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| <b>TENNESSEE STATE BOARD OF EDUCATION</b> |              |
| <b>EDUCATOR LICENSURE POLICY</b>          | <b>5.502</b> |

The purpose of educator licensure is to ensure that individuals who serve in Tennessee classrooms and schools meet minimum standards. In order to earn, advance, or renew a license to teach in the State of Tennessee, an individual must meet stated expectations.

**Policy Sections**

1. Teacher, Occupational Teacher, and School Services Personnel License Types
2. Additional Requirements
3. Specific Requirements for Select Endorsements
4. School Services Personnel
5. Occupational Teacher
6. Instructional Leader License Types

**1. TEACHER, OCCUPATIONAL TEACHER, AND SCHOOL SERVICES PERSONNEL LICENSE TYPES**

- a. Practitioner Licenses (3-year validity period). The practitioner level license is the first license issued to the educator. There are three (3) types of practitioner licenses: Practitioner Teacher, Practitioner School Services Personnel, and the Practitioner Occupational Teacher. Individuals applying for the practitioner license must meet the following criteria:
  - i. Hold a bachelor’s degree<sup>1</sup> from a regionally accredited college or university;
  - ii. Be formally admitted to or have completed a state-approved educator preparation program;<sup>2</sup>
  - iii. Be recommended by the state-approved educator preparation program; and
  - iv. Have submitted qualifying scores on required assessments.<sup>3</sup>

Licensed educators must complete an approved educator preparation program and submit qualifying scores on all required assessments within three (3) years of obtaining the practitioner license. To demonstrate evidence of successful program completion, the educator must ensure that the preparation program submits official confirmation of successful program completion to the Office of Educator Licensing.

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<sup>1</sup> Candidates for Occupational Licenses are not required to hold a bachelor’s degree, but must be high school graduates or higher and meet industry and experience requirements. In some cases, School Services Personnel are required to hold advanced degrees before issuance of the practitioner license. Specific requirements are detailed in the Additional Requirements section of this policy.

<sup>2</sup> Speech-language teachers obtaining a license through option C outlined in the Additional Requirements section of this policy do not have to complete an approved preparation program. However, they are not eligible to add additional endorsements and must complete specified requirements.

<sup>3</sup> Licensure candidates who are enrolled in job-embedded preparation programs and who have content knowledge verified by a preparation provider based on completion of a major in the content area must submit qualifying scores on all required content, pedagogy, and literacy assessments prior to renewing or advancing the practitioner license. Educator preparation providers may elect to require qualifying scores prior to submitting a recommendation. Licensure candidates who have completed preparation and who have content knowledge verified by a preparation provider based on completion of a major in the content area must submit qualifying scores on pedagogy and literacy assessments upon application and content assessments prior to renewing or advancing the practitioner license. The Tennessee Department of Education does not require submission of scores on assessments of basic knowledge and skills.

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If within the three (3)-year validity period of the first issuance of the practitioner license, an educator does not demonstrate evidence of completing an approved educator preparation program and submit qualifying scores on all required assessments, the practitioner license will become inactive. In order to reactivate the license and endorsements held, the educator must ensure that the preparation program has submitted proof of successful program completion and that qualifying scores, not more than five (5) years old, on all state-required content assessments for each endorsement an educator is seeking to reactivate have been received by the Office of Educator Licensing.<sup>4</sup> Duplicate information is not required. If the Tennessee Department of Education has valid assessment scores, not more than five (5) years old, the educator does not need to resubmit.

- b. Out-of-State applicants. Individuals applying for the practitioner license through an out-of-state pathway must meet the following criteria:
  - i. Hold a bachelor’s degree from a regionally accredited college or university;
  - ii. Have submitted qualifying scores on required assessments related to content and pedagogical knowledge (assessments of basic skills and knowledge are not required for out-of-state candidates);<sup>5</sup> and
  - iii. Have completed an educator preparation program approved for licensure by a state other than Tennessee. To demonstrate evidence of successful program completion, the applicant must submit:
    - A. Proof of a full and valid license, comparable to the Tennessee Professional license, from a state with which Tennessee has reciprocity; or
    - B. A provider recommendation from the out-of-state educator preparation program where the educator completed preparation<sup>6</sup>. All out-of-state educator preparation programs must meet conditions stipulated in State Board Rule 0520-02-04.
  
- c. Professional Licenses (6-year validity period). The professional license is issued to educators who have completed an approved educator preparation program and meet licensure expectations at the practitioner level. There are three (3) types of professional licenses: Professional Teacher, Professional School Services Personnel, and the Professional Occupational Teacher.

<sup>4</sup> The Department will develop, communicate and implement specific procedures for reactivating inactive licenses.

<sup>5</sup> Out-of-state licensure candidates who hold a full and valid license comparable to the Tennessee Professional license may obtain the practitioner license in the related endorsement area prior to submitting qualifying scores on required assessments but must submit scores prior to renewing or advancing the practitioner license. Out-of-state licensure candidates who hold a valid certification from the National Board for Professional Teaching Standards may obtain the professional license and are not required to submit qualifying scores on pedagogical or content assessments. The Tennessee Department of Education will issue clear guidelines to indicate operating procedures for identifying how educators applying from another state qualify for Tennessee-specific endorsements based on out-of-state licenses, endorsements, preparation, and assessments.

<sup>6</sup> Educators enrolled in out-of-state programs that have a state-recognized partnership with a Tennessee local education agency may be recommended for a practitioner license.

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- d. Advancement of the Practitioner License to the Professional License. In addition to demonstrating successful completion of an educator preparation program and submitting qualifying scores on all required assessments, the educator must meet licensure expectations for advancement to the professional license. To advance from a practitioner license to a professional license, an educator must have:
- i. Three (3) years of experience; and
  - ii. The recommendation of the Director of Schools, or documentation of thirty (30) professional development points (Appendix A).

If the educator does not meet these criteria, the practitioner license will be renewed once. For educators who hold the occupational practitioner license, the additional training and certification requirements must also be completed to renew or advance the license (see requirements under the Occupational Teacher section). At the end of the second (2<sup>nd</sup>) validity period, the educator must meet licensure expectations to advance or the license will become inactive.

