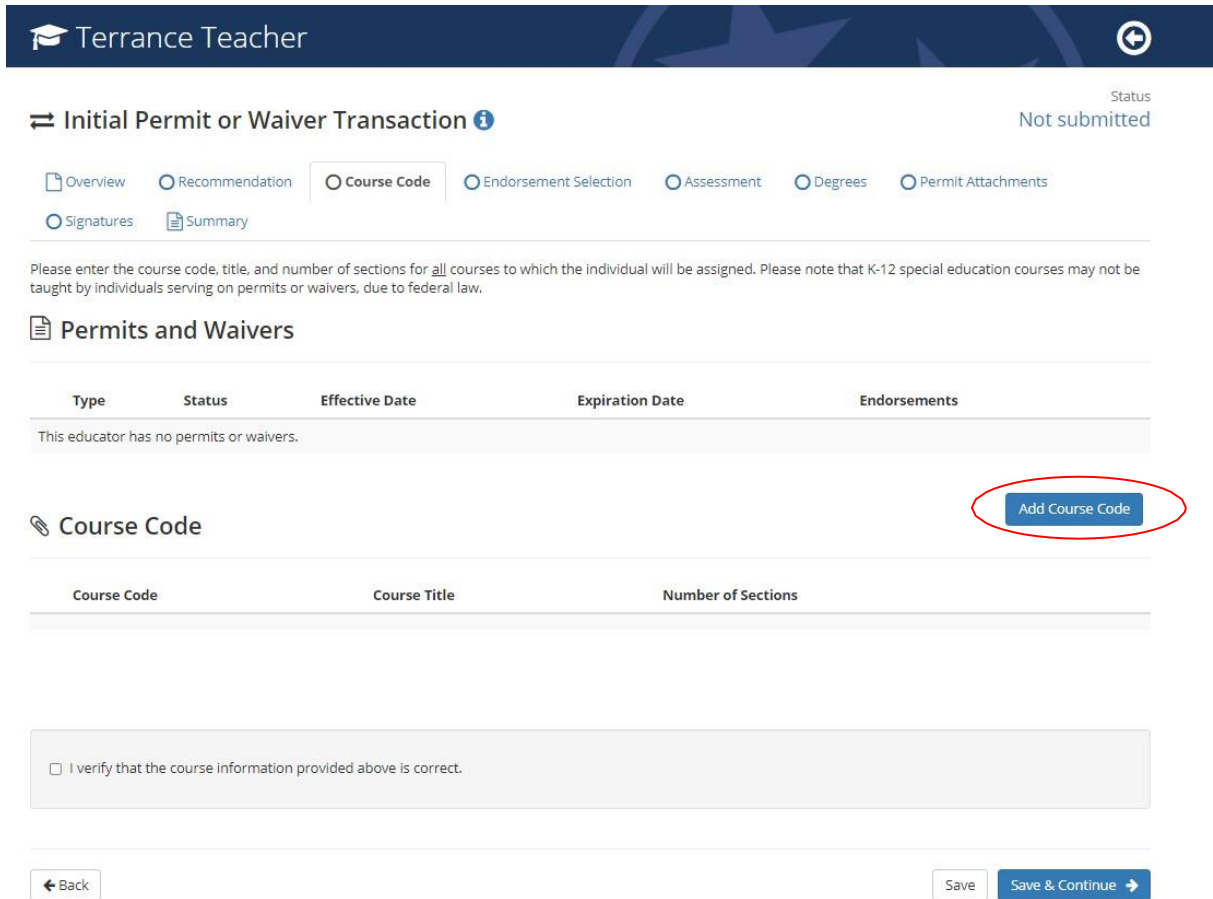
**Attachments** Add Attachment

| Name | Type | Description | Created | Created By |
|------|------|-------------|---------|------------|
|      |      |             |         |            |

I verify that the recommendation signature from the director of schools, leader of a charter school, CMO, or the EPP has been completed, and understand that the recommendation must be completed prior to submission of this transaction.

← Back
Save Save & Continue →

- Click the *Add Course Code* button to open the course code menu.



