

# Educator Licensure

## Frequently Asked Questions

*Last updated September 2024*

This guide provides detailed information regarding the most frequently asked questions related to educator licensure in Tennessee. The document is divided into several sections grouped by general topic, and each of these sections includes a list of more specific questions that can be quickly accessed by selecting the appropriate hyperlinks.

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## General Information

This document is intended to support current and prospective educators who are seeking additional information regarding licensure requirements in Tennessee. Educators are encouraged to consult this guide prior to emailing the Office of Educator Licensure, as the majority of questions educators are likely to ask are addressed in detail in the sections below. This ensures that educators can access answers to their questions as quickly as possible, including outside of state office hours, and enables faster response times to questions that fall beyond the scope of information contained within this document.

Educators who are actively staffed in a Tennessee school district should contact their Human Resources (HR) office if they have additional questions not addressed in this guide. If the HR representative is unable to answer the question, they will contact their assigned Regional Licensure Consultant at the department for assistance.

Educators who are *not* staffed in a Tennessee school district and have additional questions not addressed in this document may contact our office at [Educator.Licensure@tn.gov](mailto:Educator.Licensure@tn.gov). In the email, please provide the following information:

- Full name (if the educator has a TNCompass account, the provided name should match the educator's account information)
- Educator license number (if applicable)
- Detailed overview of inquiry

Please note that due to the volume of inquiries received each day, phone calls must be scheduled weeks in advance, and our office will still need a detailed description of your inquiry in order to research the situation prior to calling. Typically, educator inquiries are more quickly resolved through email, and due to the complexity of the topic, it is often helpful for educators to have a written overview of requirements that can be referenced later.

## Renewing or Advancing an Active License

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## Answers

### [How do I renew or advance a Practitioner Teacher – 1<sup>st</sup> Issuance license?](#)

To renew a Practitioner Teacher -1<sup>st</sup> Issuance license for an additional three (3) years, educators must complete an educator preparation program (EPP) and pass all required assessments prior to the expiration date of the license.

In addition to EPP completion and assessments, educators seeking to advance to the Professional license instead of renewing their current license must obtain a minimum of three (3) years of qualifying experience and either earn 30 professional development points (PDPs) or obtain a recommendation for advancement from a Tennessee-based director of schools (public, charter, or private). Alternatively, educators can also qualify for advancement if they hold an active license in another state that is considered equivalent to Tennessee's professional license or are certified by the National Board for Professional Teaching Standards.

Additionally, educators with endorsements impacted by the Tennessee Literacy Success Act (such as Elementary or Early Childhood Education) must also complete a qualifying training or assessment in order to renew or advance their license. Additional information about these requirements is available [here](#).

Once requirements for renewal or advancement have been met, the educator must submit the appropriate transaction in TNCompass. Step-by-step guides for renewal and advancement transactions can be found in the Licensure Guidance Documents section available [here](#).

### [How do I renew or advance a Practitioner \(non-1st Issuance\) license?](#)

To renew a non-1<sup>st</sup> Issuance Practitioner Teacher license, educators must have earned a minimum of 30 professional development points (PDPs) during the current validity period of the license. PDPs can be submitted using the blue "Add PDPs" button found under the Licensure tab of the TNCompass educator profile. Once 30 PDPs have been documented, educators can submit a *Renew License* transaction in TNCompass for the department to review. Please ensure that the transaction status says either "Pending OELP Review" or "Approved." If not, it is still unsubmitted and will not enter the queue for processing.

Educators seeking to advance to the Professional license instead of renewing their current license must obtain a minimum of three (3) years of qualifying experience and either earn 30 professional development points (PDPs) or obtain a recommendation for advancement from a Tennessee-based director of schools (public, charter, or private). Alternatively, educators can also qualify for

advancement if they hold an active license in another state that is considered equivalent to Tennessee's professional license or are certified by the National Board for Professional Teaching Standards.

Additionally, educators with endorsements impacted by the Tennessee Literacy Success Act (such as Elementary Education and ESL) must complete a qualifying training or assessment in order to qualify for renewal or advancement of a Practitioner license. Additional information about these requirements is available [here](#). The Early Reading and Secondary Literacy trainings are also worth 30 PDPs each, so educators who have not yet met PDP requirements may wish to consider one of these options even if they do not hold endorsements impacted by the TN Literacy Success Act.

### ***[How do I renew or advance a Practitioner School Service Personnel license?](#)***

Educators seeking to renew a Practitioner School Service – [1<sup>st</sup> Issuance License](#) for an additional three (3) years must provide passing scores on assessments (if required for the endorsement area). To determine if a school service endorsement requires an assessment, please consult the TN State Board of Education's [Professional Assessment Policy](#). Additionally, educators renewing a Practitioner School Service – 1<sup>st</sup> Issuance license in school counseling must provide confirmation of completion of an educator preparation program.

In addition to EPP completion and assessments (if applicable), educators seeking to [advance](#) to the Professional license instead of renewing must obtain a minimum of three (3) years of [qualifying experience](#) and either earn 30 [professional development points](#) (PDPs) or obtain a recommendation for advancement from a Tennessee-based director of schools (public, charter, or private). Alternatively, educators can also qualify for advancement if they hold an active license in another state that is considered equivalent to Tennessee's professional license.

Educators who hold a [non-1<sup>st</sup> Issuance](#) Practitioner School Service license (i.e., one that has already been renewed once before) and do not yet qualify for advancement can renew for additional three-year periods by earning 30 [professional development points](#) (PDPs).

Once requirements for renewal or advancement have been met, the educator must submit the appropriate transaction in TNCompass. Step-by-step guides for renewal and advancement transactions can be found in the Licensure Guidance Documents section available [here](#).

### **[How do I renew a Professional license \(Teacher, Occupational, or School Service\)?](#)**

To qualify for renewal, educators with Professional licenses are required to either earn 60 Professional Development Points (PDPs) or acquire two (2) years of qualifying experience within the validity period of their license. Information regarding qualifying experience can be found [here](#). This link also includes a form that can be filled out by districts to verify any experience that is not currently reflected in TNCompass.

Additionally, educators with endorsements impacted by the Tennessee Literacy Success Act (such as Elementary Education and ESL) must complete a qualifying training or assessment in order to qualify for renewal of a Professional license. Additional information about these requirements is available [here](#). The Early Reading and Secondary Literacy trainings are also worth 30 PDPs each, so educators who have not yet met renewal requirements may wish to consider these options even if they do not hold endorsements impacted by the TN Literacy Success Act. Completing both trainings would qualify an educator for a total of 60 PDPs.

Once PDPs are entered, you may submit a *Renew License* transaction for our office to review. The renewal option is made available in TNCompass starting September 1, one year prior to the expiration of the license. When applying for renewal, please ensure that the transaction status says either "Pending OELP Review" or "Approved." If not, it is still unsubmitted and will not enter the queue for processing.

Step-by-step guides for renewal transactions can be found in the Licensure Guidance Documents section available [here](#). More information about how to obtain and document PDPs can be found [here](#).

*Note for Occupational Educators: In addition to the requirements outlined above, you must also hold an [active industry certification](#) for each occupational endorsement being renewed. The only exceptions are Broadcasting, Public Health, and Supply Chain Management, which do not require an industry certification.*

### **[How do I renew or advance an Instructional Leader License \(ILL-A, ILL, ILL-P\)?](#)**

The Instructional Leader License-Aspiring (ILL-A) cannot be renewed or advanced, but current ILL-A holders can obtain the ILL by providing verification of completion of an instructional leadership program and submitting a passing score on the currently approved leadership assessment.

Educators in a Tennessee Academy for School Leaders (TASL)-mandated position seeking to renew an ILL or ILL-P must satisfy [Tennessee Literacy Success Act](#) requirements and meet all TASL-requirements, including earning 14 TASL credits for each TASL cycle (July 1 – June 30) in which they were mandated. Educators who are not in a TASL-mandated position at the time of application must

complete a department-approved training in order to qualify for renewal of an ILL or ILL-P. Currently, the only department-approved trainings are the Early Reading and Secondary Literacy trainings associated with the Tennessee Literacy Success Act.

Educators seeking to advance from the ILL to the ILL-P must either complete the Beginning Principals' TASL Academy, the Beginning Supervisors' TASL Academy, or an Individual Professional Learning Plan developed in coordination with an approved instructional leader preparation program. More information about the TASL Academy is available [here](#).

Once requirements have been documented in TNCompass, educators can submit the appropriate transaction for our office to review. Please ensure that the transaction status says either "Pending OELP Review" or "Approved." Step-by-step guides for submitting transactions can be found in the Licensure Guidance Documents section available [here](#).