- e. Renewal of the Professional License. To renew the professional license an educator must have documentation of sixty (60) professional development points (Appendix A). If an educator does not have documentation of sixty (60) professional development points at the date of expiration, the license will become inactive.

In order to reactivate the license and endorsements held, the educator must ensure that qualifying scores, not more than five (5) years old, on all state-required content assessments for each endorsement an educator is seeking to reactivate have been received by the Office of Educator Licensing. Duplicate information is not required. If the Tennessee Department of Education has valid assessment scores, not more than five (5) years old, the educator does not need to resubmit.

- f. Renewal of Professional License for Administrators. Because administrators are expected to maintain professional development related to their role, administrators in a Tennessee Academy for School Leaders (TASL)-mandated position or serving as a director of schools may use this experience in lieu of submitting professional development points toward renewal of their professional teaching license. In order to qualify, individuals must hold an active administrator license (PAL, ILL-A, ILL-B, ILL, or ILL-P), be serving in either a TASL-mandated role or as a director of schools during the school year in which the professional license is expiring, and be current in required TASL credit hours (if applicable).

- g. Licensure Requirements for Military Spouses: Educators who hold an active license (initial or professional) from a state other than Tennessee may be issued a Tennessee Practitioner License upon providing documentation of active military dependent status. Licensure applications for military spouses will be expedited. Prior to renewing or advancing the license, educators must submit passing scores on required content assessments.

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- h. Application Timeline. In most cases, advancement and renewal of a license must take place during the final year of the validity period of the license. For example, if a license expires on August 31, 2020, the educator may not apply for renewal until September 1, 2019. However, an educator who qualifies for advancement prior to the final year of the validity period of the license may advance as soon as criteria are met. Educators who hold an inactive license may apply to reactivate the license at any point.

## 2. ADDITIONAL REQUIREMENTS

Endorsements (Appendix B) indicate the areas for which a licensed educator is prepared to provide instruction, leadership, or services in schools and districts.

- a. Adding endorsements on a Teacher License. Licensed educators who have completed an approved preparation program for initial licensure may add additional endorsements in the following ways:
  - i. Complete a program offered by an approved educator preparation provider, receive a recommendation from the provider, and submit qualifying scores on all required content assessments; or
  - ii. Submit qualifying score(s) on all state-required content assessments for each endorsement an educator is seeking to add when the endorsement category (e.g., Core Academic, Fine Arts) and the grade span are identical. In limited instances, educators may be allowed to add endorsements in the same category that have narrower grade spans. To provide clarity and guidance, the Tennessee Department of Education will publish a list of endorsements that may be added by submitting qualifying scores on the required content assessments.
  
- b. Provisional Special Education endorsement. Licensed educators enrolled in an additional endorsement program may add a provisional special education endorsement by submitting a recommendation from an approved educator preparation provider verifying:
  - i. Enrollment in a program of study for additional endorsement in the specialty area; and
  - ii. An assurance that the candidate will be assigned a mentor who is appropriately endorsed in the area where the candidate is seeking additional endorsement.

In order to transition from a provisional endorsement to a full endorsement, educators must submit passing scores on required assessments and successfully complete the program of study within three (3) years of receiving a provisional endorsement. All provisional endorsements will become inactive three (3) years after issuance.

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- c. Endorsements for Out-of-State Teacher Applicants. When an endorsement held by the applicant does not match the content area or grade span of an available Tennessee endorsement, the Office of Educator Licensing will identify the most appropriate match.

### 3. SPECIFIC REQUIREMENTS FOR SELECT ENDORSEMENTS

Some educator endorsements have additional requirements for advancement and renewal as indicated below.

- a. Speech Language Teacher. Candidates seeking licensure to serve as a school speech language teacher working under the direction of a school speech language pathologist are trained to supplement – not supplant – the services of a school speech language pathologist and must hold a minimum of a bachelor’s degree and:
  - i. Hold a current teacher license earned through an educator preparation program approved according to standards and guidelines established by the State Board of Education, and complete an endorsement program of studies in speech-language including 100 hours of supervised clinical practice. Candidates must be recommended by an educator preparation provider approved according to standards and guidelines established by the State Board of Education. These candidates are eligible for a School Speech-Language endorsement (PreK-12) (A); or
  - ii. Complete an educator preparation program of studies for teachers of speech-language including 100 hours of supervised clinical practice. Candidates must be recommended by an educator preparation provider approved according to standards and guidelines established by the State Board of Education. These candidates are eligible for a School Speech-Language endorsement (PreK-12) (A); or
  - iii. Complete a bachelor’s level program of studies in speech language, speech language disorders, or communications disorders including 100 hours of supervised clinical practice. Candidates must be recommended by an educator preparation provider with a bachelor level program and verification that the candidate meets the standards and guidelines of the Tennessee Teacher Licensure Standards: Special Education, School Speech- Language Teacher (PreK-12). These candidates are eligible for a Special Education, School Speech-Language endorsement (PreK-12) (B). The (B) endorsement does not entitle the holder to teach courses other than those designated as part of a speech language program in a school based setting. If the (B) endorsement is the only endorsement an educator holds, no other teaching endorsement may be added to the license. Other teaching credentials may only be earned through a preparation program approved according to standards and guidelines established by the State Board of Education.

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- b. Supervisor of attendance. The applicant must hold a valid teacher license. The applicant must complete eight (8) semester hours in areas such as: counseling and guidance; community and school relations; special education; social case work; or state and federal laws relating to school attendance.
- c. Bible Teacher. A minimum of twelve (12) semester hours in literature of the Bible is required. For the purpose of fulfilling requirements for this endorsement, coursework in theology, doctrine, ethics, dogma, and other courses of a doctrinal nature will not be counted.
- d. Driver Education Teacher. The applicant must hold an endorsement in another subject area, grades 6-12 or K-12 and shall complete at least ten (10) semester hours of driver and traffic safety education including the following areas:
  - i. Basic driver and traffic safety education;
  - ii. Advanced driver and traffic safety education;
  - iii. General safety; and
  - iv. First aid and emergency medical services.
- e. Reading Specialist. Candidates seeking licensure and endorsement as a reading specialist must complete advanced studies in a program approved by the State Board of Education. Candidates must be recommended by an educator preparation provider approved according to standards and guidelines established by the State Board of Education.
- f. Library Information Specialist. Candidates seeking endorsement as a school library information specialist must complete a graduate program of studies in library information science that leads to a master's degree and is approved by the State Board of Education. Candidates who already hold a master's degree must complete an approved course of study at the graduate level meeting the appropriate knowledge and skills for a school library information specialist.

