

# Educator Licensure Policy 5.502d Operating Procedures

## Reactivation Procedures for Inactive Licenses

### Overview

In July 2015, the Tennessee State Board of Education approved a new policy regarding educator licensure. Beginning Sept. 1, 2015, the initial license issued to all educators will be the practitioner license. There are three categories of the practitioner license: Practitioner Teacher, Practitioner School Services Personnel, and Practitioner Occupational Teacher.

Educators who hold an inactive license must apply to reactivate the license prior to being employed as an educator. If reactivation requirements are met, educators will be issued a practitioner license. This document is designed to help key stakeholders understand how educators with inactive licenses will transition to the new license types under the new policy. With questions, please contact [Educator.Licensure@tn.gov](mailto:Educator.Licensure@tn.gov) or visit our [website](#).

### Reactivating an Expired or Inactive License

To reactivate an inactive license, an educator must ensure that the office of educator licensure and preparation (OELP) has received qualifying scores (not more than 5 years old) on all required content and literacy assessments for each endorsement an educator is seeking to reactivate. If the OELP has valid assessment scores (not more than 5 years old) on file, the educator does not need to submit new scores. When an endorsement does not have a required content assessment, the educator will indicate this on the application for reactivation. To determine if the practitioner license will be issued as a first or second issuance, the OELP will also evaluate the educator's experience and consider whether the individual has completed preparation. Please contact [Educator.Licensure@tn.gov](mailto:Educator.Licensure@tn.gov) for additional requirements and instructions.

### Directions for Using this Document

This document includes a series of tables each of which explain how a license will be reactivated based on an educator's inactive or former license type (e.g., apprentice, professional).

**Step 1: Identify the table you need based on the educator's expired license type.** The top row of each table identifies the type of license currently held by the educator. In order to locate information about a specific licensure transition scenario, start by identifying the correct table associated with the educator's current license type. If the license type is not found on this document, please contact the office of educator licensure and preparation to determine which table is applicable.

**Step 2: Determine the educator's status for each requirement.** In the left column of each table, you will find the requirements for reactivation as a Practitioner License or a Professional License. Choose the educator's status for each of the requirements listed. **An x in the box to the right of the criterion indicates that the educator does not meet that criterion, while a √ shows that the educator does meet that criterion.**

**Step 3: Identify the outcome.** The bottom row of each table (highlighted in red) provides the possible outcomes associated with the combination of requirements that the educator has met or not met.

For example, the table below may be used for educators who hold an inactive apprentice license (**Step 1**). Educators are required to accrue 30 professional development points (PDPs) or obtain approval from a Director of schools and must have three years of acceptable experience in order to obtain the

Professional License (**Step 2**). The possible outcomes are listed at the bottom of the table. In this case, there are two possible outcomes: a) convert to a practitioner license or b) advance to a professional license. To determine which outcome is applicable for the educator, find the correct combination of requirement responses applicable to the educator (**Step 3**).

### Inactive Apprentice License

Eligibility Requirements	Scenario 1	Scenario 2	Scenario 3	Scenario 4
Submitted passing scores on all required content, literacy and general special education core exams	✓	✓	✓	✓
Obtained 30 PDPs or director of schools signature	x	x	✓	✓
Obtained 3 years of acceptable experience	x	✓	x	✓
<b>Reactivated License Type</b>	<b>Practitioner (Second Issuance)</b>	<b>Practitioner (Second Issuance)</b>	<b>Practitioner (Second Issuance)</b>	<b>Professional</b>

**Below are the four possible combinations and their associated licensure transition outcome:**

- A.** If an educator has not accrued 30 PDPs **or** obtained approval from a director of schools (x) and has not obtained three years of acceptable experience (x), the educator’s license will convert to practitioner(second issuance).
- B.** If the educator has not accrued 30 PDPs **or** obtained approval from a director of schools (x) and has obtained three years of acceptable experience (✓), the educator’s license will convert to practitioner (second issuance).
- C.** If the educator has accrued 30 PDPs **or** obtained approval from a director of schools (✓) and has not obtained three years of acceptable experience (x), the educator’s license will convert to practitioner (second issuance).
- D.** If the educator has accrued 30 PDPs **or** obtained approval from a director of schools (✓) and has obtained three years of acceptable experience (✓), the educator’s license will advance to a professional license.