### **[How do I renew or advance an Occupational Practitioner license?](#)**

To qualify for renewal of a Practitioner Occupational – 1<sup>st</sup> Issuance license, educators must demonstrate completion of an educator preparation program. Once this information is reflected in TNCompass, educators can submit a *Renew License* transaction in TNCompass for our office to review.

To qualify for advancement of a Practitioner Occupational license (regular or 1<sup>st</sup> Issuance) to the Professional level, educators must demonstrate completion of an educator preparation program, hold an active [industry certification](#) for each endorsement area (if applicable), complete three (3) years of qualifying experience, obtain 30 professional development points (PDPs), and complete the Department's New Teacher Training. Alternatively, educators can qualify for advancement if they hold the necessary industry certifications and hold an active Professional academic license or an equivalent out-of-state Professional Occupational license. Please note that the only occupational endorsement areas that do not require an industry certification are Broadcasting, Public Health, and Supply Chain Management.

Educators who hold a non-1<sup>st</sup> issuance Practitioner Occupational license and do not yet qualify for advancement can also renew for an additional three (3) years if they hold the necessary industry certification (if applicable) and obtain 30 PDPs within the validity period of the license.

Once requirements have been documented in TNCompass, educators can submit the appropriate transaction for our office to review. Please ensure that the transaction status says either "Pending OELP Review" or "Approved." Step-by-step guides for submitting transactions can be found in the Licensure Guidance Documents section available [here](#).

### [Why is the Renew License transaction not available as an option in TNCompass?](#)

Often, this means that you are attempting to apply too early, as the *Renew License* transaction only becomes available starting September 1, one year prior to expiration.

If your license is set to expire within the next year, the next most likely explanation is that you may have already started a *Renew License* transaction but never submitted it. If this is the case, *Renew License* will no longer appear as an option when you click Start a New Transaction. If you go to the Transactions tab of your educator profile, you can check the list of transactions you have created to see if one of them says "Renew License." If so, click "View" next to the unsubmitted transaction, and you will be able to resume the application process.

### [I forgot to renew my license, and it just recently expired. Is there a way to correct this?](#)

If you qualified for renewal or advancement prior to expiration, there is a grace period for reactivation that runs throughout the month of September immediately following expiration. During that month, you may submit a *Reactivate License* or *Advance an Inactive License* transaction in TNCompass in order to regain licensure coverage on the basis of having completed renewal requirements while the license was still active.

If more than a month has passed since the license expired or renewal/advancement requirements were not met prior to expiration, you will need to meet the State Board of Education's reactivation requirements. Information about how to qualify for reactivation of different license types can be found in the [following section](#).

## Reactivating an Expired License

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## Answers

### [How do I reactivate a Professional license \(Teaching, School Service, or Occupational\)?](#)

To qualify for reactivation, educators with expired Professional licenses are required to either earn 60 Professional Development Points (PDPs) or have two (2) years of documented qualifying educator experience. In most cases, educators with expired Professional licenses are able to reactivate with the latter option since documented experience has traditionally been required for advancement to the professional level.

Additionally, educators with endorsements impacted by the Tennessee Literacy Success Act (TLSA) must complete a free online training or assessment prior to reactivation. Information about TLSA requirements and impacted endorsement areas can be found [here](#).

Information regarding qualifying experience can be found at [Experience for Advancement Guidance and Verification Form \(tn.gov\)](#). This link also includes a form that can be filled out by districts to verify any licensed experience that is not currently reflected in TNCompass.

Educators who wish to reactivate by earning 60 PDPs must submit documentation for qualifying activities in [TNCompass](#). Guidance regarding PDP submission procedures is available [here](#).

Once all requirements have been met, educators may submit a *Reactivate License* transaction in TNCompass for our office to review. The transaction is successfully submitted when the status changes to say "Pending OELP Review."

*Note for Occupational Educators: Most occupational endorsements can only be reactivated if the educator holds an active industry certification that has been approved by the Department. Please consult this [document](#) for information about qualifying industry certifications. Please note that the only occupational endorsement areas that do not require an industry certification are Broadcasting, Public Health, and Supply Chain Management.*

### [How do I reactivate a Practitioner Teacher – 1st Issuance license?](#)

Currently, the Tennessee State Board of Education's licensure rules establish three (3) pathways for reactivating an expired license: possession of an *active* professional license in another state, National Board certification, or submission of current assessment scores and proof of completion of an educator preparation program (EPP). Regardless of the pathway utilized, educators who are seeking to reactivate an endorsement impacted by the Tennessee Literacy Success Act (TLSA) must also pass a free online training or assessment prior to reactivation. More information about TLSA requirements can be found [here](#).



If you are unable to log in to your TNCompass account due to losing access to the original login email address, please contact [Support@TNCompass.org](mailto:Support@TNCompass.org).

#### Option 1: Professional-Level License from Another State

Educators who hold an expired Tennessee license may reactivate without submitting qualifying scores on required assessments if the individual holds an active professional license in another state that is considered equivalent to Tennessee's Professional license. Individuals who qualify for this option will need to upload a copy of their out-of-state license to the Attachments section on the Licensure tab of their TNCompass educator profile and submit a *Reactivate License* transaction. Do not submit an *Out-of-State Educator* transaction, as it will be closed with no action.

#### Option 2: National Board Certification

Educators who hold active National Board Certification from the National Board for Professional Teaching Standards may use their certification to reactivate their license. Qualifying educators will need to upload a copy of their certification to the Attachments section on the Licensure tab of their TNCompass educator profile and submit a *Reactivate License* transaction.

#### Option 3: EPP Completion and Current Assessment Scores

If the first two pathways do not apply, the remaining pathway to reactivation requires verification of completion of an EPP and qualifying scores on state-required content and literacy assessments for each endorsement the educator seeks to reactivate.

Educators who completed an in-state EPP must have this information added directly to their TNCompass account by the EPP. Please contact the institution where the EPP was completed for assistance if this information has not already been documented. Educators who completed an out-of-state EPP will need the program to complete this [recommendation form](#).

In order to reactivate a Practitioner – 1<sup>st</sup> Issuance license through this pathway, educators must submit current Praxis content assessment scores for each endorsement they wish to reactivate. These assessments are located under the *Content Knowledge Assessments for Specific Endorsement Areas* section found [here](#). If multiple assessments are listed for an endorsement area, the educator must take each assessment in order to qualify for reactivation of that endorsement. Educators are welcome to reactivate their license with one endorsement and apply to reinstate additional expired endorsements at a later date.

Educators who are reactivating an expired license that was issued based on enrollment in a **job-embedded program** must also have the appropriate pedagogical assessment on file. Educators who completed an in-state job-embedded program must either have passed the Praxis Principles of Learning and Teaching assessment prior to the license's expiration date or have a passing score on the edTPA. Educators who completed an out-of-state job-embedded program must have a passing

score on either the Praxis Principles of Learning and Teaching assessment or edTPA with no timeline restrictions for when the assessment was completed.

When determining whether an educator needs to retake an assessment that is already reflected in their TNCompass account, it is important to pay close attention to the test codes for the assessments that have been taken. Many older assessments share similar names to the current ones, but if the test codes are different, the assessments are not considered equivalent to each other. When an assessment is replaced in the State Board's [Professional Assessments Policy](#), there is usually a phase-in period where the older assessment can still be accepted. You can check to see if any of your older assessments can still be used for reactivation by reviewing the phase-in guidance available here: [Candidate Assessment \(tn.gov\)](#).

For information regarding sending official Praxis score reports, click [here](#). Be certain to specify Tennessee's code (8190) and provide your full social security number (SSN) when registering for assessments or requesting scores be sent. If the SSN is not provided, your scores will not appear in TNCompass and you will need to contact ETS to request that they be resent, which may involve an additional fee. Score reports must be sent directly from the testing agency and will not be accepted from any other party.

Once scores are visible in TNCompass under the assessments section of the Preparation tab for one or more of the endorsements listed on the expired license, please navigate to the Transaction tab. Select *Start a New Transaction* and then click on *Reactivate License* to begin the reactivation process.

