



College of Education

Occupational Licensure Preparation Program

Email Address: teachercertification@tnstate.edu

Tennessee State University offers a preparation program for any Tennessee instructor seeking the Practitioner Occupational Teacher License. The process for an Occupational License is described below.

Requirements for Initial License

The initial license is the Practitioner Occupational License. To qualify for the initial license, the candidate must:

- Hold a high school diploma or higher (Health Science endorsements require an Associate's Degree);
- Have worked in their field for a minimum of five years in the last 8 years. If the candidate has a Bachelor's Degree or higher, the work experience is one year;
- The candidate must be admitted to or completed an approved preparation program, such as the Educator Preparation Program at Tennessee State University;
- Cosmetology teachers must hold a current Tennessee Cosmetology Instructors License (Issued by the State Board of Cosmetology – this is not the teaching license);
- Health Science teachers must hold a current license, registration or certification in an allied health field issued/verified by the Tennessee Department of Health Licensure or a national license accreditation agency; and,
- Have been offered and accepted a teaching position by a Local Education Agency.

Note: Work experience and certification are verified by the TN Department of Education, not by the university.

➤ **Step 1**

Candidates must submit the required documents to the State of Tennessee Department of Education through TNCompass (<https://www.tncompass.org/Account/Login?ReturnUrl=%2f>);

The documents include the following forms:

- Transcripts from high school and beyond, if appropriate;
- Appropriate license (for Health Science or Cosmetology only);
- Letter of Intent to Hire;
- Occupational License Application (also send a copy to teachercertification@tnstate.edu);
- Occupational License Qualification Sheet; and,
- Occupational License Work Experience Form.

➤ **Step 2**

Candidates must simultaneously apply to the university by doing the following:

- Decide if they want Undergrad or Graduate classes.
- Go to this website: http://www.tnstate.edu/academic_programs/apply.aspx;
- Click on First time user account creation, if not a TSU employee.
- Select desired level: Most of candidates will want to simply take the classes needed to advance license. Therefore, most will select **Undergrad Non Degree**. If interested in a Bachelor's Degree and have taken college classes somewhere else, candidates would choose **Undergraduate First-Time Transfer**; otherwise, select **Undergraduate First-Time Freshman**. For Graduate classes enter **Web Graduate Application**.
- Follow the steps to fill out the application.
- Transcripts must be submitted for the application to be complete.
- The application will not be processed until the required fee is paid.
- A photocopy of candidates Tennessee driver's license must be included.

➤ **Step 3**

Candidates must complete the Tennessee State University Occupational Licensure Preparation Program Form (see below) and submit in PDF format (no photo) via email to teachercertification@tnstate.edu.



Occupational Licensure Preparation Program Form

First _____ MI _____ Last _____

Date of Birth _____ Social Security # _____ T# _____

Address _____

City _____ ST _____ Zip _____ Phone _____

Email _____

Application Status Undergraduate _____ or Graduate _____

Start Date Semester Fall _____ Spring _____ Summer _____

Highest Level of Education

High School Diploma Undergraduate Degree Master's Degree

List of all schools attended (begin with high school)

High School _____ Location _____

College(s) _____ Location _____

College(s) _____ Location _____

Teaching Assignment

Location _____ Date Started Teaching _____

School Address _____ Subject Area _____

Submit copy of the following items in PDF format (no photos):

- Acceptance Letter of Admission Transcript(s) High School and College(s)
- TN Driver's License or State Issued Photo ID
- Occupational Licensure Application uploaded to the State TNCompass.

➤ **Step 4**

The Practitioner's time period is designated as three years from the awarding of the Practitioner's Occupational License to advance. **All licenses expire on August 31st of the expiration year.** To progress from initial licensure to professional status, the new teacher has to meet several benchmarks:

- Three years of experience with positive local evaluations;
- The recommendation of the Director of Schools;
- **Completion of an approved preparation program;**
- Attendance of the five-day new teacher training sponsored by the TN Department of Education;
- Four days of release time to observe three experienced teachers in their endorsement area and one experienced teacher outside of the endorsement area (high school instructors are permitted to observe TCAT instructors in their field);
- Assignment of a mentor for the first three years of teaching; and,
- Current and valid Industry certification where required by the endorsement area.

Courses Offered in the Program

The Educator Preparation Program at TSU is an approved provider of preparation for the Practitioner Occupational Teacher License. The EPP strives to have each candidate successfully complete an **18-credit hour** program delivered online through TNeCampus.

The courses offered by TSU for Occupational Teachers include in any combination:

- TELC 2007/4001/5001 Adolescent Development
- TELC 2008/4002/5002 Assessment and Evaluation
- TELC 2009/4003/5003 Managing the Learning Environment
- TELC 2010/4004/5004 Survey of Exceptional Children
- TELC 2011/4005/5004 Teaching and Learning with Technology
- TELC 2012/4006/5006 Teachers as Agents of Change

The courses are offered in the following rotation:

Spring Semester	Summer Session	Fall Semester
TELC 2008	TELC 2007	TELC 2010
TELC 2009	TELC 2010 *	TELC 2011
TELC 2011	TELC 2011	TELC 2012
TELC 4001	TELC 4001	TELC 4001
TELC 4002	TELC 4003 *	TELC 4002
TELC 4003 *	TELC 4004 *	TELC 4003 *
TELC 4004 *	TELC 4005	TELC 4004 *
TELC 4005	TELC 5001	TELC 4005
TELC 4006	TELC 5003 *	TELC 4006
TELC 5001	TELC 5004 *	TELC 5001
TELC 5002	TELC 5005	TELC 5002
TELC 5003 *		TELC 5003 *
TELC 5004 *		TELC 5004 *
TELC 5005		TELC 5005
TELC 5006		TELC 5006

**Courses offered through TNeCampus that are not TSU classes.*

Reminder: Each semester email the Teacher Education & Student Services Department teachercertification@tnstate.edu for permission to register for your course selection.