**Terrance Teacher** Status: Not submitted

**Initial Permit or Waiver Transaction** ⓘ

Overview
  Recommendation
  **Course Code**
 Endorsement Selection
  Assessment
  Degrees
  Permit Attachments

Signatures
  Summary

Please enter the course code, title, and number of sections for all courses to which the individual will be assigned. Please note that K-12 special education courses may not be taught by individuals serving on permits or waivers, due to federal law.

**Permits and Waivers**

| Type                                     | Status | Effective Date | Expiration Date | Endorsements |
|--|--------|----------------|-----------------|--------------|
| This educator has no permits or waivers. |        |                |                 |              |

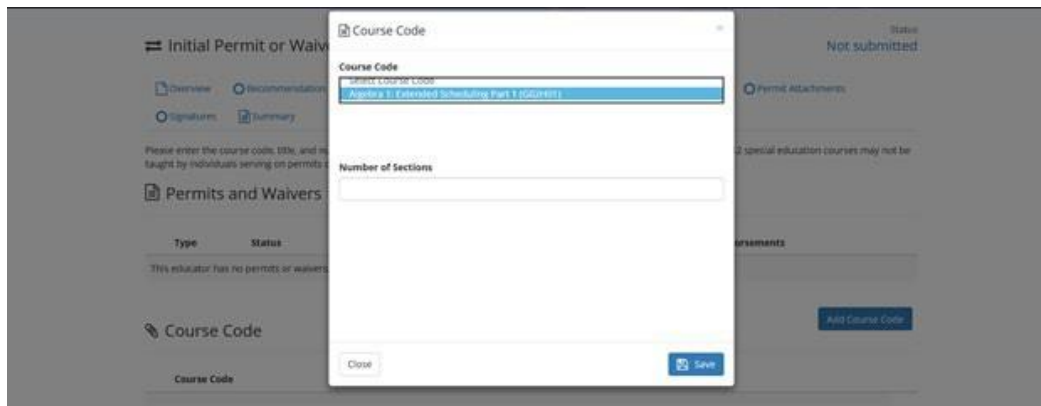
**Course Code** Add Course Code

| Course Code | Course Title | Number of Sections |
|-------------|--------------|--------------------|
|             |              |                    |

I verify that the course information provided above is correct.

- Select the course from the list of options, and indicate the number of sections, then click *Save*.

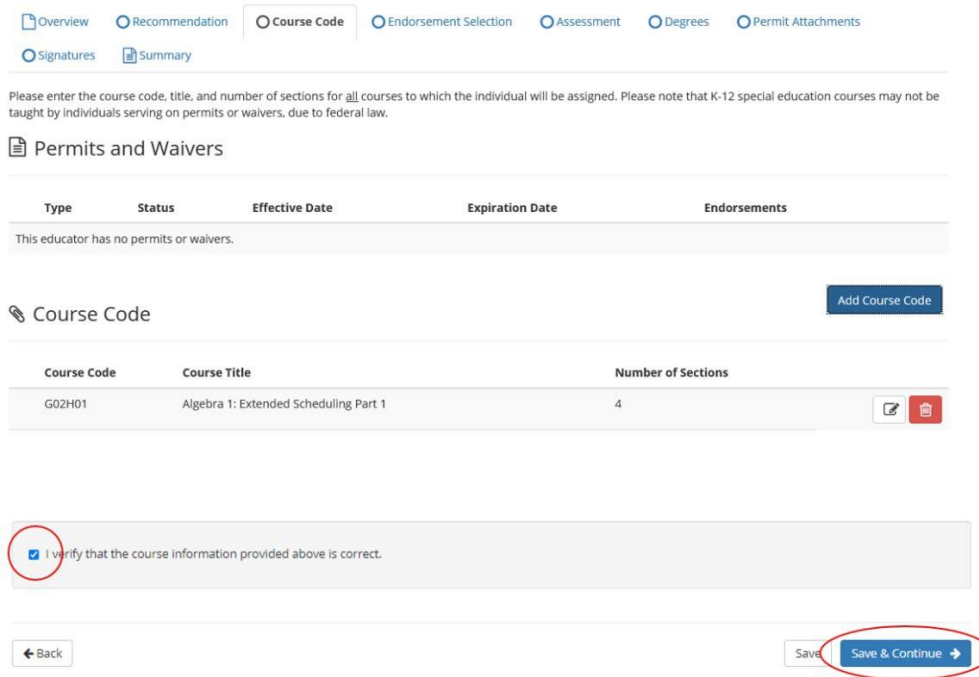
Please refer to the [Course Code Management System](#) for current course codes and endorsement information.