*Note regarding retired endorsements: Tennessee no longer issues a general Elementary K-8/1-8 or Middle Grades 4-8 endorsement. Educators who held one of these endorsements have the option of reactivating by submitting content assessments for one or more of the following endorsement areas: Elementary Education K-5 (for Elementary K-8/1-8 reactivations only), Middle Grades Language Arts 6-8, Middle Grades Mathematics 6-8, Middle Grades Science 6-8, and/or Middle Grades Social Science 6-8.*

*460 Modified K-12 has now been split into 144 Interventionist K-8 and 145 Interventionist K-12. These assessments are listed in the Special Education section on the ETS website.*

*In some cases, the grade span reflected on the ETS website may be slightly different from what is listed on an expired license. Educators with a retired 7-12 endorsement can take the corresponding 6-12 assessment and will receive the 6-12 endorsement upon reactivation. Educators with an Elementary K-6 endorsement should take the corresponding Elementary Education K-5 assessments in order to qualify for reactivation.*

*Note regarding mathematics endorsements: Individuals seeking an endorsement in mathematics 6-10 must submit qualifying scores on the appropriate National Evaluation Series (NES) Mathematics assessment. Individuals seeking an endorsement in mathematics 6-8 or mathematics 6-12 may submit qualifying scores on either the appropriate Praxis Series Mathematics assessment or the appropriate NES Mathematics assessment. Information regarding the NES Mathematics assessments is available [here](#).*

### [How do I reactivate a Practitioner Teacher \(non-1st issuance\), Apprentice, or Out-of-State Teacher license?](#)

Currently, the Tennessee State Board of Education's licensure rules establish three pathways for reactivating an expired license: possession of an *active* professional license in another state, National Board certification, or submission of current assessment scores. Regardless of the pathway utilized, educators who are seeking to reactivate an endorsement impacted by the Tennessee Literacy Success Act (TLSA) must also pass a free online training or assessment prior to reactivation. More information about TLSA requirements can be found [here](#).

If you are unable to log in to your TNCompass account due to losing access to the original login email address, please contact [Support@TNCompass.org](mailto:Support@TNCompass.org).

#### Option 1: Professional-Level License from Another State

Educators who hold an expired Tennessee license may reactivate without submitting qualifying scores on required assessments if the individual holds an active professional license in another state that is considered equivalent to Tennessee's Professional license. Individuals who qualify for this option will need to upload a copy of their out-of-state license to the Attachments section on the Licensure tab of their TNCompass educator profile and submit a *Reactivate License* transaction. Do not submit an *Out-of-State Educator* transaction, as it will be closed with no action.

#### Option 2: National Board Certification

Educators who hold active National Board Certification from the National Board for Professional Teaching Standards may use their certification to reactivate their license. Qualifying educators will need to upload a copy of their certification to the Attachments section in the Licensure tab of their TNCompass educator profile and submit a *Reactivate License* transaction.

#### Option 3: Submission of Current Professional Assessment Scores

If the first two pathways do not apply, the remaining pathway to reactivation requires submission of qualifying scores on state-required content and literacy assessments for each endorsement the educator seeks to reactivate. These assessments are located under the [Content Knowledge Assessments for Specific Endorsement Areas](#) section [here](#). If multiple assessments are listed for an endorsement area, the educator must take each assessment in order to qualify for reactivation of that endorsement. Educators are welcome to reactivate their license with one endorsement and apply to reinstate additional expired endorsements at a later date.

When determining whether one needs to retake an assessment that is already reflected on their TNCompass account, it is important to pay close attention to the test codes for the assessments that have been taken. Many older assessments share similar names to the current ones, but if the test codes are different, the assessments are not considered equivalent to each other. When an assessment is replaced in the State Board's [Professional Assessments Policy](#), there is usually a phase-in period where the older assessment can still be accepted. You can check to see if any of your older assessments can still be used for reactivation by reviewing the phase-in guidance available here: [Candidate Assessment \(tn.gov\)](#).

For information regarding sending official Praxis score reports, please visit <https://www.ets.org/praxis/scores/send>. Be certain to specify Tennessee's code (8190) and provide your full social security number (SSN) when registering for assessments or requesting scores be sent. If the SSN is not provided, your scores will not appear in TNCompass and you will need to contact ETS to request that they be resent, which may involve an additional fee. Score reports must be sent directly from the testing agency and will not be accepted from any other party.

Once scores are visible in TNCompass under the assessments section of the Preparation tab for one or more of the endorsements listed on the expired license, please navigate to the Transaction tab. Select *Start a New Transaction* and then click on *Reactivate License* to begin the reactivation process.

*Note regarding retired endorsements: Tennessee no longer issues a general Elementary K-8/1-8 or Middle Grades 4-8 endorsement. Educators who held one of these endorsements have the option of reactivating by submitting content assessments for one or more of the following endorsement areas: Elementary Education K-5 (for Elementary K-8/1-8 reactivations only), Middle Grades Language Arts 6-8, Middle Grades Mathematics 6-8, Middle Grades Science 6-8, and/or Middle Grades Social Science 6-8.*

*460 Modified K-12 has now been split into 144 Interventionist K-8 and 145 Interventionist K-12. These assessments are listed in the Special Education section on the ETS website.*

*In some cases, the grade span reflected on the ETS website may be slightly different from what is listed on an expired license. Educators with a retired 7-12 endorsement can take the corresponding 6-12 assessment and will receive the 6-12 endorsement upon reactivation. Educators with an Elementary K-6 endorsement should take the corresponding Elementary Education K-5 assessments in order to qualify for reactivation.*

*Note regarding mathematics endorsements: Individuals seeking an endorsement in mathematics 6-10 must submit qualifying scores on the appropriate National Evaluation Series (NES) Mathematics assessment. Individuals seeking an endorsement in mathematics 6-8 or mathematics 6-12 may submit qualifying scores on either the appropriate Praxis Series Mathematics assessment or the appropriate NES Mathematics assessment. Information regarding the NES Mathematics assessments is available here: [https://www.nestest.com/PageView.aspx?f=GEN\\_Tennessee.html](https://www.nestest.com/PageView.aspx?f=GEN_Tennessee.html).*

### **[How do I reactivate a School Service Personnel license?](#)**

In most cases, the options for reactivating a School Service Personnel license are the same as those listed in the sections for reactivating [Practitioner - 1<sup>st</sup> Issuance](#), [Practitioner \(non-1<sup>st</sup> Issuance\)](#), [Professional](#), and [retired licenses](#). However, the State Board has also approved an additional pathway where School Service Personnel licenses can be reactivated by presenting a national credential in the relevant endorsement area. Educators who hold a qualifying credential from the list below can upload a copy to their TNCompass educator profile and submit a *Reactivate License* transaction for our office to review.

- Speech-Language Pathologists – Certificate of Clinical Competence in Speech-Language Pathology (CCC-SLP) issued by the American Speech-language Hearing Association
- Audiologist – Certificate of Clinical Competence in Audiology (CCC-A) issued by the American Speech-language Hearing Association
- School Psychologist – National Certification in School Psychology issued by the National School Psychology Certification Board
- School Counselor – National Counselor Certification (NCC, CCMHC, MAS, or NCSC) issued by the National Board for Certified Counselors
- School Social Worker – Certified School Social Work Specialist (C-SSWS) issued by the National Association of Social Workers or Certification by the Academy of Certified Social Workers (NASW)
- Educational Interpreter – Professional Deaf Interpreter Credential issued by the National Association for the Deaf or Registry of Interpreters for the Deaf Certification

### **[How do I reactivate an Instructional Leader License \(ILL-A, ILL, ILL-P\)?](#)**

The ILL-A is a three-year nonrenewable license that is ineligible for reactivation. However, educators with an expired ILL-A can still meet requirements to obtain the next level of administrative licensure, which is the ILL. Information about these requirements can be found [here](#).

To reactivate an ILL or ILL-P, educators must either submit passing scores on the currently approved licensure assessment for instructional leadership (see the State Board's [Professional Assessment Policy](#) for current requirements) or submit an active out-of-state professional administrative license.

Additionally, educators seeking to reactivate an ILL or ILL-P must meet Tennessee Literacy Success Act (TLSA) requirements, which involves completing a free online training or assessment. Information about TLSA requirements and impacted endorsement areas can be found [here](#).

Once all requirements have been documented in TNCompass, please submit a *Reactivate License* transaction for our office to review. The transaction is successfully submitted when the status changes to say “Pending OELP Review.”

### **[How do I reactivate a retired license type \(Interim, Transitional, Alternative, etc.\)?](#)**

Reactivation requirements for retired license types no longer issued in Tennessee will vary depending on the original requirements for obtaining such a license. Please consult the Reactivation Guide found under the Licensure Guidance Documents section at [Licensure Resources \(tn.gov\)](#) for more information about requirements for specific license types.

### **[I forgot to renew my license, and it just recently expired. Is there a way to correct this?](#)**

If you qualified for renewal or advancement prior to expiration, there is a grace period for reactivation that runs through September immediately following expiration. During that month, you may submit a *Reactivate License* or *Advance an Inactive License* transaction in TNCompass in order to regain licensure coverage on the basis of having completed renewal or advancement requirements while the license was still active.

If more than a month has passed since the license expired or renewal/advancement requirements were not met prior to expiration, you will need to meet the State Board of Education’s reactivation requirements.