4. SCHOOL SERVICES PERSONNEL

- a. School Speech-Language Pathologist. Candidates seeking licensure and endorsement as a school speech-language pathologist must complete a program of studies in speech-language pathology at the graduate level prior to obtaining the practitioner school services personnel license. Candidates must meet the licensure standards, employment standards and assessment requirements of the state board of education. Candidates applying for a professional school services personnel license as a school speech-language pathologist shall satisfy one of the following criteria:
  - i. Applicants new to the field seeking initial school service personnel licensure must complete a graduate degree in speech-language pathology from a state or

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- regionally accredited institution of higher education with a speech-language graduate level program approved by the American Speech-Language-Hearing Association. They must also achieve a qualifying score on the assessment required by the state board of education. Fully licensed teachers who are serving on employment standard waivers as speech-language teachers shall meet these requirements to be licensed as a school speech-language pathologist;
- ii. Speech-language pathologists who hold a valid license issued by Tennessee or an out-of-state licensing Board of Communication Disorders and Sciences or who hold the Certificate of Clinical Competence from the American Speech-Language-Hearing Association may be issued the professional school services personnel license upon application. There are no additional requirements;
  - iii. Speech-language teachers who have a graduate degree or master's equivalence in speech-language pathology and hold a valid Tennessee teacher license with a speech-language endorsement may be issued the professional school service personnel license upon application; or
  - iv. Speech-language pathologists who have a graduate degree in speech-language pathology and hold a valid out-of-state educational credential issued before September 1, 2000, may be issued the professional school services personnel license upon application. Applicants with valid credentials issued on or after that date shall pass the assessment required by the state board of education.
- b. School Audiologist. Candidates seeking licensure and endorsement as a school audiologist must complete an approved program of study in audiology at the graduate level prior to obtaining the practitioner school services personnel license. Candidates must meet the licensure standards, employment standards and assessment requirements of the state board of education. Candidates applying for a professional school services personnel license as a school audiologist must satisfy one of the following criteria:
- i. Applicants new to the field seeking initial school services personnel licensure shall complete a graduate degree in audiology from a state or regionally accredited institution of higher education with a graduate level program approved by the American Speech-Language-Hearing Association; or
  - ii. Audiologists who hold a valid license issued by Tennessee or an out-of-state licensing Board of Communication Disorders and Sciences or who hold the Certificate of Clinical Competence from the American Speech-Language-Hearing Association may be issued the professional school services personnel license upon application. There are no additional requirements.
- c. School Psychologist. Candidates seeking endorsement as a school psychologist will complete an approved graduate level preparation program in school psychology prior to obtaining the practitioner school services personnel license.

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- d. School Counselor. Candidates for licensure as a practitioner school counselor must complete an approved preparation program in school counseling and hold a graduate degree. Candidates may also qualify for a practitioner license in the following cases:
- i. Candidates from Tennessee and from other states who are licensed and endorsed at the graduate level in school counseling in PreK-8 or 7-12 may be granted the PreK-12 license provided they have met one of the following conditions:
    - A. The candidate has at least one (1) year of documented successful counselor experience in the grade span not covered by the existing endorsement and has a positive recommendation by the school; or
    - B. The candidate has six (6) hours of graduate course work in current content in school counseling in the grade span not covered by the existing endorsement. Candidates submit evidence of completion of the six (6) hours directly to the Department of Education, Office of Educator Licensing.
  - ii. If the candidate lacks (i) or (ii), the candidate may be issued a Practitioner License endorsed for counseling PreK-12; however, the candidate must complete the required six (6) hours of coursework in current content in the area of school counseling in the grade span not covered by the existing endorsement. Candidates must submit evidence of completion of the six (6) hours directly to the Department of Education, Office of Educator Licensing before the Practitioner License may be renewed or advanced.
  - iii. Candidates who have completed all required coursework but have yet to complete the required clinical experience as part of an approved Tennessee educator preparation program in school counseling may be issued a Practitioner License provided that the following conditions are met:
    - A. The candidate receives appropriate supervision by the preparation program during the clinical experience; and
    - B. The local education agency certifies through a written agreement with the counselor preparation program that the candidate will receive direct supervision by a licensed school counselor having a minimum of two (2) years of experience as a school counselor for a minimum of one (1) hour per week and provide the opportunity to meet the grade level requirements necessary to certification.
  - iv. Candidates who hold a graduate degree in community/agency counseling may be issued a Practitioner License provided the following conditions are met:
    - A. The candidate is enrolled in an approved graduate program in professional school counseling;
    - B. The candidate has completed at least twenty-four (24) hours in graduate course work applicable to the professional school counseling program; and
    - C. The local education agency certifies through a written agreement with the counselor preparation program that the candidate will receive direct supervision by a licensed school counselor having a minimum of two (2)



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years of experience as a school counselor for a minimum of one (1) hour per week.

- v. Candidates who hold at least a master's degree in a counseling program or related field, such as school social work or school psychology, and have appropriate clinical experience may be employed on a Practitioner license provided the following conditions are met:
  - A. The candidate is enrolled in an approved professional school counselor licensure program. The candidate must complete course work appropriate to the candidate's needs not to exceed twenty-four (24) semester hours in an approved professional school counselor licensure program before the can be renewed or advanced;
  - B. The candidate successfully completes the specialty examination required by the state board of education; and
  - C. The local education agency certifies that the candidate will receive direct supervision by a licensed school counselor having a minimum of two (2) years of experience as a school counselor for a minimum of one (1) hour per week.
- vi. School counselors who serve in a supervisory role are not required to have an instructional leader license; however, they are encouraged to attain comparable administrative preparation.