**Course Code**

Algebra 1 Extended Scheduling Part 1 (College)

- Repeat steps 6 & 7, until all courses are listed. When finished, verify that the course information is correct, and click *Save and Continue*.



Overview Recommendation **Course Code** Endorsement Selection Assessment Degrees Permit Attachments

Signatures Summary

Please enter the course code, title, and number of sections for all courses to which the individual will be assigned. Please note that K-12 special education courses may not be taught by individuals serving on permits or waivers, due to federal law.

Permits and Waivers

| Type                                     | Status | Effective Date | Expiration Date | Endorsements |
|--|--------|----------------|-----------------|--------------|
| This educator has no permits or waivers. |        |                |                 |              |

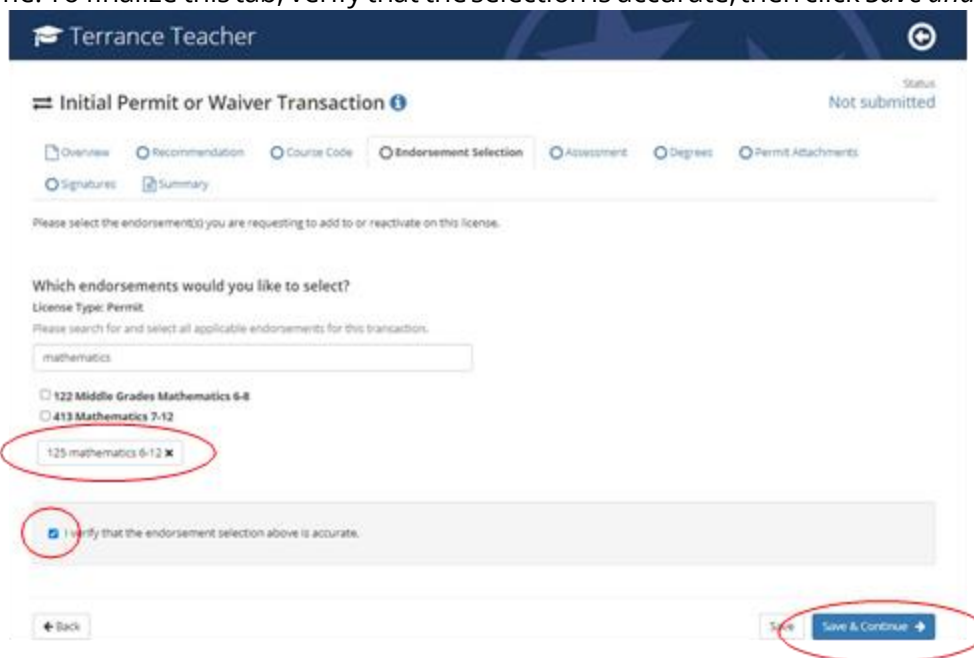
Course Code

| Course Code | Course Title                          | Number of Sections |
|-------------|---------------------------------------|--------------------|
| G02H01      | Algebra 1: Extended Scheduling Part 1 | 4                  |

I verify that the course information provided above is correct.

Back Save **Save & Continue**

- Complete the endorsement selection by searching for the endorsement which is aligned to the courses to which the individual will be assigned, and then selecting the appropriate endorsement from the list by checking the box immediately to the left of the endorsement name. To finalize this tab, verify that the selection is accurate, then click *Save and Continue*.



Terrance Teacher

Initial Permit or Waiver Transaction Status: Not submitted

Overview Recommendation Course Code **Endorsement Selection** Assessment Degrees Permit Attachments

Signatures Summary

Please select the endorsement(s) you are requesting to add to or reactivate on this license.

Which endorsements would you like to select?  
License Type: Permit  
Please search for and select all applicable endorsements for this transaction.