## Apprentice License

The Apprentice License was a full license and valid for 5 years. Inactive Apprentice Licenses will be converted to a Practitioner license, or advanced to a Professional License, based on the eligibility requirements the educator meets.

### Inactive Apprentice License

Eligibility Requirements	Scenario 1	Scenario 2	Scenario 3	Scenario 4
Submitted passing scores on all required content, literacy and general special education core exams	✓	✓	✓	✓
Obtained 30 PDPs or director of schools signature	X	X	✓	✓
Obtained 3 years of acceptable experience	X	✓	X	✓
<b>Reactivated License Type</b>	<b>Practitioner (Second Issuance)</b>	<b>Practitioner (Second Issuance)</b>	<b>Practitioner (Second Issuance)</b>	<b>Professional</b>

## Apprentice Occupational License

The Apprentice Occupational License was a full license and valid for 5 years. Inactive Apprentice Occupational Licenses will be converted to a Practitioner license, or advanced to a Professional License, based on the eligibility requirements the educator meets.

### Inactive Apprentice Occupational License

Eligibility Requirements	Scenario 1	Scenario 2	Scenario 3
Obtained current/valid industry certification where required	✓	✓	✓
Obtained 30 PDPs or director of schools signature	X	X	✓
Obtained 3 years of acceptable experience	X	✓	✓
Completion of an educator prep program designed to meet the skills and knowledge for teacher preparation	X	X	✓
Attended five day new teacher training sponsored by CTE, Tennessee Department of Education	X	X	✓
Assigned mentor during the first three years of teaching	X	X	✓
<b>Reactivated License Type</b>	<b>Practitioner Occupational (Second Issuance)</b>	<b>Practitioner Occupational (Second Issuance)</b>	<b>Practitioner Occupational (Second Issuance)</b>

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## Professional License

The Professional License was a full license valid for 10 years if issued prior to September 1, 2015. Inactive Professional Licenses can be reactivated as the new 6-year Professional License.

### Inactive Professional License

Eligibility Requirement	Scenario 1
Submitted passing scores on all required content, literacy and general special education core exams	✓
<b>Reactivated License Type:</b>	<b>Professional</b>

## Professional Occupational License

The Professional Occupational License was a full license valid for 10 years if issued prior to September 1, 2015. Inactive Professional Licenses can be reactivated as the new 6-year Professional License.

### Inactive Professional Occupational License

Eligibility Requirements	Scenario 1
Obtained current/valid industry certification where required	✓
Documentation of 240 hours of full or part-time work experience in the endorsement area, in the past five years	✓
<b>Reactivation License Type:</b>	<b>Professional Occupational</b>

## Interim B License

The Interim B License was issued to an individual who was employed prior to submitting qualifying scores on the assessments required for obtaining full licensure. Inactive Interim B Licenses can be reactivated as either a Practitioner or Professional License based on meeting the requirements below.

### Inactive Interim B

Eligibility Requirements	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5
Submitted passing scores on all required content, literacy, and special education core exams	X	X	X	✓	✓
Content knowledge has been verified by submitting passing scores on required specialty area praxis assessment(s) or completion of an academic major in the content area	✓	✓	✓	N/A	N/A

Years of acceptable experience	<2 years	≥2 years	<3 years	≥3 years	≥3 years
Obtained 30 PDPs or director of schools signature	N/A	N/A	N/A	X	✓
<b>Reactivated License Type:</b>	<b>Practitioner (First Issuance)</b>	<b>Practitioner (Second Issuance)</b>	<b>Practitioner (Second Issuance)</b>	<b>Practitioner (Second Issuance)</b>	<b>Professional</b>

### Interim D License

The Interim D License was issued to an individual who was employed while completing internship requirements. Inactive Interim D licenses can be reactivated as either a Practitioner or Professional License based on meeting the requirements below.