- e. **School Social Worker.** Candidates seeking endorsement as a school social worker must complete a program in social work either at the bachelor's or master's level and a program of studies in school social work approved by the State Board of Education.

School social workers who serve in a supervisory role are not required to have an instructional leader license; however, they are encouraged to attain comparable administrative preparation.

- f. **School Food Service Supervisor.** The applicant shall hold a bachelor's degree and must be a licensed educator or have completed at least eighteen (18) semester hours in education, psychology, or sociology. The applicant must complete twelve (12) semester hours including course work in each of the following:
  - i. Personnel management;
  - ii. Nutrition;
  - iii. Accounting, cost analysis, or financial management of food systems; and
  - iv. Spreadsheet applications.

The applicant must also complete one of the following:

- i. A field experience of six (6) semester hours; or

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- ii. A professional experience, supervised by a licensed school food service supervisor, of at least 120 clock hours including the following areas: procurement, quantity foods, design and layout, and sanitation and food safety.
  - g. School Educational Interpreter. Candidates seeking licensure and endorsement as an educational interpreter must hold a bachelor's degree from a regionally accredited college or university prior to obtaining the practitioner school service personnel license. Candidates must meet the employment standards and assessment requirements of the state board of education. Candidates applying for a practitioner school service personnel license as an educational interpreter must also satisfy one of the following criteria:
    - i. A current, nationally recognized certification which includes a written examination related to ethics and practice; or
    - ii. A passing score on the written portion of the Educational Interpreter Proficiency Assessment (EIPA) and a minimum score of 3.5 of the performance assessment portion of the EIPA.
- 5. OCCUPATIONAL TEACHER
  - a. Practitioner Occupational Teacher License (All Areas). Prior to recommending a candidate for licensure, educator preparation providers should receive verification from the department of education that the applicant meets stated criteria for licensure, such as required industry certification and experience.
  - b. Additional Advancement Requirements for the Occupational Teacher License. In addition to the requirements for advancing from the practitioner license to the professional license, occupational teachers must complete additional requirements. The educator shall provide to the department of education documentation that the following expectations have been met:
    - i. Attendance during the first year of teaching for a total of five (5) days at new teacher training sponsored by College, Career & Technical Education Division, Department of Education.
    - ii. Four (4) days release time to observe three (3) experienced teachers within their endorsed teaching area and one (1) experienced teacher outside of their teaching area.
    - iii. Assigned teacher mentor during the first three (3) years of teaching.
    - iv. Current and valid Industry Certification where required by teacher endorsement area.
  - c. Additional Renewal Requirements for the Professional Occupational Teacher License. All Career and Technical Education applicants must provide proof of current industry certification, where required by teacher endorsement areas.

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- d. Health Science. The health science teacher must hold an associate or higher degree that is related to their health care license. The license, registration, or certification must be in an allied health occupation, or as a registered nurse, or in an appropriate medical profession in Tennessee that can be verified by Tennessee Department of Health Licensure or a national license accreditation agency. (e.g., Radiological Technologist, Nuclear Medicine, etc.)

The applicant shall have completed one (1) year of full-time or part-time successful employment within the past five (5) years in a related health occupation in a health care clinical setting having a current active healthcare license. (e.g., hospital, long-term care facility, rehabilitation or athletic training facility, dental or medical office, home health, day surgery center, etc.)

- e. Other Occupational Teacher (All Areas). Other occupational teachers shall be a high school graduate or higher and hold and maintain a current industry certification, where available, in the specific endorsement area for which they are licensed. This industry certification may be acquired prior to the practitioner occupational license, but must be presented at the time the teacher advances from the practitioner occupational license to the professional occupational license.

Endorsements for Other Occupational Teachers can be obtained through one (1) of five (5) pathways using work experience, industry certification, postsecondary training, and postsecondary teaching experience. The five (5) possible pathways are:

- i. Credentialed (certificate or diploma) postsecondary training in the endorsed area, or associate degree, or industry certification may substitute for two (2) years of work experience. In addition, applicants must also have at least three (3) years of work experience in the endorsed area in the last eight (8) years for a total of five (5) years;
- ii. A combination of an associate degree related to the endorsed area and industry certification may be substituted for four (4) years of work experience. In addition, the applicant must have at least one (1) year of work experience in the endorsed area in the last eight (8) years for a total of five (5) years;
- iii. A bachelor's degree or higher degree in the endorsed area may be substituted for partial or full credit of work experience depending on the endorsement and related industry;
- iv. Five (5) years of full-time work experience accrued in the occupational area of endorsement within the last eight (8) years; or
- v. Two (2) years of full or part-time teaching experience as a postsecondary instructor within the endorsement area can be substituted for partial or full credit of work experience. This substitution can only substitute for work experience and cannot supersede all requirements for the endorsement.

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6. INSTRUCTIONAL LEADER LICENSE TYPES

This section of the policy goes into effect on January 1, 2018. Prior to this date, the instructional leader licensure requirements in Appendix D of this policy apply. [Upon implementation of this section of the policy on January 1, 2018, the preceding paragraph shall be removed.]

- a. Instructional Leader License - Aspiring (ILL-A; three (3)-year validity period). The ILL-A is a license that may be issued to individuals who are enrolled in a state-approved instructional leader preparation program. The license allows the individual to serve as an assistant principal while completing the program. The ILL-A is valid for three (3) years and is not renewable. Individuals applying for the ILL-A must meet the following criteria:
  - i. Have at least three (3) years of acceptable experience as an educator (as defined by the department in guidance);
  - ii. Be formally admitted to a state-approved instructional leader preparation program; and
  - iii. Be recommended by the state-approved educator preparation program.
  
