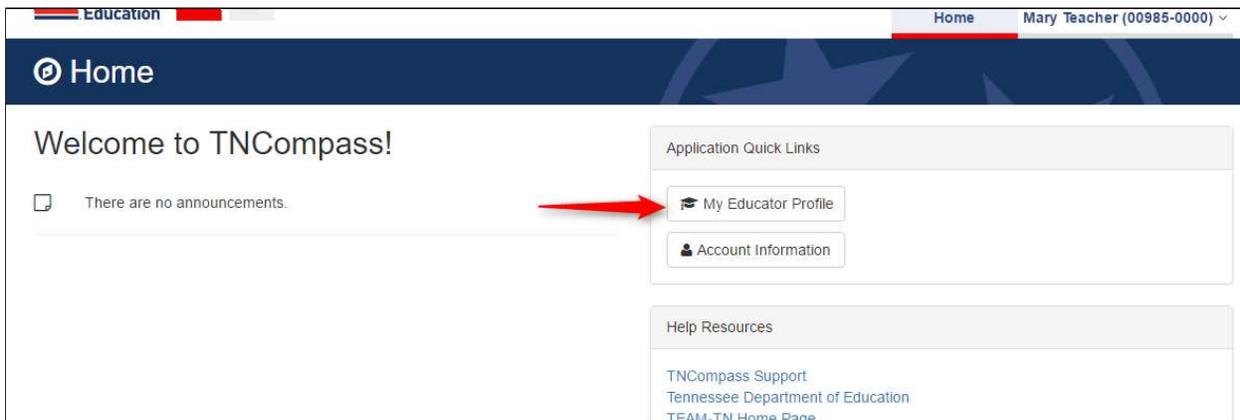


TNCompass Licensure: Educator Guide

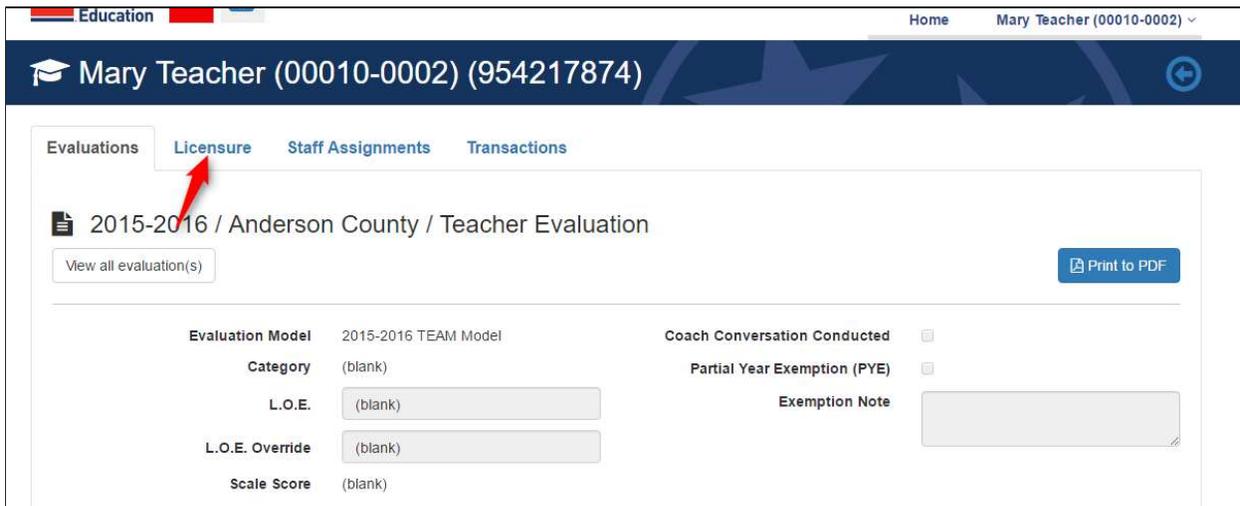
- Adding and Submitting PDPs for Approval
 - PDP request approval by Principal or Assistant Principal
- License Transactions Overview
 - Transactions
 - Starting a new transaction
 - Completing transactions started by District Administrators or Education Preparation Providers

Adding and Submitting PDPs for Approval

Click on **My Educator Profile** from the **Home** page.



When the **Educator Profile** page displays, click **Licensure** tab.



On the **Licensure** page, scroll to section for **Professional Development Points (PDPs)** and click the **Add PDPs** button.

