

Academic Transcripts

Academic transcripts are considered **official**, acceptable documentation for licensure transactions when received by the department in the following circumstances:

Uploaded/Attached in TNCompass

Source: Tennessee-Approved EPPs

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

Mail, Parcel Service, or Hand Delivery

Source: Licensure Applicants/Educators

- Official transcripts **must be sealed 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 are 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 (such as 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 list of academic evaluation services below are approved by the office of educator licensure and preparation. Though other companies may provide eligible evaluations, any company not appearing on the following list must be approved by the department in advance, which may result in significant delays in processing the application. Please email Educator.Licensure@tn.gov with approval requests.

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

The above companies are either members of the [National Association of Credential Evaluation Services](#), or the [Association of International Credential Evaluators, Inc.](#)

Unofficial Academic Transcripts

Examples of unofficial transcripts, ineligible for use as documentation for licensure transactions, include:

- A hard-copy transcript that is not delivered in an envelope sealed by the issuing institution
- A file attached in TNCompass by the educator/candidate
- An electronic file emailed by an individual (institution staff, educator/candidate, etc.)
- Any document that appears to have been tampered with