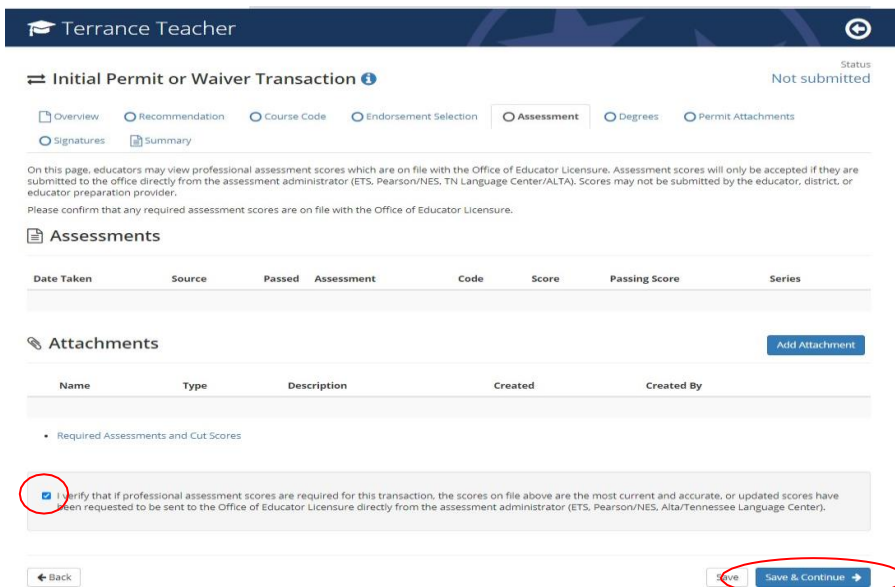
mathematics

122 Middle Grades Mathematics 6-8  
 413 Mathematics 7-12  
 125 mathematics 6-12

I verify that the endorsement selection above is accurate.

Back Save **Save & Continue**

10. Assessments are only required for permit issuance in certain cases, which can be found in the **Emergency Credentials Guide**. In order to continue, verify that *if* professional assessments are required, those scores are on file by checking the box and then clicking *Save and Continue*.



**Terrance Teacher** Status: Not submitted

**Initial Permit or Waiver Transaction** ⓘ

Overview Recommendation Course Code Endorsement Selection **Assessment** Degrees Permit Attachments

Signatures Summary

On this page, educators may view professional assessment scores which are on file with the Office of Educator Licensure. Assessment scores will only be accepted if they are submitted to the office directly from the assessment administrator (ETS, Pearson/NES, TN Language Center/ALTA). Scores may not be submitted by the educator, district, or educator preparation provider.

Please confirm that any required assessment scores are on file with the Office of Educator Licensure.

**Assessments**

| Date Taken | Source | Passed | Assessment | Code | Score | Passing Score | Series |
|------------|--------|--------|------------|------|-------|---------------|--------|
|            |        |        |            |      |       |               |        |

**Attachments** Add Attachment

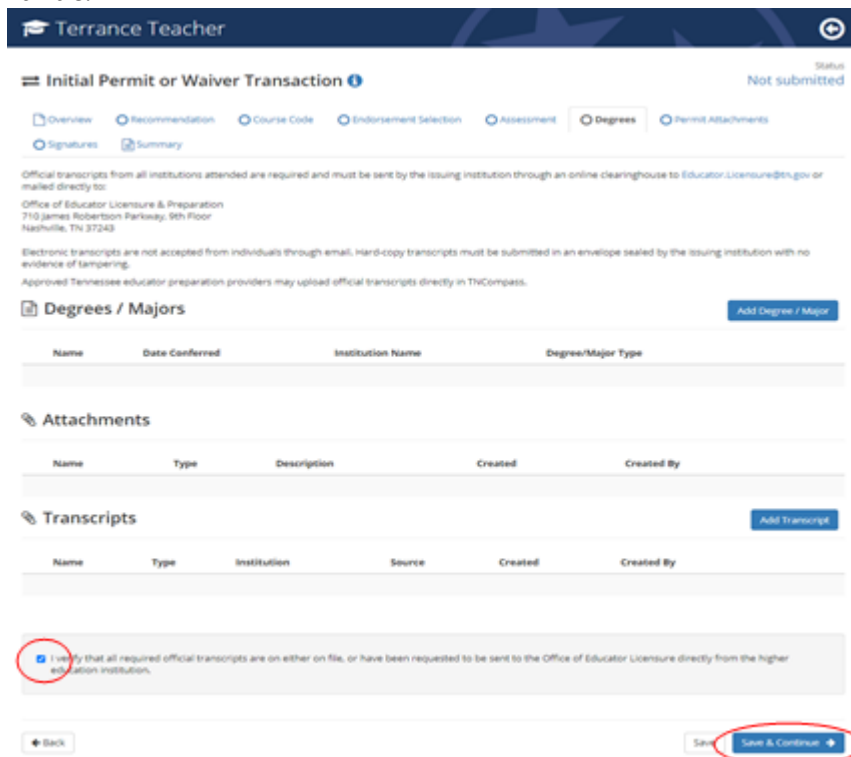
| Name | Type | Description | Created | Created By |
|------|------|-------------|---------|------------|
|      |      |             |         |            |

