

Educator Licensure & Preparation Operating Procedures

Academic Transcripts

Academic transcripts are considered **official and acceptable** documentation for licensure transactions when received by the office of educator licensure and preparation (OELP) under the following circumstances:

Uploaded/Attached in TNCompass

Source: Tennessee-Approved EPPs

- Official transcripts issued by the Tennessee-approved EPP, **or**
- Official transcripts received by the Tennessee-approved EPP from another regionally accredited higher education institution or community college.

Mail, Parcel Service, or Hand-Delivery

Source: Licensure Applicants/Educators

- Official transcripts **must be in the original envelope sealed by the issuing institution**, which may be stamped with an institution or registrar stamp, with no evidence of tampering.

Source: U.S. Higher Education Institutions

- Official transcripts **must be in the original envelope sealed by the issuing institution**, which may be stamped with an institution or registrar stamp, with no evidence of tampering.

Source: Higher Education Institutions outside the U.S.

- Copies of transcripts issued by institutions outside of the U.S. are acceptable when accompanied by an **original** course-by-course transcript evaluation **in the original envelope sealed by the evaluation service**, with no evidence of tampering. See *Out-of-Country Academic Transcript Evaluation* on the next page.

Electronic Transmittal

Source: Electronic clearinghouse, on behalf of a U.S. higher education institution, sent directly to Educator.Licensure@tn.gov.

- Official electronic transcripts issued by the institution named by the clearinghouse.

Source: Higher Education Institutions outside the U.S.

- Copies of transcripts issued by institutions outside of the U.S. are acceptable when accompanied by an **original**, course-by-course transcript evaluation, delivered electronically through a secure account (e.g., WES) by an approved evaluation service. See *Out-of-Country Academic Transcript Evaluation* on the next page.

Out-of-Country Academic Transcript Evaluation

Educators submitting transcripts from institutions outside of the U.S. must submit original, course-by-course transcript evaluations of all degrees held, accompanied by copies of the transcripts evaluated.

The following academic evaluation services are members of the National Association of Credential Evaluation Services (<http://www.naces.org>), or the Association of International Credential Evaluators, Inc. (<http://www.aice-eval.org>). Though other companies may provide eligible evaluations, any company not listed below must be approved by the OELP in advance, which may result in significant delays in processing the application.

A2Z Evaluations, LLC	http://www.a2zeval.com
Academic Credentials Evaluation Institute, Inc.	http://www.acei-global.org
American Association of Collegiate Registrars & Admission Officers	http://www.aacrao.org
Educational Credential Evaluators, Inc.	http://www.ece.org
Educational Perspectives, Inc.	http://www.edperspective.org
Evaluation Services, Inc.	http://www.evaluationservice.net
Foreign Consultants, Inc.	http://www.foreignconsultants.com
Foreign Credits, Inc.	http://www.foreigncredits.com
Foundation for International Service	http://www.fis-web.com
Global Credential Evaluators, Inc.	http://www.gceus.com
International Education Research Foundation	http://www.ierf.org
Josef Silny & Associates, Inc.	http://www.jsilny.com
SpanTran: The Evaluation Company	http://www.spantran.com
World Evaluation Services	http://www.wes.org

Un-Official Academic Transcripts

The following are examples of unofficial transcripts that are ineligible for use as documentation for licensure transactions:

- Hard-copy transcripts that are not delivered in an envelope sealed by the issuing institution;
- Files attached in TNCompass by the educator/candidate;
- Electronic files emailed by an individual (institution staff, educator/candidate, etc.); or
- Any document that appears to have been tampered with.

Unofficial academic transcripts will be securely shredded and the sender notified, if contact information is available, either accompanying the documentation received or in TNCompass.