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## Answers

### **[I just completed an in-state educator preparation program. How do I apply for my license?](#)**

Educators who completed an in-state educator preparation program (EPP) cannot apply for licensure directly. Instead, please contact the institution where the EPP was completed and request that they submit an *Initial Teaching License* transaction on your behalf in TNCompass.

### **[I just completed an out-of-state educator preparation program. How do I apply for my license?](#)**

Educators who completed an out-of-state educator preparation program can apply for licensure using the *Out-of-State Educator* transaction found in TNCompass. More information about out-of-state application procedures can be found [here](#).

### **[Can I apply for licensure if I just completed my bachelor's program and the transcript still hasn't updated to show a conferral date for my degree?](#)**

An academic teaching license cannot be issued without confirmation of conferral of a bachelor's degree or higher. Please refrain from applying for licensure until the university has updated the transcript to show full conferral of the degree.

### **[How do I apply for licensure if I was in a job-embedded program while teaching on a permit?](#)**

Educators who completed a program while teaching on a permit are not considered job-embedded teachers. In Tennessee, the job-embedded pathway refers specifically to educators who obtain a Practitioner license while enrolled in an educator preparation program (EPP), and permits are not considered equivalent to full licenses. Any educator who did not obtain a practitioner license while completing their program is considered to have gone through a traditional program rather than job-embedded and must meet the same requirements as any other educator who completed a program prior to licensure. For in-state EPP completers, this would include submitting a passing score on the edTPA, which is only waived for in-state job-embedded educators.

## Obtaining a TN License with Out-of-State Coursework and/or Certification

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## Answers

### [\*\*\*How do I obtain a Tennessee teaching license if I completed an educator preparation program \(EPP\) in another state?\*\*\*](#)

Educators who completed an educator preparation program (EPP) in another state must create an account in TNCompass.org and apply for licensure using the *Out-of-State Educator-Practitioner Teacher 1<sup>st</sup> Issuance* transaction. The following documentation should be provided:

1. Official transcripts showing conferral of a minimum of a bachelor's degree from a regionally accredited university. Instructions for official transcript submission are available [here](#).
2. A recommendation form confirming completion of an EPP or active enrollment in an EPP that has an approved out-of-state partnership with a Tennessee school district. This form should be filled out by a licensing official at the institution where the program is offered



(usually through a university's education department). The form can be accessed in the Licensure Forms section [here](#).

3. Passing scores on all required assessments (see additional guidance below)
4. If required for the desired endorsement area, a certificate showing completion of Tennessee Literacy Success Act requirements, which apply to Elementary, Early Childhood, Special Education, ESL, and Reading Specialist endorsements. Information and links to the various training and assessment options can be found [here](#).

Educators who have already completed an out-of-state EPP must pass the content assessment(s) aligned with the endorsement area and either one of the Praxis Principles of Learning and Teaching assessments or the edTPA. Educators currently enrolled in a job-embedded program with an approved partnership must only pass the content assessment(s) aligned with the endorsement area of the program in order to qualify for the Practitioner Teacher – 1<sup>st</sup> Issuance license. Such educators will then have approximately three (3) years to pass any remaining assessments in order to qualify for renewal or advancement.

More information about assessment requirements can be found in the State Board's [Professional Assessments Policy](#), and information about Praxis assessments can be found [here](#). When registering for Praxis assessments, be sure to use recipient code 8190 and include your full social security number so the scores will post correctly to TNCompass.

Once all requirements have been documented in TNCompass, educators can submit the *Out-of-State Educator* transaction for our office to review. The transaction is fully submitted when the status changes to say "Pending OELP Review."

### **[How do I obtain a Tennessee teaching license if I hold an active out-of-state initial license?](#)**

Educators with an active initial license from another state must create an account in TNCompass.org and apply for licensure using the *Out-of-State Educator – Practitioner Teacher 1<sup>st</sup> Issuance* transaction. The following documentation should be provided:

1. Official transcripts showing conferral of a minimum of a bachelor's degree from a regionally accredited university. Instructions for official transcript submission are available [here](#).
2. A recommendation form confirming completion of an educator preparation program. This form should be filled out by a licensing official at the institution where the program was completed (usually through a university's education department). The form can be accessed in the Licensure Forms section [here](#).
3. A screenshot, PDF, or photo of the active out-of-state license.



4. If required for the desired endorsement area, a certificate showing completion of Tennessee Literacy Success Act requirements, which apply to Elementary, Early Childhood, Special Education, ESL, and Reading Specialist endorsements. Information and links to the various training and assessment options can be found [here](#).

Once all requirements have been documented in TNCompass, educators can submit the *Out-of-State Educator* transaction for our office to review. The transaction is fully submitted when the status changes to say "Pending OELP Review."

*Please note that educators with an initial out-of-state license do not have to submit assessments to obtain a Practitioner Teacher – 1<sup>st</sup> Issuance license. When completing the transaction, such educators can check off the verification box in the Assessments section and proceed to the next tab. However, assessments may still be required in order to qualify for renewal or advancement of a Practitioner Teacher – 1<sup>st</sup> Issuance license. More information about renewal and advancement requirements can be found [here](#).*

### **[How do I obtain a Tennessee teaching license if I hold an active out-of-state professional license?](#)**

Educators with an active professional license from another state must create an account in TNCompass.org and apply for licensure using the *Out-of-State Educator – Professional* transaction. The following documentation should be provided:

1. Official transcripts showing conferral of a minimum of a bachelor's degree from a regionally accredited university. Instructions for official transcript submission are available [here](#).
2. A screenshot, PDF, or photo of the active out-of-state license.
3. If required for the desired endorsement area, a certificate showing completion of Tennessee Literacy Success Act requirements, which impact Elementary, Early Childhood, Special Education, ESL, and Reading Specialist endorsements. Information and links to the various training and assessment options can be found [here](#).

Once all requirements have been documented in TNCompass, educators can submit the *Out-of-State Educator* transaction for our office to review. The transaction is fully submitted when the status changes to say "Pending OELP Review."

*Please note that educators with a professional out-of-state license do not have to submit assessments to obtain a Tennessee's Professional license. When completing the transaction, such educators can check off the verification box in the Assessments section and proceed to the next tab.*

### **[Can I obtain a Tennessee teaching license if I hold an active out-of-state initial license but have not completed an educator preparation program \(EPP\)?](#)**

Educators who have not yet completed an EPP cannot use an active initial-level out-of-state license to obtain licensure in Tennessee.

### **[How can I obtain a Tennessee teaching license if I hold an expired out-of-state license?](#)**

Expired out-of-state licenses cannot be used to meet licensing requirements in Tennessee. Educators should either reactivate the expired license prior to applying for licensure in Tennessee or apply based on educator preparation program completion and assessments (see [this section](#) for more information about this pathway).

### **[How do I obtain an administrative license in Tennessee based on out-of-state coursework and/or certification?](#)**

In Tennessee, there are three (3) different levels of instructional leader licenses, and each one has different requirements for out-of-state educators. In addition to the requirements outlined below, all versions of the ILL require completion of Tennessee Literacy Success Act requirements before the license can be issued, which involves taking a free online training or assessment. More information about these requirements can be found at [BFAC | Lessons & Learning item | View \(tnedu.gov\)](#).

Once all requirements for one of the license types below have been documented in TNCompass, please submit an *Out-of-State Educator* transaction for our office to review. When filling out this transaction, please select the license type labeled "ILL Administrator" to apply for either the ILL or ILL-P. The transaction is successfully submitted when the status changes to say "Pending OELP Review."

#### *ILL-A*

Description: A 3-year nonrenewable license that enables an educator to serve as an assistant principal.

Out-of-State Requirements: Three (3) years of [qualifying educator experience](#) (must have been appropriately licensed during the 3 years) and either an active out-of-state administrator license or [verification](#) of completion of an out-of-state instructional leader preparation program.

### *ILL*

Description: A 3-year renewable license that enables an educator to serve as an assistant principal, principal, or supervisor.

Out-of-State Requirements: Three (3) years of [qualifying educator experience](#), a passing score on the [6990 School Leaders Licensure Assessment](#), an [advanced degree](#) from a regionally accredited institution, and either an active out-of-state administrator license or [verification](#) of completion of an out-of-state instructional leader preparation program.

### *ILL-P*

Description: A 10-year renewable license that enables an educator to serve as an assistant principal, principal, or supervisor.

Out-of-State Requirements: Three (3) years of [qualifying educator experience](#) (one of which must have been as an assistant principal, principal, or supervisor), an [advanced degree](#) from a regionally accredited institution, and an active out-of-state administrator license considered equivalent to the ILL-P.