Professional Development Points 0 pending requests View Unapproved PDPs Add PDPs

Overall Evaluation Scores

Evaluation	Category	Description	Date Awarded	Points Earned

Training, Coursework, or National Board Certifications

Date Attended	Type	Description	Status	Status Date	Clock Hours	CEUs	Points Accrued

When the **PDP Wizard** displays, select the **Type of Activity** from the drop down list, such as **Training, Coursework** and/or **National Board Certification** for the PDP and include the **Date Completed, Course Title/Seminar Name/Title**, the number of **Clock Hours, CEUs, Semester Hours, Points Accrued**, etc. When all entries are completed, click the **Add** button.

Mary Teacher (00010-0002) (954217874)

PDP Wizard

[Add PDP](#)
Review & Submit

Type of Activity *
National Board Certification

Date Completed *
05/02/2016

Course Title/Seminar Name/Title
Certification Name

[+ Add](#)

Professional Development Points

Type of Activity	Course/Title/Seminar	Date Completed	Clock Hours	CEUs	Semester Hours	Points Accrued
No new professional development points added.						

[Cancel](#) [Continue](#)

Mary Teacher (00010-0002) (954217874)

PDP Wizard

➤ Add PDP

Review & Submit

Type of Activity *

College/University Coursework

Date Completed *

05/02/2016

Semester Hours

3

Course Title/Seminar Name/Title

Course Title/Seminar Name/Title

[+ Add](#)

Professional Development Points

Type of Activity	Course/Title/Seminar	Date Completed	Clock Hours	CEUs	Semester Hours	Points Accrued
No new professional development points added.						

Cancel
Continue

More than one activity can be entered for the PDP request.

Mary Teacher (00010-0002) (954217874)

PDP Wizard

➤ Add PDP

Review & Submit

Type of Activity *

Training (Academy/Institute/Seminar/Conference)

Date Completed *

05/02/2016

Clock Hours Continuing Education Units (CEUs)

8 e.g. 1.0, 1.5

Course Title/Seminar Name/Title

Blending Learning: Developing Lesson Plans

[+ Add](#)

Professional Development Points

Type of Activity	Course/Title/Seminar	Date Completed	Clock Hours	CEUs	Semester Hours	Points Accrued
No new professional development points added.						

Cancel
Continue

To remove an activity after it has been added, click on the trash can icon to delete the line item.

Mary Teacher (00010-0002) (954217874)

PDP Wizard

[Add PDP](#)

[Review & Submit](#)

Type of Activity *

Select an option ▼

Date Completed *

MM/DD/YYYY

Course Title/Seminar Name/Title

Course Title/Seminar Name/Title

[+ Add](#)

Professional Development Points

Type of Activity	Course/Title/Seminar	Date Completed	Clock Hours	CEUs	Semester Hours	Points Accrued	
National Board Certification	Elementary Math Certification	05/02/2016	0	0	0	30	
College/University Coursework	Elementary Interventions	05/06/2016	0	0	3	30	
Training (Academy/Institute/Seminar/Conference)	Blended Learning: Developing Lesson Plans	04/14/2016	8	0	0	8	

[Cancel](#)

[Continue](#)

When the activity/activities appear in the list click the **Continue** button.

Mary Teacher (00010-0002) (954217874)

PDP Wizard

[Add PDP](#)

[Review & Submit](#)

Type of Activity *

Date Completed *

Course Title/Seminar Name/Title
 + Add

Professional Development Points

Type of Activity	Course/Title/Seminar	Date Completed	Clock Hours	CEUs	Semester Hours	Points Accrued	
College/University Coursework	Elementary Interventions	05/06/2016	0.0	0.0	3.0	30.0	
Training (Academy/Institute/Seminar/Conference)	Blended Learning: Developing Lesson Plans	04/14/2016	8.0	0.0	0.0	8.0	

Cancel
Continue

A summary of the new PDP activities displays. The **Review and Submit** step in the **PDP Wizard** tracks progress. Click the **Submit** button to send the PDP request to the principal or assistant principal for approval.

Mary Teacher (00010-0002) (954217874)

PDP Wizard

[Add PDP](#)

[Review & Submit](#)

Please verify and make sure everything is correct before submitting.

Professional Development Points

Type of Activity	Course/Title/Seminar	Date Completed	Clock Hours	CEUs	Semester Hours	Points Accrued	
National Board Certification	Elementary Math Certification	05/02/2016	0.0	0.0	0.0	30.0	
College/University Coursework	Elementary Interventions	05/06/2016	0.0	0.0	3.0	30.0	

Back
Cancel
Submit

To view pending PDP submissions, click **View Unapproved PDPs** button.