Department of Education

VERIFICATION OF COMPLETION OF AN APPROVED INSTRUCTIONAL LEADER PROGRAM BY AN EDUCATOR PREPARATION PROVIDER IN A STATE OTHER THAN TENNESSEE

Please note: ALL DOCUMENTS SUBMITTED TO THE OFFICE OF EDUCATOR LICENSURE AND PREPARATION, AND THE TENNESSEE ACADEMY FOR SCHOOL LEADERS BECOME THE PROPERTY OF THE TENNESSEE DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED TO THE APPLICANT NOR WILL THE DEPARTMENT PROVIDE COPIES OF DOCUMENTS TO THE APPLICANT OR THIRD PARTIES.

APPLICANT NAME_____ **TENNESSEE EDUCATOR LICENSE NUMBER** _____

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

- Educators must submit this completed form through www.TNCompass.org, as an attachment to their application for additional endorsement.
- Educators applying for Tennessee instructional leader licensure must provide verification of completion of an instructional leader program approved for licensure of school principals in a state other than Tennessee, in addition to the required professional assessments.

Note to recommending agency: By signing below, you are verifying that the above stated individual has completed an educator preparation program approved in a state other than Tennessee (SBE Rule 0520-02-03). In addition, you certify, to the best of your knowledge, that the individual is at least 18 years of age and possesses good moral character (Tenn. Code Ann. § 49-5-101).

Educator Preparation Provider (Institution/Organization) _____ State Abbreviation _____ Accrediting Agency _____

Endorsement Program(s) Completed (Program Title - e.g., biology, elementary) _____ Program(s) Grade Level _____ Program Completion Date _____

Title of Authorized Official (e.g. Director, Dean, or Certification Officer) _____ Email Address _____

Name of Authorized Official _____ Telephone Number _____

Signature of Authorized Official _____ Date _____

Note to EPP: Upon completion, please return this form to the applicant for submission to the office of educator licensure and preparation.

Note to Applicant: Upon receipt, please upload completed form to the *Attachments* section on the *Licensure* tab of your www.TNCompass.org account.