### **[How do I obtain a Tennessee school service personnel license \(counselor, psychologist, speech language pathologist, etc.\)?](#)**

In Tennessee, school service personnel licenses are used for non-instructional certificated positions like school counseling, psychology, interpreting, audiology, and speech-language pathology. Applicants with an out-of-state license issued by another state's Department of Education and/or State Board of Education can obtain a Tennessee license by providing the same documentation outlined in the [out-of-state initial](#) and [professional license](#) sections.

However, there are also many additional types of certification that can be used to qualify for a school service personnel license in Tennessee, and these options are listed by endorsement type below. If none of the listed certifications apply, you may also be able to qualify based on degrees and assessments. Educators who do not hold an out-of-state school service personnel license or one of the certifications below may contact our office at [Educator.Licensure@tn.gov](mailto:Educator.Licensure@tn.gov) for additional information about ways to qualify for specific endorsement areas.

#### *Speech-Language Pathology:*

- Valid license issued by the Tennessee Board of Communication Disorders and Sciences or equivalent out-of-state board; or

- Certificate of Clinical Competence from the American Speech-Language Hearing Association

*Speech-Language Pathology Assistant:*

- Speech-Language Pathology Assistant Certification (SLPA-C) from the American Speech-Language & Hearing Association (ASHA);
- Valid registration with the Tennessee Board of Communication Disorders and Sciences as a speech-language pathology assistant;
- Degree from a Speech-Language Pathology Assistant Program; or
- Bachelor's degree with a major or concentration in speech-language pathology, communication disorders, or speech and hearing sciences from a regionally accredited institution of higher education

*Audiologist:*

- Valid audiology license issued by the Tennessee Board of Communication Disorders and Sciences or the licensing board of a state other than Tennessee

*Social Worker:*

- Valid social worker license issued by the Tennessee Board of Social Workers or the licensing board of a state other than Tennessee

*Interpreter:*

- Current, nationally recognized certification in interpreting which includes a written examination related to ethics and practice

**[Why were some of the endorsements on my out-of-state license left off when my Tennessee license was approved?](#)**

When an out-of-state license is reciprocated, our office is only able to issue endorsements that are currently approved by the Tennessee State Board of Education in [Educator Licensure Policy](#). Out-of-state endorsements with subject areas not currently approved by the State Board of Education or grade spans that are more than two grades narrower than those used in Tennessee cannot be reciprocated. For information about other pathways for adding endorsements to a Tennessee license, click [here](#).

**[If I completed a similar training or assessment in another state, am I still required to meet TN Literacy Success Act requirements?](#)**

At this time, there are no out-of-state trainings or assessments that are approved to satisfy Tennessee Literacy Success Act (TLSA) requirements. Out-of-state applicants seeking licensure in an area impacted by TLSA must complete one of the free online training or assessment options before the license can be issued. Additional information and links to the approved trainings or assessment can be found [here](#).

**[I am applying with an active out-of-state license and my Praxis assessments are more than ten years old. How can I report these scores to your office?](#)**

Our office is only permitted to accept assessment scores when they are submitted directly from the testing agency, which can sometimes result in educators being required to retake assessments that are more than ten years old. However, please note that educators applying with an active out-of-state license are not required to provide assessment scores for initial licensure in Tennessee. If an educator receives our Professional license, this also means that assessments will not be a requirement for any future renewal transactions.

**[How do I obtain a Tennessee license with coursework completed in another country?](#)**

The first step in getting certified would be for you to contact an out-of-country transcript evaluation service to have them analyze your credentials. The service provider will be able to translate any transcripts in a language other than English while developing your evaluation report. Tennessee recognizes evaluation services approved by the [National Association of Credential Evaluation Services](#) or [Association of International Credential Evaluators](#), which include the following:

- [A2Z Evaluations, LLC](#)
- [Academic Credentials Evaluation Institute, Inc.](#)
- [American Association of Collegiate Registrars & Admission Officers](#)
- [American Education Research Corporation](#)
- [Center for Applied Research, Evaluation and Education, Inc.](#)
- [Educational Credential Evaluators, Inc.](#)
- [Educational Perspectives, Inc.](#)
- [Educational Records Evaluation Service, Inc.](#)
- [Evaluation Services, Inc.](#)
- [Foreign Academic Credential Service, Inc.](#)
- [Foreign Credential Evaluations, Inc.](#)
- [Foreign Credentials Service of America](#)



- [Foreign Consultants, Inc.](#)
- [Foreign Credits, Inc.](#)
- [Foundation for International Service](#)
- [Global Credential Evaluators, Inc.](#)
- [Globe Language Services](#)
- [InCred](#)
- [Institute of Foreign Credential Services, Inc.](#)
- [International Academic Credential Evaluators, Inc.](#)
- [International Consultants of Delaware, Inc.](#)
- [International Education Evaluations, Inc.](#)
- [International Education Research Foundation](#)
- [Josef Silny & Associates, Inc.](#)
- [Scholaro](#)
- [SDR Educational Consultants](#)
- [SpanTran: The Evaluation Company](#)
- [Transcript Research](#)
- [Ucredo](#)
- [World Evaluation Services](#)

The evaluation service will need to send this report to our office directly. They can either send it electronically to [Educator.Licensure@tn.gov](mailto:Educator.Licensure@tn.gov) (preferred) or they can mail it to us (the address can be found in the footer at the bottom of this document).

If you completed an educator preparation program in another country, the only other requirement would be to take our [professional assessments](#) relevant to your endorsement area. It is recommended that you get the evaluation report sent to us first so we have a clearer sense of which assessments you might need. If you did not complete a preparation program, you will need to enroll in one in order to get licensed in TN. A list of state-approved programs can be found here: [Educator Preparation Programs/Providers \(tn.gov\)](#)

To actually apply for certification, you will need to submit a transaction in TNCompass, the site used for all licensure operations. A step-by-step instruction guide on how to submit the transaction relevant to your situation can be found at [Licensure Out of State Application Checklist \(tn.gov\)](#). If you do not yet have a social security number, please let us know so we can assist with creating an account for you.

Please note that there is no cost associated with submitting a licensure transaction in Tennessee. However, there may be costs associated with taking assessments, enrolling in an educator preparation program, and having out-of-country transcripts evaluated. These prices vary depending on the test, preparation program, or evaluation service being selected.

# Obtaining Professional Development Points (PDPs)

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## Answers

### [\*How do I submit trainings, coursework, etc. for PDPs?\*](#)

In TNCompass, navigate to the Licensure tab of your educator profile. If you select the blue “Add PDPs” button, it will open an application that can be used to submit professional development activities for consideration. Submissions require supporting documentation, typically in the form of a certificate of completion or transcript. Educators who did not receive a certificate or transcript for an eligible professional development activity may submit a [verification form](#) completed by the professional development facilitator.

### [\*I submitted my PDPs a while ago, and they are still listed as pending. What should I do?\*](#)

Typically, this means you are staffed in a TN school district, in which case the district is responsible for processing your PDPs rather than our office. You will need to consult with your administrator and/or HR office to find out when your PDP submissions will be reviewed.

### [\*I need a free and efficient way to earn PDPs. What do you recommend?\*](#)

One of the quickest ways to earn PDPs is to take one or both of the department’s Reading 360 trainings. The two options linked below are free, delivered completely online, and are worth 30 PDPs each.



Early Reading: [BFAC | Lessons & Learning item | View \(tnedu.gov\)](#)

Secondary Literacy: [BFAC | Lessons & Learning item | View \(tnedu.gov\)](#)

Additional Information: <https://bestforall.tnedu.gov/lessons-and-learning-item?content-id=7910>.

Educators who have completed one of these trainings can upload the certificate to TNCompass and submit a PDP request for 30 clock hours. If you no longer have a copy of the certificate, you can log in to <https://teachall.tnedu.gov/teacher-dashboard> or email [EarlyReading.Training@tn.gov](mailto:EarlyReading.Training@tn.gov) or [SecondaryLiteracy.Training@tn.gov](mailto:SecondaryLiteracy.Training@tn.gov) to obtain a new PDF file.

### **[How do I determine the rationale behind some of my PDP submissions being rejected?](#)**

If you go to the Licensure tab of your educator profile in TNCompass, there is a button that says “Show Unapproved PDPs.” After clicking the button, select the blue icon next to each submission to learn why certain PDPs were not approved. In some cases, PDPs can be resubmitted with corrections and updated information/documentation to earn credit for these activities. Please note that to resubmit PDPs, you must upload any additional documentation required and request a review of your submission using the Add PDPs button.

### **[I had some PDP submissions recently approved, but the PDP total still says zero. What happened?](#)**

Typically, this means that the completion dates for the professional development activities fell outside of the validity period of the license. For example, if a license has a current validity period of September 1, 2023, to August 13, 2029, an activity that occurred in August 2023 would not count towards the current PDP total because it predates the validity period. If a renewal or advancement transaction was recently approved, this will also reset the PDP total since this starts a new validity period for the license.