• Required Assessments and Cut Scores

I verify that if professional assessment scores are required for this transaction, the scores on file above are the most current and accurate, or updated scores have been requested to be sent to the Office of Educator Licensure directly from the assessment administrator (ETS, Pearson/NES, Alta/Tennessee Language Center).

← Back Save **Save & Continue** →

11. Please ensure that transcripts have been requested to be sent to the department, in accordance with academic transcript operating procedures. Verify that any required transcripts are either on file or requested to be sent to the department, by checking the box, then click *Save and Continue*.



**Terrance Teacher** Status: Not submitted

**Initial Permit or Waiver Transaction** ⓘ

Overview Recommendation Course Code Endorsement Selection **Assessment** **Degrees** Permit Attachments

Signatures Summary

Official transcripts from all institutions attended are required and must be sent by the issuing institution through an online clearinghouse to [Educator.Licensure@tn.gov](mailto:Educator.Licensure@tn.gov) or mailed directly to:  
Office of Educator Licensure & Preparation  
710 James Robertson Parkway, 9th Floor  
Nashville, TN 37243

Electronic transcripts are not accepted from individuals through email. Hard-copy transcripts must be submitted in an envelope sealed by the issuing institution with no evidence of tampering.  
Approved Tennessee educator preparation providers may upload official transcripts directly in ThCompass.

**Degrees / Majors** Add Degree / Major

| Name | Date Conferred | Institution Name | Degree/Major Type |
|------|----------------|------------------|-------------------|
|      |                |                  |                   |

**Attachments**

| Name | Type | Description | Created | Created By |
|------|------|-------------|---------|------------|
|      |      |             |         |            |

**Transcripts** Add Transcript

| Name | Type | Institution | Source | Created | Created By |
|------|------|-------------|--------|---------|------------|
|      |      |             |        |         |            |

I verify that all required official transcripts are on either on file, or have been requested to be sent to the Office of Educator Licensure directly from the higher education institution.