- b. Instructional Leader License (ILL; three (3)-year validity period). The ILL is a license that is issued to individuals who have completed a state-approved instructional leader preparation program. The ILL is valid for three (3) years and is renewable. Individuals applying for the ILL must meet the following criteria:
  - i. Have at least three (3) years of acceptable experience as an educator (as defined by the department in guidance);
  - ii. Have completed a state-approved instructional leader preparation program;
  - iii. Be recommended by the state-approved educator preparation program; and
  - iv. Submit qualifying scores on the required instructional leader assessment.
  
- c. Out of State Applicants. Individuals applying for the Instructional Leader License (ILL) through an out-of-state pathway must demonstrate evidence of three (3) years of acceptable experience as an educator (as defined by the Department); submit passing scores on the required licensure assessment, and demonstrate completion of an instructional leader preparation program approved for licensure by a state other than Tennessee. To demonstrate evidence of successful program completion, the applicant must submit:
  - i. Proof of a full and valid license, comparable to the Tennessee Instructional Leader License (ILL), from a state with which Tennessee has reciprocity; **or**
  - ii. A provider recommendation from the out-of-state instructional leader preparation program where the educator completed preparation. All out-of-state instructional leader preparation programs must meet conditions stipulated in State Board Rule 0520-02-04.

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Out-of-state applicants who are unable to submit passing scores on the required licensure assessment stipulated in the professional assessment policy, but have met all other requirements, may be issued the Instructional Leader License – Aspiring (ILL-A). Once qualifying scores are submitted, the educator may apply to be issued the ILL. If the educator does not submit qualifying scores within the three (3)-year validity period of the ILL-A, the license will become inactive.

- d. Renewal of the ILL. Individuals currently holding the ILL who have served in a TASL-mandated position for at least two (2) of the three (3) years on the license may renew the ILL upon recommendation of the TASL Director and verification that the individual is current in all TASL requirements. Individuals currently holding the ILL who have not served in a TASL-mandated position for at least two (2) of the three (3) years on the license must successfully complete a state-approved instructional leadership module.
- e. Instructional Leader License - Professional (ILL-P; six (6)-year validity period). The ILL-P is valid for six (6) years and is renewable. The ILL-P is issued to individuals currently holding the ILL and who have met one (1) of the following advancement pathways:
  - i. Tennessee Academy for School Leaders (TASL)
    - A. Obtain recommendation from Director of Schools or designee, certifying a minimum of two (2) years of successful experience as a principal, assistant principal or an instructional supervisor under TASL requirements;
    - B. Obtain recommendation of the TASL Director, certifying successful completion of the Beginning Principals' Academy or the Beginning Supervisors' Academy; and
    - C. Obtain recommendation of the Director of Schools or designee certifying that the administrator has an overall evaluation rating of at expectations or higher on a state-approved administrator evaluation model for at least two (2) of the three (3) years on the license.
  - ii. Individual Professional Learning Plan
    - A. Obtain recommendation from Director of Schools or designee, certifying a minimum of two (2) years of successful experience as a principal, assistant principal or an instructional supervisor under TASL requirements;
    - B. Obtain recommendation of the TASL Director, certifying evidence of successful completion of an Individual Professional Learning Plan in cooperation with an approved instructional leader preparation program; and
    - C. Obtain recommendation of the Director of Schools or designee certifying that the administrator has an overall evaluation rating of at expectations or higher on a state-approved administrator evaluation model for at least two (2) of the three (3) years on the license.

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- f. Renewal of the ILL-P. Individuals currently holding the ILL-P who have served in a TASL-mandated position for at least four (4) of the six (6) years on the license may renew the ILL-P upon recommendation of the TASL Director and verification that the individual is current in all TASL requirements. Individuals currently holding the ILL-P who have not served in a TASL-mandated position for at least four (4) of the six (6) years on the license must successfully complete a state-approved instructional leadership module.
- g. Additional Requirements. Principals, assistant principals and supervisors serving as instructional leaders who hold a Professional Administrator License (PAL) will be eligible for an ILL-P upon recommendation by the TASL Director and certification of successful completion of the TASL requirements at the professional level based on the Tennessee Instructional Leadership Standards (TILS).
- h. Beginning July 1, 2022, principals, assistant principals, and supervisors serving as instructional leaders in Tennessee must hold an ILL, an ILL-P, or an ILL-E. However, effective September 1, 2009, individuals with a PAL may elect to transition to an ILL-P any time they meet the licensure requirements. Individual administrators who hold a PAL are required to complete TASL requirements, unless exempted by T.C.A. § 49-5-5703. Completion of the TASL requirements will include both participation in training aligned with the TILS and the evidence documenting that participants have applied the TILS at the Professional Level in their work.
- i. Individuals with a current Tennessee administrator license issued before the required licensure assessment stipulated in the professional assessment policy was required will not be required to take the assessment to transition to the new licensure system.

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**Appendix A**  
**Professional Development Points for Licensure Advancement or Renewal**

Educators must earn a total of thirty (30) professional development points (PDPs) to advance<sup>7</sup> or a total of sixty (60) PDPs to renew a teacher license including professional, professional occupational, and professional school services personnel licenses<sup>8</sup>. PDPs must be approved in the state licensure system. Individuals employed by a local education agency (LEA) must have the LEA approve the accrued PDPs for advancement or renewal. At the time of advancement or renewal, if the educator is not employed in a Tennessee public school, appropriate documentation for all activities for which PDPs are requested must be provided to the office of educator licensing and preparation. Reasons for PDP denial include, but are not limited to: activity not related to improving educator effectiveness; activity conducted outside the validity period of the license (effective dates); activity lacks adequate documentation; or duplicate activity. At the time of advancement or renewal, if the educator is employed in a Tennessee public school, the local education agency (LEA) must retain documentation for each completed activity for which the educator is awarded PDPs.

Activities used for PDPs must be completed within the validity period of the license being advanced or renewed and must be related to improving educator effectiveness by:

1. Developing content knowledge, pedagogical knowledge, or pedagogical content knowledge; or
2. Enhancing educator effectiveness (e.g., world language courses for those working with students for whom English is a second language, coursework that supports understanding and use of data).

