

Tennessee Academy for School Leaders (TASL) School and District Leaders Frequently Asked Questions

TASL Status

1. *Who must earn TASL credit? What positions are TASL mandated?*

Administrators are required to earn TASL credits if they spend 50 percent or more of their time in direct delivery of instructional services to the following: teachers, principals, and/or other educators in administrative or supervisory positions. All principals and assistant principals are TASL mandated. Most district staff in instructional supervisor roles are TASL mandated. Teacher leaders are not TASL mandated.

2. *I am an administrator who must earn TASL credit. Why can't I see the TASL tab when I log in to TNCompass?*

Only leaders staffed in TASL mandated roles will have access to the TASL tab in TNCompass. If you believe you have been staffed incorrectly, contact your district TASL configurator for assistance with staffing and TASL status.

The TASL status of a leader staffed prior to his/her license effective date must be updated manually by the district. Contact your district TASL configurator for assistance with this update.

TASL Credit Requirements and Documentation

3. *How many hours do I need to earn in a cycle?*

Administrators must earn 14 TASL credit hours during each one-year cycle from July 1 to June 30.

4. *How do I know my cycle end date?*

All cycles are one year, opening July 1 and closing June 30.

5. *Why is it important to be current in my TASL hours?*

In order to advance or renew an administrative license, a leader must be earning hours in the current cycle and must have all previous cycle requirements met during the validity period of the license. Any cycle for which a leader has not met the TASL requirements will prevent a renewal or advancement request from being approved.

6. *Where do I find TASL-approved events?*

The TASL catalogue may be accessed from the [TNCompass landing page](#) under "View TASL Events."

7. *Who is responsible for uploading my TASL credit documents?*

Leaders are responsible for uploading their own TASL credit documents in TNCompass.

8. *How do I add TASL credit documents/TASL attendance?*

From your personal profile page, choose the TASL tab and click the "Add Attendance" button. The wizard will guide you through the process of adding TASL documentation. More detailed guidance with

screenshots can be found in the [TASL Instructional Leader Guide](#) on pages 3-6. You must have official credit documents to complete an attendance request.

9. I have a TASL credit certificate, but I cannot find the event in the TASL drop-down menu.

Pre-approved events open for TASL credit document uploads **one working day after the last content delivery date**. If you are unable to locate an open event using the event title listed on your credit documentation, contact the event facilitator for clarification of the event delivery dates and/or the event title.

10. I attended a professional learning event for leaders, but it is not in the event drop-down list.

Only pre-approved TASL events appear in TNCompass. If an event does not appear in TNCompass but you believe the event was approved for TASL credit, contact the event coordinator to confirm the TASL status of the event.

11. What if I don't receive verification (certificate/email of completion) for attending a TASL event?

Contact the organizer of the event for a certificate or email of completion. This must be uploaded to TNCompass in order to submit hours for approval.

12. May I request TASL credit for an event I attended out of state or for an event that is not listed in the TASL catalogue?

Individuals may not request TASL credit for events; only event facilitators may request TASL credit for events.

13. Why have TASL credit requests I've submitted in TNCompass not been approved?

Credit approvals for leaders are made at the district level; please contact your district TASL configurator.

14. I have submitted an incorrect TASL credit request and need to have it deleted. What do I do?

Contact TASL.Information@tn.gov with your name, license number, the exact event title, and a short description of the issue with the upload. The TASL office will review your TASL transcript and delete erroneous uploads.

15. What is the last day to add TASL credit to my TASL transcript for a given cycle?

Document uploads must be completed by **Aug. 1** of each year for those events to be credited to the TASL transcript. At that time, leaders will no longer have access to the cycle ending on June 30 of that calendar year and will not be able to upload credit documents.

16. I have a TASL cycle with missing hours. What do I do?

Contact your district TASL configurator to create a TASL Credit Recovery Plan to address the cycle that has missing hours.

TASL Exemptions

17. Who qualifies for a TASL exemption?

Educators who have served in TASL mandated roles in Tennessee for a minimum of 15 years (these years may be non-consecutive) may be eligible for exemption. Please note, exemption status is subject to change based on local school board policy.

18. How do I request TASL exemption?

You can submit an exemption request via the “request exemption” button found at the bottom of the TASL page on your personal profile in TNCompass. More detailed guidance with screenshots can be found in the [TASL Instructional Leader Guide](#) on pages 8-9.

Instructional Leader License Renewal and Advancement

19. How do TASL mandated administrators and supervisors renew an instructional leader license?

To renew an instructional leader license, administrators in TASL mandated positions must:

- Be earning hours in the current cycle and must have all previous cycle requirements met during the validity period of the license
- Complete the online renewal process accessed from the “Transaction” tab on his/her personal TNCompass page

20. How do TASL mandated administrators and supervisors renew a teaching license?

An educator staffed in a TASL mandated role may renew his/her teaching license by meeting TASL requirements and is not required to earn PDPs. An educator that is TASL exempt may renew his/her teaching license based on the TASL exempt status with no additional requirements.

21. How do non-TASL mandated teachers, administrators, and supervisors renew an administrative license?

To renew an instructional leader license, educators in non-TASL mandated positions must complete the online renewal process accessed from the “transaction” tab on his/her personal TNCompass page.

22. How do administrators and supervisors advance an administrative license?

To advance to an ILL-P, in addition to licensure requirements outlined on the department’s [educator licensure webpage](#), an administrator must:

- Be staffed in a TASL mandated position
- Complete the appropriate pathway based on years of administrative experience: TASL Induction Academy or University Partner Pathway
- Be earning hours in the current TASL cycle with no cycles in arrears during the validity period of the license
- Complete the online renewal process accessed from the “transaction” tab on his/her personal TNCompass page

Other

23. I have questions that have not been answered here. Who can I contact?

- With technical questions related to TNCompass access or navigation, contact support@tncompass.org.
- With questions related to certificates of completion for a particular event, contact the event coordinator.
- With questions related to your TASL status or approval of hours once entered into TNCompass, contact your district’s TASL configurator or central office.
- With questions related to licensure renewal or advancement, contact Educator.Licensure@tn.gov.
- With TASL-related questions, contact TASL.Information@tn.gov.