### **[My organization would like to offer training sessions for PDPs and is interested in becoming an approved provider. What does this process look like?](#)**

Our office does not review specific professional development providers, as the content of the activities is generally what gets evaluated rather than the source. However, below is some general guidance regarding what kinds of activities qualify for PDPs:

To earn PDPs, an activity must be related to improving educator effectiveness by:

1. developing content knowledge, pedagogical knowledge, or pedagogical content knowledge;



2. enhancing educator effectiveness (e.g., world language courses for those working with students for whom English is a second language, or coursework that supports understanding and use of data); **or**
3. developing competency in student social and emotional health and well-being.

Additionally, the PD program must result in a certificate of completion of some kind that includes dates completed, contact hours/CEUs/etc., and a description of the content of the training. If the title of the course does not make it clear how the program relates to educator effectiveness, additional documentation may be required, such as a program agenda or a description from the program provider explaining the content of the program.

Activities not related to improving educator effectiveness do not qualify for PDPs. This includes activities such as athletic coaching or clinics, bus driver competitions, club sponsors, choral/band presentations, band camp director, or religious education.

For more information about PDPs, please visit our office's [PDP FAQ page](#).

**[I need to add PDPs, but when I check the Licensure tab of my educator profile, it says I've already earned the maximum amount and can no longer submit. What do I do?](#)**

If you have already earned the minimum number of PDPs required to qualify for renewal or advancement of your license, TNCompass will no longer allow you to submit additional PDPs. PDPs do not roll over to the next validity period, so there is no benefit to documenting additional PDPs beyond the minimum required.

## Adding Degrees to TNCompass

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## Answers

### [How do I submit official transcripts to your office?](#)

Official transcripts from all institutions must be sent by the issuing institution through an online clearinghouse to [Educator.Licensure@tn.gov](mailto:Educator.Licensure@tn.gov) (preferred) **or** mailed directly to our office (our address is located at the bottom of the page). Please note that 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. Once transcripts have been received by our office, they will be uploaded in the Preparation tab of your TNCompass educator profile.

### [What do I do if my official transcripts are on file but a degree is missing from the Preparation tab of my TNCompass educator profile?](#)

In this case, please submit an *Add Degree* transaction in TNCompass for our office to review.

### [How do I add a Masters + 30 designation to my account information?](#)

In order to add this information to a TNCompass account, the educator must have earned 30 or more graduate-level credits beyond what was required for an initial master's degree. At this time, our office can only accept credits from regionally accredited institutions. These credits must be listed on an official transcript submitted directly to our office from the issuing institution and will not be accepted if listed on a professional development transcript.

If an educator completed graduate level electives while working on an initial master's degree and wishes to have them count towards a +30 designation, they must provide a letter from the postsecondary institution on official letterhead. The letter must identify each completed graduate level course that was *not* considered part of the program of study for the conferred degree and the total number of hours that should count toward obtaining the +30 designation. This letter will not be accepted unless it is signed and dated by the university official.

Once all official transcripts are on file or en route to the Office of Educator Licensure, the educator can submit an *Add Degree* transaction in TNCompass for our office to review. The Degree Type in the request must say "Masters + 30." If credits are spread across multiple transcripts, a submission note must be included to indicate the specific transcripts being used and the number of credits listed on each one.



Please be advised that the Office of Educator Licensure does not determine salary policies for Tennessee school districts. Educators who do not qualify for the +30 designation based on our office's operating procedures may wish to consult with their school district's HR office to determine if they qualify for higher pay based on district policy.

### ***Why does the Preparation tab of my educator profile show a Masters + 30, but the highest level of education on my license says "Masters?"***

Educator licenses only display the highest full degree that has been conferred, so +30 designations will not appear even if they are otherwise documented properly in TNCompass. Districts can still verify +30 status by viewing the educator's Preparation tab in their TNCompass educator profile.

### ***How do I add a Masters + 45 designation to my account information?***

TNCompass does not have the functionality for adding a +45 designation, although educators are welcome to apply for a +30 designation to be added to their account information. Districts are still able to offer differentiated pay based on completion of a Masters + 45, but they must have their own system in place to verify eligibility since TNCompass cannot be used to confirm this information.

### ***Why is my degree from a non-regionally accredited university missing from my account information?***

At this time, the Tennessee State Board of Education's Educator Licensure Rule specifies that candidates seeking licensure (with the exception of occupational and JROTC educators) must have a minimum of a bachelor's degree from a *regionally* accredited college or university. Degrees from universities that are not regionally accredited will not be added to an educator's account information.

### ***I received an email saying my Add Degree transaction was closed with no action. What does this mean?***

Typically, this means that when an analyst uploaded your transcript to TNCompass, they also added the degree information to the Preparation tab of your educator profile. Because of this, approving an *Add Degree* transaction for the same degree would have produced a duplicate degree in your account information. Please check the Preparation tab to confirm if the requested

degree has already been properly documented prior to submitting a new transaction.

### **[How do I add a degree from another country to my account information?](#)**

Degrees from other countries must be evaluated by an approved foreign credentials service. Tennessee recognizes evaluation services approved by the [National Association of Credential Evaluation Services](#) or [Association of International Credential Evaluators](#), which include the following:

- [A2Z Evaluations, LLC](#)
- [Academic Credentials Evaluation Institute, Inc.](#)
- [American Association of Collegiate Registrars & Admission Officers](#)
- [American Education Research Corporation](#)
- [Center for Applied Research, Evaluation and Education, Inc.](#)
- [Educational Credential Evaluators, Inc.](#)
- [Educational Perspectives, Inc.](#)
- [Educational Records Evaluation Service, Inc.](#)
- [Evaluation Services, Inc.](#)
- [Foreign Academic Credential Service, Inc.](#)
- [Foreign Credential Evaluations, Inc.](#)
- [Foreign Credentials Service of America](#)
- [Foreign Consultants, Inc.](#)
- [Foreign Credits, Inc.](#)
- [Foundation for International Service](#)
- [Global Credential Evaluators, Inc.](#)
- [Globe Language Services](#)
- [InCred](#)
- [Institute of Foreign Credential Services, Inc.](#)
- [International Academic Credential Evaluators, Inc.](#)
- [International Consultants of Delaware, Inc.](#)
- [International Education Evaluations, Inc.](#)
- [International Education Research Foundation](#)
- [Josef Silny & Associates, Inc.](#)
- [Scholaro](#)
- [SDR Educational Consultants](#)
- [SpanTran: The Evaluation Company](#)
- [Transcript Research](#)
- [Ucredo](#)
- [World Evaluation Services](#)

Once the report has been completed, the evaluation service will need to submit the document directly to our office. They can either send it electronically to [Educator.Licensure@tn.gov](mailto:Educator.Licensure@tn.gov) (preferred) or they can mail it to the address listed in the footer at the bottom of this page.

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### Answers

#### [How do I change my name in TNCompass?](#)

Please follow the steps below to request your name change:

1. [Log into TNCompass](#)
2. Click the button to go to your educator profile
3. Select *Transactions*, click "Start a New Transaction," and select *Name Change*
4. Complete the *Name Change Form* and upload appropriate attachments. Check the box to verify the accuracy of the information.
5. On the Summary tab, add any relevant submission notes and click Save and Continue at the bottom.
6. Add your personal affirmation when prompted. The transaction is fully submitted when the status changes to say "Pending OELP Review"

Acceptable forms of legal documentation include:

- U.S.-issued driver's license,
- U.S.-issued passport,
- U.S.-issued social security card, **or**
- U.S.-issued official court documents (e.g., marriage license, divorce decree, other official court document).

Note: If an educator wants to change a middle name to a maiden name, it must appear that way on one of the official documents.



***The social security number associated with my TNCompass educator profile is either missing or incorrect. How do I fix this?***

Please send an email to [Educator.Licensure@tn.gov](mailto:Educator.Licensure@tn.gov) with your full name, any alternative or maiden names, your date of birth, and (if applicable), your license number. Our office will first check to see if you have duplicate accounts in TNCompass, as sometimes educators find that an account was already created on their behalf with the correct SSN listed. Once we verify that there is only one account associated with your name, we will provide instructions for how to verify your SSN so we can update your account information.