← Back Save **Save & Continue** →

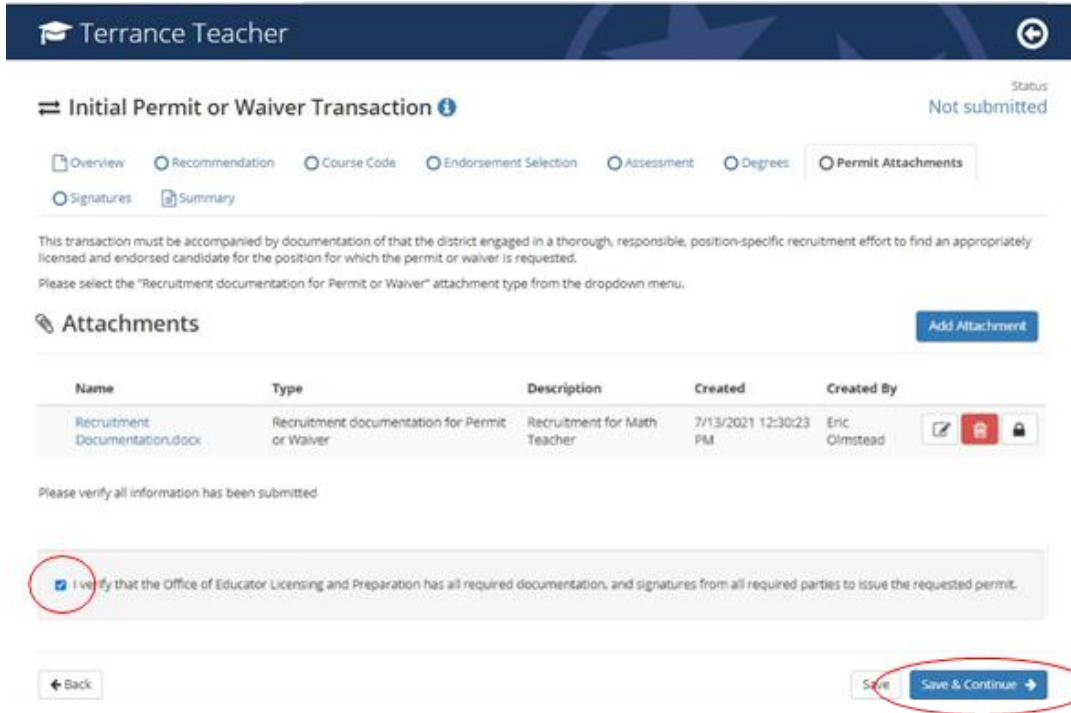
12. The *Permit Attachments* tab (or *Waiver Attachments* tab) allows the district to upload the required recruitment documentation to support the application for an emergency credential. Use the *Add Attachment* button to upload the required files.

The screenshot shows the 'Terrance Teacher' application interface. At the top, there's a navigation bar with a home icon and the name 'Terrance Teacher'. Below that, a status bar indicates 'Initial Permit or Waiver Transaction' with a status of 'Not submitted'. A series of tabs are visible: Overview, Recommendation, Course Code, Endorsement Selection, Assessment, Degrees, and Permit Attachments (which is selected). Below the tabs, there are instructions: 'This transaction must be accompanied by documentation of that the district engaged in a thorough, responsible, position-specific recruitment effort to find an appropriately licensed and endorsed candidate for the position for which the permit or waiver is requested. Please select the "Recruitment documentation for Permit or Waiver" attachment type from the dropdown menu.' Under the 'Attachments' section, there is a table with columns: Name, Type, Description, Created, and Created By. The table is currently empty. To the right of the table, the 'Add Attachment' button is circled in red. Below the table, there is a verification checkbox: 'I verify that the Office of Educator Licensure has received all required documentation to issue the requested waiver.' At the bottom, there are 'Back', 'Save', and 'Save & Continue' buttons.

13. Choose the file to be uploaded, provide a description of the file/attachment, and select the attachment type of *Recruitment documentation for Permit or Waiver*, then click *Save*.

The screenshot shows the 'Attachment' modal form overlaid on the application page. The modal has the following fields: 'Attachment' with a 'Choose File' button and the text 'Recruitment Documentation.docx'; 'Attachment Description' with the text 'Recruitment for Math Teacher'; and 'Attachment Type' with a dropdown menu showing 'Recruitment documentation for Permit or Waiver'. At the bottom of the modal, there are 'Close' and 'Save' buttons. The background shows the same application page as in the previous screenshot, but with the 'Add Attachment' button now visible and not circled.

14. To finalize the *Attachments* tab, verify that all required documentation is provided in support of the application by checking the box, then click *Save and Continue*.



**Initial Permit or Waiver Transaction** Status: Not submitted

Overview Recommendation Course Code Endorsement Selection Assessment Degrees **Permit Attachments**

Signatures Summary

This transaction must be accompanied by documentation of that the district engaged in a thorough, responsible, position-specific recruitment effort to find an appropriately licensed and endorsed candidate for the position for which the permit or waiver is requested. Please select the "Recruitment documentation for Permit or Waiver" attachment type from the dropdown menu.