### Inactive Interim D

Eligibility Requirements	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5
Submitted passing scores on all required content, literacy, and special education core exams	X	X	✓	✓	✓
Content knowledge has been verified by submitting passing scores on required specialty area praxis assessment(s) or completion of an academic major in the content area	✓	✓	N/A	N/A	N/A
Completed internship (Recommendation from EPP)	X	X	✓	✓	✓
Years of acceptable experience	<2 years	≥2 years	<3 years	≥3 years	≥3 years
Obtained 30 PDPs or director of schools signature	N/A	N/A	N/A	X	✓
<b>Reactivated License Type:</b>	<b>Practitioner (First Issuance)</b>	<b>Practitioner (Second Issuance)</b>	<b>Practitioner (Second Issuance)</b>	<b>Practitioner (Second Issuance)</b>	<b>Professional</b>

## Out-of-State License

The out-of-state license was a full license and valid for 5 years. The license will be converted to a Practitioner or Professional License, based on what eligibility criteria the educator meets.

### Inactive Out-of-State License

Eligibility Requirements	Scenario 1	Scenario 2	Scenario 3	Scenario 4
Submitted passing scores on all required content, literacy and general special education core exams	✓	✓	✓	✓
Obtained 3 years of acceptable experience	X	X	✓	✓
Obtained 30 PDPs or director of schools signature	X	✓	X	✓
<b>Reactivated License Type</b>	<b>Practitioner (Second Issuance)</b>	<b>Practitioner (Second Issuance)</b>	<b>Practitioner (Second Issuance)</b>	<b>Professional</b>

## Transitional License

The Transitional license was issued at the request of a superintendent/director of schools for an educator who was employed while completing licensure requirements. The license was issued for one school year at a time and was renewable two times for a maximum of three years. The three tables below are organized based on the number of years of experience an educator has when they are reactivating their license.

### Inactive Transitional License – 1 year of experience

Eligibility Requirements	Scenario 1	Scenario 2	Scenario 3
Content knowledge has been verified by submitting passing scores on required specialty area praxis assessment(s) or completion of an academic major in the content area	✓	✓	✓
Enrolled in preparation program	X	✓	✓
Completed preparation program	X	X	✓
Obtained 30 PDPs or director of schools signature	N/A	N/A	N/A
<b>Reactivated License Type</b>	<b>Remains Inactive</b>	<b>Practitioner (First Issuance)</b>	<b>Practitioner (First Issuance)</b>

### Inactive Transitional License - 2 years of experience

Eligibility Requirements	Scenario 1	Scenario 2	Scenario 3
Content knowledge has been verified by submitting passing scores on required specialty area praxis assessment(s) or completion of an academic major in content area	✓	✓	✓
Enrolled in preparation program	X	✓	✓
Completed preparation program	X	X	✓
Obtained 30 PDPs or director of schools signature	N/A	N/A	N/A
<b>Reactivated License Type:</b>	<b>Remains Inactive</b>	<b>Practitioner (Second Issuance)</b>	<b>Practitioner (Second Issuance)</b>

### Inactive Transitional License - 3 years of experience

Eligibility Requirements	Scenario 1	Scenario 2	Scenario 3
Submitted passing scores on all required content, literacy and general special education core exams	✓	✓	✓
Enrolled in preparation program	✓	✓	✓
Completed preparation program	X	✓	✓
Obtained 30 PDPs or director of schools signature	N/A	X	✓
<b>Reactivated License Type:</b>	<b>Remains Inactive</b>	<b>Practitioner (Second Issuance)</b>	<b>Practitioner (Second Issuance)</b>