Activities not related to improving educator effectiveness do not qualify for PDPs. This includes training activities such as sessions on blood borne pathogens and suicide prevention. While these training opportunities are highly valuable and often mandated, they do not explicitly focus on educator effectiveness.

The table on the following page provides information about how PDPs may be earned.

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<sup>7</sup> Not required for advancement if educator obtains the signature of the director of schools.

<sup>8</sup> Educators who hold a Speech Language Pathologist or School Audiologist endorsement on a School Services Personnel license and also hold a valid license issued by Tennessee or an out-of-state licensing Board of Communications Disorders and Sciences or hold the Certificate of Clinical Competence from the American Speech-Language-Hearing Association may use this license or certificate in lieu of PDPs for the purpose of licensure advancement or renewal.

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**Appendix A  
(continued)**

Acceptable PDP options, number of PDPs awarded, and required documentation:

| <b>Option</b>   | <b>PDPs Awarded</b>  | <b>Required Documentation</b>  |
|---|--|--|
| Professional Learning <sup>9</sup>                        | 1 clock hour = 1 PDP<br>Approved Microcredentials = 5 PDPs                                   | Certificate, transcript, or verification signed by the Director of Schools (or designee)                             |
| Continuing Education <sup>10</sup>                        | 1 continuing education unit (CEU) = 5 PDPs   | Certificate or transcript  |
| College/University Coursework <sup>11</sup>               | 1 semester hour credit = 10 PDPs   | Transcript   |
| Overall level of effectiveness rating (approved TN model) | Overall Score of 5 = 20 PDPs<br>Overall Score of 4 = 15 PDPs<br>Overall Score of 3 = 10 PDPs | Information is maintained by the department. No additional documentation is required; points may be accrued annually |
| National Board Certification                              | Initial Certification = 30 PDPs<br>Renewal Certification = 15 PDPs                           | Official documentation from NBPTS  |

<sup>9</sup> Professional learning may consist of school, district, state activities; or academy, institute, seminar, conference attendance.

<sup>10</sup> Continuing education consists of activities provided by institutions of higher education or professional associations which do not result in academic credit leading to a degree. Certificate/transcript must indicate number of CEUs awarded.

<sup>11</sup> College/University Coursework consists of activities whose credit may be transferred/applied to a program that may result in the award of a degree. College/University coursework used for PDPs must be completed at regionally accredited institutions.



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**Appendix B  
Active Endorsements**

This table outlines endorsements available in the State of Tennessee. The **effective date** represents the first date that an endorsement may be issued. All endorsements are issued for the first time on September 1 of the indicated year. The **superseded date** represents the last day on which the endorsement may be issued. All endorsements are issued for the last time on August 31 of the indicated year.

Endorsements that are no longer issued (but that may still be held by an active educator) are shaded in gray. In some cases, two similar endorsements (e.g., Elementary Education K-6 and Elementary Education K-5) may overlap. This overlap allows time for educators already enrolled in programs designed for the older endorsement time to complete requirements prior to the superseded date.

| ENDORSEMENT AREA                                   | Effective Date<br>(September 1) | Superseded Date<br>(August 31) |
|--|---------------------------------|--------------------------------|
| <b>Early Childhood Education</b>                   |                                 |                                |
| Early Development and Learning PreK-K              | 2009                            |                                |
| Early Childhood Education PreK-3                   | 2008                            |                                |
| Early Childhood Education PreK-4                   | 2002                            | 2008                           |
| <b>Elementary Education</b>                        |                                 |                                |
| Elementary Education K-5                           | 2015                            |                                |
| Elementary Education K-6                           | 2007                            | 2017                           |
| Elementary Education K-8                           | 2001                            | 2007                           |
| Elementary Education 1-8                           | 1994                            | 2003                           |
| <b>Middle Grades– Core Academic</b>                |                                 |                                |
| English/Language Arts 6-8                          | 2015                            |                                |
| Mathematics 6-8                                    | 2015                            |                                |
| Science 6-8  | 2015                            |                                |
| Social Studies 6-8                                 | 2015                            |                                |
| Middle Grades Education 4-8                        | 2008                            | 2018                           |
| Reading (PreK-4, PreK-3, K-8, K-6, 5-8, 4-8)       | 2002                            | 2013                           |
| Middle Grades Education 5-8                        | 2001                            | 2008                           |
| <b>Middle and Secondary Grades – Core Academic</b> |                                 |                                |
| English 6-12                                       | 2015                            |                                |
| English 7-12                                       | 2001                            | 2017                           |
| Mathematics 6-12                                   | 2015                            |                                |
| Mathematics 7-12                                   | 2001                            | 2017                           |
| Biology 6-12                                       | 2015                            |                                |
| Biology 7-12                                       | 2001                            | 2017                           |
| Chemistry 6-12                                     | 2015                            |                                |

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|--|----------------------|------|
| Chemistry 7-12                                       | 2001                 | 2017 |
| Earth Science 6-12                                   | 2015                 |      |
| Earth Science 7-12                                   | 2001                 | 2017 |
| Physics 6-12   | 2001                 |      |
| Physics 7-12   | 2001                 | 2017 |
| Economics 6-12                                       | 2015                 |      |
| Economics 7-12                                       | 2001                 | 2017 |
| History 6-12   | 2015                 |      |
| History 7-12   | 2001                 | 2017 |
| Geography 6-12                                       | 2015                 |      |
| Geography 7-12                                       | 2001                 | 2017 |
| Government 6-12                                      | 2015                 |      |
| Government 7-12                                      | 2001                 | 2017 |
| Psychology 9-12                                      | 2001                 |      |
| Sociology 9-12                                       | 2001                 |      |
| Speech Communication 6-12                            | 2015                 |      |
| Speech Communication 7-12                            | 1995                 | 2017 |
| <b>Middle and Secondary Grades – World Languages</b> |                      |      |
| American Sign Language PreK-12, 6-12                 | 2018<br>(February 1) |      |
| Arabic PreK-12, 6-12                                 | 2015                 |      |
| Chinese PreK-12, 6-12                                | 2015                 |      |
| Chinese PreK-12, 7-12                                | 2012                 | 2017 |
| French PreK-12, 6-12                                 | 2015                 |      |
| French PreK-12, 7-12                                 | 2001                 | 2017 |
| German PreK-12, 6-12                                 | 2015                 |      |
| German PreK-12, 7-12                                 | 2001                 | 2017 |
| Greek PreK-12, 6-12                                  | 2015                 |      |
| Japanese PreK-12, 6-12                               | 2015                 |      |
| Latin PreK-12, 6-12                                  | 2015                 |      |
| Latin PreK-12, 7-12                                  | 2001                 | 2017 |
| Russian PreK-12, 6-12                                | 2015                 |      |
| Russian PreK-12, 7-12                                | 2001                 | 2017 |
| Spanish PreK-12, 6-12                                | 2015                 |      |
| Spanish PreK-12, 7-12                                | 2001                 | 2017 |
| Other World Languages PreK-12, 6-12                  | 2015                 |      |
| Other Foreign Languages PreK-12, 7-12                | 2001                 | 2017 |
| <b>Career and Technical Education</b>                |                      |      |
| Agricultural Education 6-12                          | 2015                 |      |