**Attachments** Add Attachment

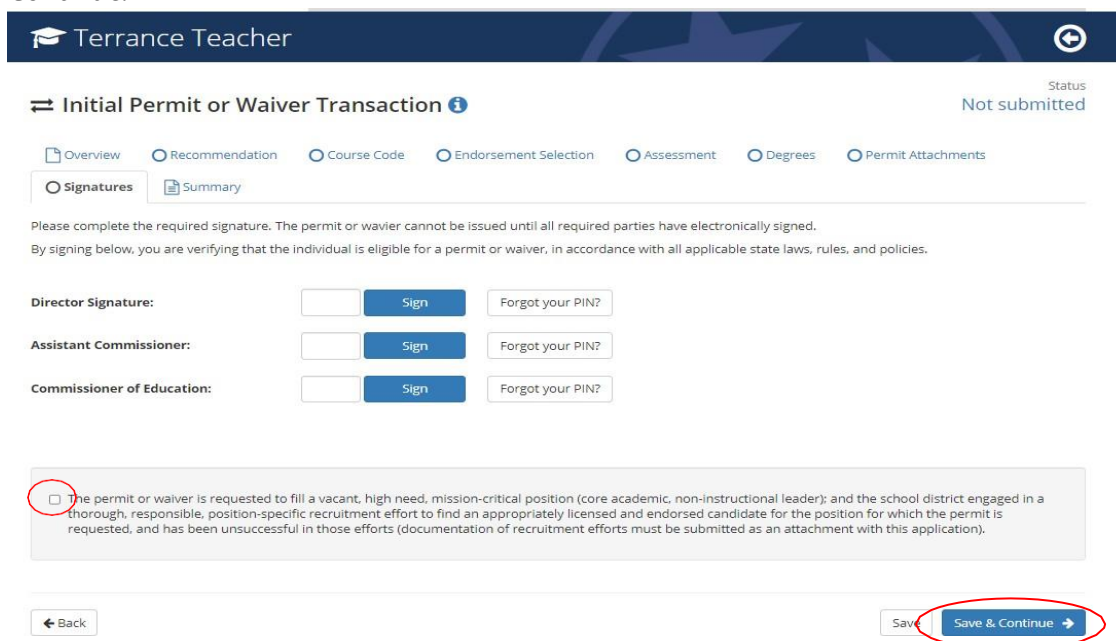
| Name                           | Type   | Description                  | Created               | Created By    |
|--------------------------------|--|------------------------------|-----------------------|---------------|
| Recruitment Documentation.docx | Recruitment documentation for Permit or Waiver | Recruitment for Math Teacher | 7/13/2021 12:30:23 PM | Eric Olmstead |

Please verify all information has been submitted.

I verify that the Office of Educator Licensing and Preparation has all required documentation, and signatures from all required parties to issue the requested permit.

Back Save Save & Continue →

15. The signatures page displays the department personnel signatures which are on file for the application. **There is no action needed from the district on this tab**, except for the verification check box at the bottom of the screen. Once this is checked, click *Save and Continue*.



**Initial Permit or Waiver Transaction** Status: Not submitted

Overview Recommendation Course Code Endorsement Selection Assessment Degrees Permit Attachments

**Signatures** Summary

Please complete the required signature. The permit or waiver cannot be issued until all required parties have electronically signed. By signing below, you are verifying that the individual is eligible for a permit or waiver, in accordance with all applicable state laws, rules, and policies.