***I recently learned that I have a duplicate account in TNCompass. How do I fix this?***

Please send an email to [Educator.Licensure@tn.gov](mailto:Educator.Licensure@tn.gov) with your full name, any alternative or maiden names, your date of birth, and (if applicable), your license number. Since TNCompass does not allow multiple accounts to share the same social security number, one of your accounts will likely have a typo in this section. In order to ensure that the correct SSN is preserved, we will ask you to verify specific digits that do not match. Once we have identified the account with the correct SSN, we will submit a ticket to TNCompass Support on your behalf to request that the two accounts be merged. This process is usually completed within one business day. If you run into sign-in issues after the accounts have merged, please contact [Support@TNCompass.org](mailto:Support@TNCompass.org) for assistance.

(Note: Do not email TNCompass Support directly to request that your accounts be merged. They will only complete such requests when they are submitted directly by the Office of Educator Licensure).

***I changed school districts and no longer have access to the email address associated with my TNCompass account. How can I regain access?***

If you email [Support@TNCompass.org](mailto:Support@TNCompass.org), they can help you switch your account to a new email address.

# How to Qualify to Become a Teacher When New to the Profession

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## Answers

### [\*\*\*How can I become a teacher if I already have a bachelor's degree in an unrelated field?\*\*\*](#)

There is an alternative pathway to licensure for individuals who hold a bachelor's degree and wish to pursue a career in education. Candidates should enroll in an approved educator preparation program (EPP) with job-embedded clinical practice, which allows a candidate to serve as teacher of record while completing their program.

Please contact state-approved educator preparation providers directly for information about their programs. Different EPPs may have different program requirements, so candidates may have to contact multiple providers to find the best fit for them. Some providers may offer non-degree programs for candidates who are primarily interested in obtaining licensure but do not wish to pursue a full degree. A list of approved Tennessee EPPs is available here: [Educator Preparation Programs/Providers \(tn.gov\)](#). The list may be sorted by areas of endorsement sought or by educator preparation provider. Once you have met the requirements for the Practitioner license, the educator preparation provider will apply for the license on your behalf.

### [\*\*\*Is it possible to obtain a teaching license if I have not yet earned a bachelor's degree?\*\*\*](#)

In most cases, teachers of record must hold a minimum of a bachelor's degree from a regionally accredited institution. The only exceptions are for teachers who are covering occupational courses ([see below](#)) or who are teaching on a clinical practice permit after completing coursework through



an in-state educator preparation program (more information available [here](#)).

If you have not yet obtained a bachelor's degree and wish to pursue a career as a teacher, you can find a list of approved in-state educator preparation providers [here](#).

### **[How can I become an occupational teacher if I have experience in a trade related to career and technical education \(electrical, carpentry, HVAC, plumbing, etc.\)?](#)**

To qualify for occupational licensure, educators must meet the following requirements:

- Hold an active industry credential in the endorsement area (not applicable for Broadcasting, Public Health, or Supply Chain Management)
- Have either 3 years of relevant experience out of the last 5 years or 5 years out of the last 10 (or equivalent educational attainment)
- Have a minimum of a high school diploma (or a minimum of a postsecondary certificate or diploma for health endorsements)
- Enroll in an [educator preparation program](#) (EPP) for Career and Technical Education (CTE)

Additional information about occupational requirements, industry certifications, and education equivalency can be found at [Occupational Licensure Endorsement Guidance.pdf \(tn.gov\)](#).

Candidates who believe they meet the certification and experience requirements should create an account in TNCompass and use the Apply for CTE Form available on the site to apply for pre-approval. As part of the Apply for CTE process, candidates should upload copies of all relevant certifications, have all transcripts (including high school) sent to our office, and upload a notarized [work experience form](#). Transcripts can be sent electronically by the issuing institution to [Educator.Licensure@tn.gov](mailto:Educator.Licensure@tn.gov) (preferred) or mailed to the address in the footer at the bottom of this page.

Once the Apply for CTE form is approved, the candidate can then enroll in an EPP for Career and Technical Education. Once enrolled, the EPP will assist with remaining steps for applying for the practitioner occupational license.

### **[Is there a licensure pathway I can utilize if I have experience teaching at the college/university level and wish to teach high school?](#)**

Tennessee offers a Postsecondary Educator (PSE) license for college educators who have taught full-time for two (2) of the last five (5) years or part-time for three (3) of the last five (5) years. To qualify, the educator must have taught in an area that aligns with one of the PSE endorsement areas found at the bottom of the State Board's [Educator Licensure Policy](#). Educators who meet these criteria should create an account in TNCompass.org and complete the following steps:



1. Contact the postsecondary institution where the qualifying experience was obtained and have them fill out the Postsecondary Educator (PSE) Application form found in the Licensure Forms section [here](#). The form must clearly show the years taught, whether the experience was full or part-time, and the subject that was taught. The form must also include a signature from a dean, department chair, or other direct supervisor.
2. Submit at least 3 years of qualifying evaluations rating the candidate as proficient or better in the subject matter being taught. If the institution does not use this type of evaluation model, the dean, department chair, or other direct supervisor can instead add a letter to the previously mentioned PSE Application form confirming three (3) years of satisfactory performance and confirming the subject matter that was taught.
3. Submit a passing score on the relevant Praxis specialty area content assessment, which can be found [here](#). It is recommended that the candidate hold off on registering for assessments until after completing the first two steps and consulting with our office. Once the first two documents have been uploaded to TNCompass, please contact [Educator.Licensure@tn.gov](mailto:Educator.Licensure@tn.gov), and a team member will review the information and provide confirmation of which assessment to take.
4. Official transcripts must be sent directly from the issuing institution to our office. Transcripts can either be sent through an electronic clearinghouse to [Educator.Licensure@tn.gov](mailto:Educator.Licensure@tn.gov) (preferred) or through the mail to the address in the footer found at the bottom of this page.

Once all required documents have been submitted, send an email to our office and we will advise you on how to apply for the PSE license in TNCompass.

**[I have heard that people with a bachelor's degree can obtain a permit to teach for a school year without a license. How do I apply for this?](#)**

Academic permits are a type of emergency credential that allows an unlicensed individual to teach in a TN school district through the remainder of the school year in which the permit was issued. To qualify, the candidate must have a minimum of a bachelor's degree from a regionally accredited institution. Permits can only be applied for by superintendents and assigned designees within the district, so once you have received a job offer from a hiring district, they will apply for the permit in TNCompass on your behalf.

# How to Add Endorsements to an Active Teaching License

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## Answers

### [Based on my current licensure coverage, am I able to add another endorsement by passing the relevant Praxis assessment\(s\)?](#)

The ability to add an endorsement by assessment-only (as opposed to assessments and coursework), is highly dependent on which endorsements an educator currently holds on their license. In general, educators are only allowed to add endorsements by assessment-only when they fall within the same grade span of an existing endorsement on their license\*. For example, an educator with a History 6-12 endorsement could add English 6-8 or 6-12 by assessment-only, but an educator with an Elementary Education K-5 endorsement could not since English 6-8 or 6-12 would fall outside the current K-5 grade span.

For more detailed information about assessment-only options based on current endorsements, please review the guidance and charts available in the Additional Endorsements section at [Educator Licensure Operating Procedures for Districts \(tn.gov\)](#). Please note that new endorsements cannot be added until an educator has fully completed an educator preparation program.

*\*The only exception where educators can add an endorsement by assessment-only to expand their current grade span is if an educator with a 6-8 endorsement passes the NES 105 assessment, which allows them to add Math 6-10 without additional coursework.*

**[I have an endorsement on an active professional out-of-state license and would like to add this to my Tennessee license. How does this work?](#)**

Please upload a current copy of your out-of-state license to TNCompass and submit an *Out-of-State Educator* transaction. On the Summary tab of the transaction, indicate in the submission notes that you are applying based on your out-of-state professional license. Next, click Save and Continue at the bottom of the tab and add your personal affirmation when prompted. The transaction is fully submitted when the status changes to say "Pending OELP Review."

Please note that if the desired endorsement is impacted by Tennessee Literacy Success Act requirements, completion of a free online training or assessment is required before the endorsement can be issued. More information about these requirements can be found at [Best for All Central \(tnedu.gov\)](#).

**[If I already have a degree from a regionally accredited university in a specific subject area, can I use that to add an endorsement to my license?](#)**

If you hold an active license and have already completed an educator preparation program, you can add 6-8 or 6-12 academic, world language, and business education endorsements to your license based on holding a qualifying degree in the subject area. For more information about qualifying majors, please visit the Licensure Assessment Guidance document found at [Licensure Resources \(tn.gov\)](#). Educators who wish to add an endorsement based on a qualifying major should submit an *Add Endorsement* transaction for our office to review.

**[If I have an occupational license, am I able to add academic endorsements?](#)**

If you hold an active occupational license and have already completed an educator preparation program, you are able to add Middle or Secondary Core Academic, World Language, or Academic Career and Technical Education endorsements by passing the appropriate assessment. These assessments can be found in the Middle School Education, Secondary Education, World Languages, and Career and Technical Education sections found [here](#). Be sure to use recipient code 8190 and provide your full social security number when registering for assessments.