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|   |      |      |
|---|------|------|
| AgriScience 6-12                            | 2015 |      |
| Business Education 6-12                     | 2015 |      |
| Business Technology 6-12                    | 2015 |      |
| Business Technology 7-12                    | 2004 | 2017 |
| Early Childhood Care and Services 6-12      | 2015 |      |
| Early Childhood Care and Services 9-12      | 2008 | 2017 |
| Family and Consumer Sciences 6-12           | 2015 |      |
| Family and Consumer Sciences 5-12           | 2008 | 2017 |
| Food Production & Management Services 6-12  | 2015 |      |
| Food Production & Management Services 9-12  | 2008 | 2017 |
| Health Sciences Education 6-12              | 2015 |      |
| Health Sciences Education 9-12              | 2002 | 2017 |
| Marketing Education 6-12                    | 2015 |      |
| Marketing Education 7-12                    | 2010 | 2017 |
| Technology Engineering Education 6-12       | 2015 |      |
| Technology Engineering Education            | 2005 | 2017 |
| Trade and Industrial Education 6-12         | 2015 |      |
| Trade and Industrial Education 9-12         | 2002 | 2017 |
| Basic Business 7-12                         | 1994 | 2004 |
| Care/Guidance of Children 9-12              | 1994 | 2008 |
| Clothing Management, Production & Svcs 9-12 | 1994 | 2008 |
| Consumer and Homemaking 5-12                | 1994 | 2008 |
| Data Processing                             | 1994 | 2004 |
| Food Management, Production & Svcs 9-12     | 1994 | 2008 |
| Keyboarding 1-6 and 7-12                    | 1994 | 2004 |
| Marketing 7-12                              | 1994 | 2010 |
| Office Technology                           | 1994 | 2004 |
| Shorthand                                   | 1994 | 2004 |
| Technology Education 5-12                   | 1994 | 2005 |
| <b>Visual and Performing Arts</b>           |      |      |
| Dance K-12                                  | 2009 |      |
| Instrumental/General Music K-12             | 2009 |      |
| Theatre K-12                                | 1995 |      |
| Visual Arts K-12                            | 2009 |      |
| Vocal/General Music K-12                    | 2009 |      |
| Visual Arts K-12                            | 1994 | 2009 |
| Vocal/General Music K-12                    | 1994 | 2009 |
| Instrumental Music K-12                     | 1994 | 2009 |

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| <b>Special Populations</b>                         |      |      |
|--|------|------|
| English as a Second Language PreK-12               | 1999 |      |
| Gifted Education PreK-12                           | 2009 |      |
| Special Education Comprehensive Program K-12       | 2008 |      |
| Special Education Hearing PreK-12                  | 1995 |      |
| Special Education Interventionist K-8              | 2015 |      |
| Special Education Interventionist 6-12             | 2015 |      |
| Special Education Modified Program K-12            | 2006 | 2018 |
| Special Education Preschool/Early Childhood PreK-3 | 2008 |      |
| Special Education Vision PreK-12                   | 2009 |      |
| Speech/Language Therapy Associate* PreK-12         | 2008 |      |
| Special Education Comprehensive Program K-12       | 1995 | 2008 |
| Special Education Modified Program K-12            | 1995 | 2006 |
| Special Education Preschool/Early Childhood PreK-4 | 2006 | 2008 |
| Special Education Preschool/Early Childhood PreK-1 | 1995 | 2006 |
| Special Education Speech/Language PreK-12          | 1995 | 2010 |
| Special Education Vision PreK-12                   | 1995 | 2009 |
| <b>Health and Physical Education</b>               |      |      |
| Health and Wellness Education K-12                 | 2009 |      |
| Physical Education K-12                            | 2009 |      |
| Health K-12  | 1995 | 2009 |
| Physical Education K-12                            | 1995 | 2009 |
| <b>Literacy Specialists</b>                        |      |      |
| Reading Specialist PreK-12                         | 2005 |      |
| Library Information Specialist PreK-12             | 2000 |      |
| <b>School Services Personnel</b>                   |      |      |
| School Counselor PreK-12                           | 1996 |      |
| School Social Worker PreK-12                       | 1996 |      |
| School Psychologist PreK-12                        | 2001 |      |
| School Audiologist PreK-12                         | 2006 |      |
| Educational Interpreter PreK-12                    | 2016 |      |
| Speech/Language Pathologist PreK-12                | 2006 |      |

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**Appendix C:  
Instructional Leader Licensure Requirements through December 31, 2017**

**The following requirements have been moved from the Tennessee Learning Centered Leadership Policy. These requirements will remain in effect until the full implementation of section (5) five of this policy (Instructional Leadership License Types) on January 1, 2018.**

Administrator Licenses Issued:

Instructional Leadership License - Aspiring (ILL-A) optional  
 Five (5) year validity period, non-renewable  
 Described by the partnership agreement  
 Leadership preparation program recommendation  
 Allows individuals to serve as an Assistant Principal while enrolled in an approved leader preparation program.