**Director Signature:**  Sign Forgot your PIN?

**Assistant Commissioner:**  Sign Forgot your PIN?

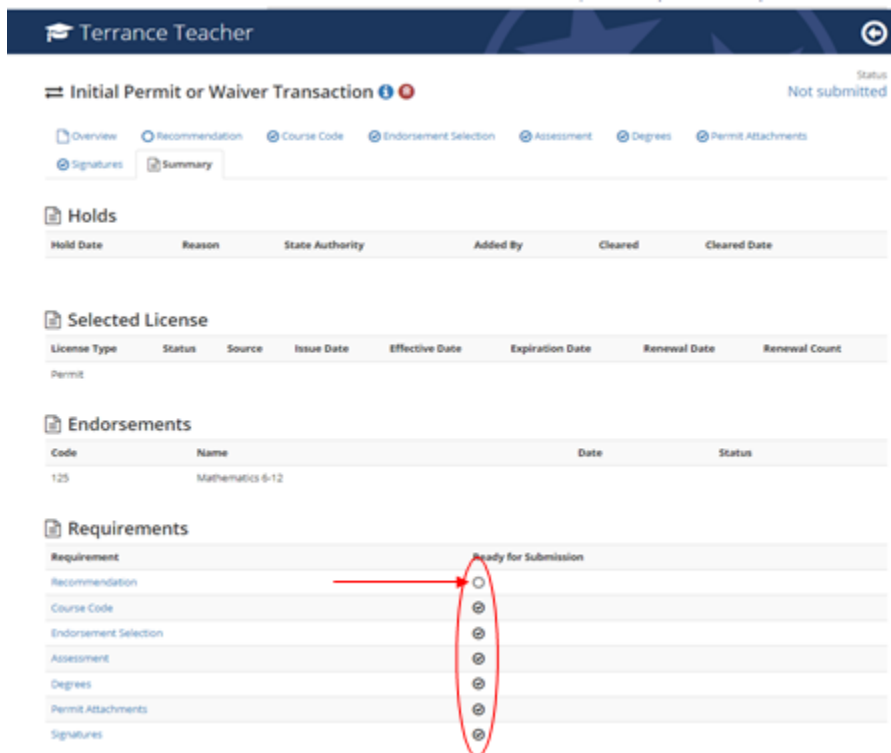
**Commissioner of Education:**  Sign Forgot your PIN?

The permit or waiver is requested to fill a vacant, high need, mission-critical position (core academic, non-instructional leader); and the school district engaged in a thorough, responsible, position-specific recruitment effort to find an appropriately licensed and endorsed candidate for the position for which the permit is requested, and has been unsuccessful in those efforts (documentation of recruitment efforts must be submitted as an attachment with this application).

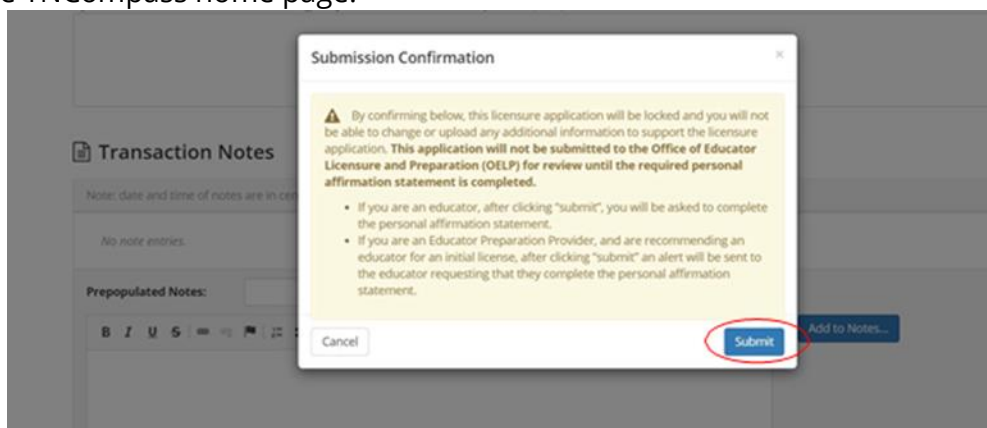
Back Save Save & Continue →



16. The final *Summary* page provides an overview of all application elements. Please ensure all elements are ready for submission prior to submitting the transaction, including the Director recommendation. Once the transaction is fully submitted, the Director recommendation section will be locked and cannot be completed until the transaction is processed by a licensure specialist and marked with a deficient status.



17. You will be asked to confirm the submission, by clicking *Submit*. This action deploys the personal affirmation to the individual to complete. Once the personal affirmation is submitted, then the transaction is in the department's queue for processing. More information about personal affirmation completion is available in the user guides on the TNCompass home page.



**General information about permit and waiver requirements can be found in the *Educator Licensure Operating Procedures for Districts* guidance document, located on the [Resources](#) page of the educator licensure [website](#).**