Once passing scores have posted to TNCompass, you can submit an *Occupational to Academic* transaction for our office to review.

**[If I have an academic license, am I able to add occupational endorsements?](#)**

If you have already completed an educator preparation program and hold an endorsement on your academic license that covers grade 6 or higher, there is a crossover pathway that enables you

to obtain an occupational license. To qualify, you must either:

- Hold an active industry certification for the endorsement area (see this [document](#) for information about certification requirements for different endorsements), or
- If applying for Broadcasting, Public Health, or Supply Chain Management, submit a notarized [experience form](#) showing five (5) years of relevant experience in the last decade or three (3) years of relevant experience in the last five (5) years.

Once the required documentation has been uploaded to TNCompass, please submit an *Academic to Occupational* transaction for our office to review.

### **[How can I add a Computer Science K-12 endorsement to my license?](#)**

Educators who have already completed an educator preparation program and hold a K-12 or PreK-12 endorsement on an active academic teaching license can add Computer Science K-12 by passing the relevant [Praxis assessment](#).

Additionally, any educator with an active teaching license can sign up for the Department's free Computer Science endorsement pathway. More information about this pathway, including registration details, is available [here](#).

### **[Can you confirm if an out-of-state endorsement program will enable me to add an endorsement to my TN license?](#)**

The department does not review out-of-state educator preparation programs, but we can highlight the minimum requirements for programs completed out-of-state in order to seek licensure in Tennessee. To qualify, the program must be approved for licensure in a specific endorsement area in its own state and be aligned to a Tennessee endorsement in both content and grade span (ex. Computer Science 6-12 couldn't be reciprocated since Tennessee only has a K-12 Computer Science endorsement). A list of Tennessee endorsements can be found at [Licensure Resources \(tn.gov\)](#).

When applying to add an endorsement based on completion of an out-of-state program, the program must sign off on this [recommendation form](#). You may want to share this form with the program on the front end to verify that they will be able to sign it upon program completion and the recommendation will align with a TN endorsement and grade span.

### **[If I have an active school service personnel license, am I able to add teaching endorsements?](#)**

School service personnel are not eligible to add teaching endorsements to their license.

## Experience in TNCompass

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### Answers

#### **[I need to apply to advance my license, but the most recent school year hasn't posted to my account yet. What do I do?](#)**

You can contact your Human Resources department and request that they fill out an experience verification form. A blank copy of this form is available in the Licensure Forms section found at [Licensure Resources \(tn.gov\)](#). Once the form has been completed, you can upload it to your attachments section in TNCompass and submit your *Advance an Active License* transaction.

#### **[I noticed that there is missing or incorrect information in the Experience section of my TNCompass educator profile. How do I correct this?](#)**

Experience earned by teaching in a Tennessee public school is entered electronically in TNCompass by the district at the end of each school year. In the event that data was incorrectly reported for previous years, educators may request a district complete the experience verification form found at [Experience for Advancement Guidance and Verification Form \(tn.gov\)](#). Once completed, the educator must upload the form to the attachments section found under the Licensure tab of their TNCompass educator profile.

Please note that the information provided on this form will not change what is reflected in the Experience section of the educator's TNCompass profile, as our office does not have the ability to edit this information. However, analysts will be able to access the documentation for the purpose of experience verification, and the department recommends that any additional experience added via this form is considered by districts when calculating current salary, as per district policy.

### **[Does the experience information in TNCompass have an impact on retirement?](#)**

No, Tennessee Consolidated Retirement System (TCRS) uses an entirely separate system for tracking qualifying experience for retirement purposes. The information found in TNCompass is only intended to be used for verifying educator experience when processing transactions related to renewal, reactivation, advancement, or instructional leadership.

Educators can check their retirement experience at no cost by visiting [here](#). After logging in, educators should choose the 'Account' tab at the top of the page and click the 'Account Summary' option where Service Credit Months are displayed.

### **[How can I document experience from private schools, other states, etc.?](#)**

You can contact your Human Resources representative and request that they fill out an experience verification form. A blank copy of this form is available in the Licensure Forms section found at [Licensure Resources \(tn.gov\)](#). Once the form has been completed, you can upload it to your attachments section in TNCompass. Please note that uploading this form will not change the information found in the Experience section of your account, as this section cannot be edited by our office. However, our analysts will utilize the form any time a transaction requires experience verification, and Tennessee districts can also access this documentation to verify your years of experience.

### **[I uploaded an experience verification form to TNCompass, but the Experience section under the Licensure tab still hasn't been updated. When will this change?](#)**

If you have already uploaded the verification form to your account, no further action is required. Our office does not have the ability to add this information to the Experience section of your account, but our analysts will utilize the form any time a transaction requires experience verification. Tennessee districts can also access this documentation to verify your years of experience.

## General Application Questions

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## Answers

### [Why are my Praxis scores not showing up in TNCompass?](#)

It can take up to two weeks for Praxis scores to appear in the Preparation tab of your TNCompass educator profile after they are reported by ETS. If less than two weeks have passed, more time may be needed for the scores to appear.

If more than two weeks have passed and the score still has not appeared, there are two potential explanations. The first is that the score report may not have included your social security number (SSN). The SSN is used to identify the correct TNCompass account during weekly data imports, so without it the score will not appear. The only way to correct this is to contact ETS and request that they update the SSN and send the scores again, which may involve an additional reporting fee.

If the SSN is correct, the other potential explanation is that you may have multiple accounts in TNCompass. If you email [Educator.Licensure@tn.gov](mailto:Educator.Licensure@tn.gov) and provide your name, date of birth, and last four digits of your SSN, our team can check to see if you have a duplicate account that received the score. If so, we will contact TNCompass Support on your behalf and request that the two accounts be merged.

### [I submitted an application in TNCompass a long time ago and still have not received a response. What happened?](#)

To check on the status of your application, log in to TNCompass, go to your educator profile, and



select the Transactions tab. First, check to make sure that your transaction was fully submitted. If the section in the Submitted column is blank, the transaction was incomplete and never reached our queue for processing. In that case, you will need to resume your transaction (or start a new one if it has already been archived) and make sure it is fully submitted, as indicated by the status changing to say "Pending OELP Review."

It is also possible that your email address in TNCompass is not up to date, in which case you would not have received a notification email when the transaction was processed. You can click View next to any processed transaction to review the outcome of your application and read any comments left by the licensing analyst.

Finally, please note that uploading documents to the Attachments section does not generate a notification for our office and is not considered equivalent to submitting a licensure application. If you have only uploaded attachments to your account but have never submitted a transaction, you will need to correct this in order for your documentation to be reviewed.

### **[About how long will it take for my transaction to be processed?](#)**

If you go to [Educator Licensure & Preparation \(tn.gov\)](https://www.tn.gov/education/educator-licensure-preparation) and click "Now Processing," you can access a chart outlining current processing times. This chart is updated weekly, so dates may be slightly more current than what is reflected in the chart. Please note that if you are hired by a Tennessee school district, they can request expedited processing for initial licensure and reactivation transactions.

### **[I am working on or recently submitted a transaction in TNCompass, but I'm not sure I filled it out correctly. Can you check the transaction to see if I'm missing anything?](#)**

If you have completed the transaction to the best of your abilities, please go ahead and submit it for processing. An analyst will review your transaction and either approve it or mark it deficient with comments explaining any missing documentation. There is no fee associated with applying for licensure in Tennessee, so there is no consequence for having a transaction marked deficient, and submitting your transaction without requesting prereview helps our office avoid duplicative work and maintain faster processing and response times.

### **[What does it mean if I receive an email saying my transaction will soon be archived?](#)**

This means you have a transaction that you started but did not finish submitting. After 90 days, unsubmitted transactions are archived, meaning that they can no longer be edited. If you no longer need the transaction that you started, you can ignore the alerts and allow it to be archived.

If a transaction gets archived that you had intended to submit, you will need to start a new transaction. Any documentation (assessments, transcripts, etc.) that was previously provided in the archived transaction will carry over to the new one.

### ***Why is the transaction type I need to submit not available when I click Start a New Transaction?***

Often, if an educator says they no longer have the necessary option available when they click Start a New Transaction, it's because they've already started a transaction of this type. In your TNCompass educator profile, select the Transactions tab and review any applications that are marked "Not Submitted." One of these will likely be the transaction you need, in which case you can click "View" to resume your application.

Additionally, if you are trying to renew your license more than one year prior to expiration, the *Renew License* transaction will not appear as a selectable option. The earliest you can renew a license is September 1, one year prior to expiration.