Instructional Leadership License - Beginning (ILL-B)  
 Five (5) year renewal cycle  
 Leadership preparation program recommendation

Instructional Leadership License - Professional (ILL-P)  
 Five (5) year renewal cycle  
 LEA Director of Schools recommendation  
 TASL Director recommendation

Instructional Leadership License - Exemplary (ILL-E) optional  
 Eight (8) year renewal cycle  
 LEA and SDE panel recommendation

**Advancement to the ILL-P**

Individuals currently holding the ILL-B may advance to the ILL-P by meeting the requirements of one of the following paths:

- A. Tennessee Academy for School Leaders (TASL)  
 Recommendation from Director of Schools or designee, certifying a minimum of two (2) years of successful experience as a principal, assistant principal or an instructional supervisor under TASL requirements.

Recommendation of the TASL Director, certifying successful completion of the Beginning Principals' Academy or the Beginning Supervisors' Academy.

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Recommendation of the Director of Schools or designee certifying that the administrator has met expectations on a state approved administrator evaluation model for at least the last two (2) years.

**B. Individual Professional Learning Plan**

Recommendation from Director of Schools or designee, certifying a minimum of two (2) years of successful experience as a principal, assistant principal or an instructional supervisor under TASL requirements.

Recommendation of the TASL Director, certifying evidence of successful completion of an Individual Professional Learning Plan in cooperation with a Tennessee institution of higher education with an approved leadership preparation program.

Recommendation of the Director of Schools or designee certifying that the administrator has met expectations on a state approved administrator evaluation model for at least the last two (2) years.

Beginning July 1, 2022, principals, assistant principals, and supervisors serving as instructional leaders in Tennessee must hold an ILL-B, an ILL-P, or an ILL-E. However, effective September 1, 2009, individuals with a PAL may elect to transition to an ILL-P or ILL-E any time they meet the licensure requirements. Individual administrators who hold a PAL are required to complete TASL requirements, unless exempted by T.C.A. § 49-5-5703. Completion of the TASL requirements will include both participation in training aligned with the Tennessee Instructional Leadership Standards (TILS) and the evidence documenting that participants have applied the TILS at the Professional Level in their work.

Principals, assistant principals and supervisors serving as instructional leaders who hold a PAL will be eligible for an ILL-P by obtaining:

Recommendation from Director of Schools or designee certifying that the administrator has met expectations on a state approved administrator evaluation model for at least the last two (2) years.

Recommendation of the TASL Director, certifying successful completion of the TASL requirements at the professional level based on the TILS.

Principals, assistant principals and supervisors serving as instructional leaders who hold a PAL or ILL-P will be eligible for an ILL-E by obtaining:

Recommendation from Director of Schools or designee certifying that the administrator has met expectations on a state approved administrator evaluation model for at least the last two (2) years.

Recommendation of the TASL Director, certifying successful completion of the TASL requirements at the exemplary level based on the TILS.

Successful review of evidence and experience by the SDE Leadership Council.

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Individuals with a current Tennessee administrator license issued before the SLLA was required will not be required to take the SLLA to transition to the new licensure system.

**Out-of-State Applicants**

Individuals applying for the Instructional Leader License – Beginning (ILL-B) through an out-of-state pathway must have completed an instructional leader preparation program approved for licensure by a state other than Tennessee. To demonstrate evidence of successful program completion, the applicant must submit:

Proof of a full and valid license, comparable to the Tennessee Instructional Leader License – Beginning (ILL-B), from a state with which Tennessee has reciprocity; or

A provider recommendation from the out-of-state instructional leader preparation program where the educator completed preparation. All out-of-state instructional leader preparation programs must meet conditions stipulated in State Board Rule 0520-02-04.

In addition, applicants coming to Tennessee from other states must meet the following criteria:

Demonstrate evidence of three (3) years of acceptable experience as an educator (as defined by the department in guidance), and submit passing scores on the SLLA.

Out-of-state applicants who are unable to submit passing scores on the SLLA, but have met all other requirements, may be issued the Instructional Leader License – Aspiring (ILL-A). The ILL-A allows educators to be hired as an assistant principal. Once qualifying scores are submitted, the educator may advance to the ILL-B.

[Upon implementation of section (5) five (Instructional Leadership License Types) of this policy on January 1, 2018 Appendix D shall be removed.]

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**Appendix D:  
Assessment Requirements for Initial Licensure**

**Note:**

For additional information regarding required content, pedagogical, and literacy assessments, refer to Policy 5.105 - Professional Assessments for Tennessee Educators.

| <b>Enrollment Status</b>  | <b>Content Knowledge Verification</b>             | <b>Testing Requirements and Timeline</b>   |
|---|---|--|
| Currently Enrolled<br>(primarily job-embedded clinical pathway) | Major in Content Area                             | <ul style="list-style-type: none"> <li>• 3 years to submit qualifying scores on required content assessments. Qualifying scores on required content assessments must be submitted prior to renewing or advancing the Practitioner License.</li> <li>• 3 years to submit qualifying scores on required pedagogical and literacy assessments. Qualifying scores on required pedagogical and literacy assessments must be submitted prior to renewing or advancing the Practitioner License.</li> </ul> |
| Currently Enrolled<br>(primarily job-embedded clinical pathway) | Qualifying Scores on Required Content Assessments | <ul style="list-style-type: none"> <li>• 3 years to submit qualifying scores on required pedagogical and literacy assessments. Qualifying scores on required pedagogical and literacy assessments must be submitted prior to renewing or advancing the Practitioner License.</li> </ul>  |
| Completed Preparation   | Major in Content Area                             | <ul style="list-style-type: none"> <li>• 3 years to submit qualifying scores on required content assessments. Qualifying scores on required content assessments must be submitted prior to renewing or advancing the Practitioner License.</li> <li>• Upon application, submit qualifying scores on required pedagogical and literacy assessments.</li> </ul>  |
| Completed Preparation   | Qualifying Scores on Required Content Assessments | <ul style="list-style-type: none"> <li>• Upon application, submit qualifying scores on required pedagogical and literacy assessments.</li> </ul>   |