All educator licensure transactions are completed electronically in TNCompass. This step-by-step guide is specifically for licensure advancement for Out of State, Practitioner and Apprentice Practitioner Teacher to Professional Teacher

The Practitioner License may be advanced to the Professional License if advancement expectations are met. In addition to completing an approved educator preparation program and submitting passing scores on required content and literacy assessments, educators must meet the following criteria:

• Three years of experience,
  AND
• The recommendation of the Director of Schools -OR- Documentation of 30 Professional Development Points (PDPs)

This instructional packet details advancing your license with the recommendation of the Director of Schools/Superintendent.
Experience Requirements for Licensure Advancement

To advance from an initial license (transitional, apprentice, practitioner) to the professional license, teachers and school service personnel must demonstrate 3 years of experience working in an appropriate pre-K-12 instructional setting.

Three Years of Experience: To meet the criteria for advancement, the educator must present documentation of three years of education work experience. The burden of proof rests with the educator. In total, the experience must be no less than twenty-five months of full-time work of which at least one year (10 months) must have been within a Tennessee public or approved non-public school. An educator must have held a valid license during the period when the experience was accrued. Substitute experience cannot be used for license advancement. Candidates who successfully complete a full school year internship clinical practice and hold a practitioner license shall receive credit for a year of teaching experience. These candidates must submit an experience verification form signed by both their Educator Preparation Provider, and the school system in which they completed their internship.

Out-of-State Experience: To receive credit for education work experience outside of Tennessee, the educator must have held a valid license while teaching in the state or country where the experience was accrued. Other types of experience may be used for the purposes of salary ratings. For example, a local education agency may elect to give an engineer credit for the years spent working in that field prior to becoming a teacher. However, that type of work experience is not counted for purpose of advancing to a professional license.
Login or Register for a TNCompass Account

Each TNCompass username and password is specific to the user. Please do not share usernames and passwords with other individuals, including administrators. Unauthorized access may result in account deactivation.

Login for Users With an Account

- Open a browser and enter the URL, https://tdoe.tncompass.org. TNCompass is a secure website.
- Users with an account can enter the Username and Password.
- Click the Log in button.
- The first page displayed is the home dashboard for your account.

Welcome, Tennessee educator.
Do you need an account? Register Now.

In order to register on the TNCompass site, you must have an educator license in the state of Tennessee or be enrolled in an educator preparation program.
How to Start a License Advancement Transaction

Click on “My Educator Profile”.

Under the Transaction tab click on “Start a new transaction”
Select the type of change you are requesting (**Advance an Active License**).
Click on the blue **Practitioner Teacher** link.

License Transaction Wizard - Advance an Active License

Which license would you like to select?

**Practitioner Teacher - 2nd Issuance**

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The next screen confirms the transaction being requested and provides helpful information regarding the transaction type.

Click “Continue” and the system will guide you to the end.
You will need to select the method of advancement, select “Yes” for Recommendation and “No” for Professional Development Points. Both must be selected in order to start the transaction.

Click on “Start Transaction” and the system will guide you to the end.
Overview page, click “Continue” to the next tab.
Program Status page, check the verify box and click “Save & Continue”.

Educator Preparation Program Completion Status

Please select the enrollment for this transaction:

There are no available EPP Enrollments for this transaction.

- Attachments

I verify that the required recommendation and program enrollment status on file is complete and accurate.

Save & Continue
Assessment page

Check box to verify and click “Save & Continue” to the next tab.
Recommendation Page

No action required - This page is for the Superintendent to make his recommendation.

Click “Save & Continue”
Experience Page

Verify all teaching experience listed is accurate.

If any of your teaching experience is not listed, click on the “Add Attachment” link and upload your previous experience.

Check box to verify and click “Save & Continue” to the next tab.
Summary Page

The Summary page indicates what you have completed and you should only have the Recommendation pending completion at this point. An email notification will be sent to the Superintendent for his recommendation. This process should take a few weeks from the time you started your transaction. You will have to login into TNCompass again at that time and verify the recommendation has been checked.
Summary Page

Once the Superintendent has made his recommendation, all requirements will indicate complete. Click **Save & Continue**. If any of these do not have a **checked circle**, you must complete the required section before submitting your application or it will be marked as deficient.
Read and confirm by clicking on the “Submit” button below.
Complete the **Personal Affirmation** page and click “Submit”.

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**Advance an Active License Transaction - Personal Affirmation**

- Have you been convicted of a felony, including conviction on a plea of guilty, a plea of nolo contendere or granting pre-trial diversion?
  - Yes
  - No

- Have you ever been convicted of the illegal possession of drugs, including conviction on a plea of guilty, a plea of nolo contendere or an order granting pre-trial diversion?
  - Yes
  - No

- Have you had a teacher’s certificate/license revoked, suspended or denied, or have you voluntarily relinquished a certificate/license? (Allowing a license to expire does not apply)
  - Yes
  - No

- Is there any action pending against your certification/license or application in another state?
  - Yes
  - No

**Attachments**

If you have answered “Yes” to question 1 or 2, please attach details of conviction, include date and location of conviction, and court certified copies of the judgment, conviction, and sentencing.

If you have answered “Yes” to question 3 or 4, please attach details naming the state or entity issuing authority and explain the circumstances.

**Attachment Name** | **Attachment Type** | **Description**
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No files are being attached.

I have confirmed my responses for accuracy.

- Yes
- No

* When the confirmation box appears, click **Submit**.
Once you have completed your licensure advancement transaction, your status will show **Pending OELP review** until approved by the Office of Educator Licensing. You will receive an email notification from TNCompass once your professional license has been approved.

If you have a question regarding your licensure advancement, please contact christine.wolf@knoxschools.org or 594-1912. If you wish to contact the Office of Educator Licensing, you may contact them at 615-532-1448.