



TNCompass

TNCompass

Instructional Guide on Licensure Advancement

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.



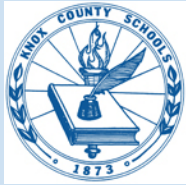
Licensure Advancement

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.



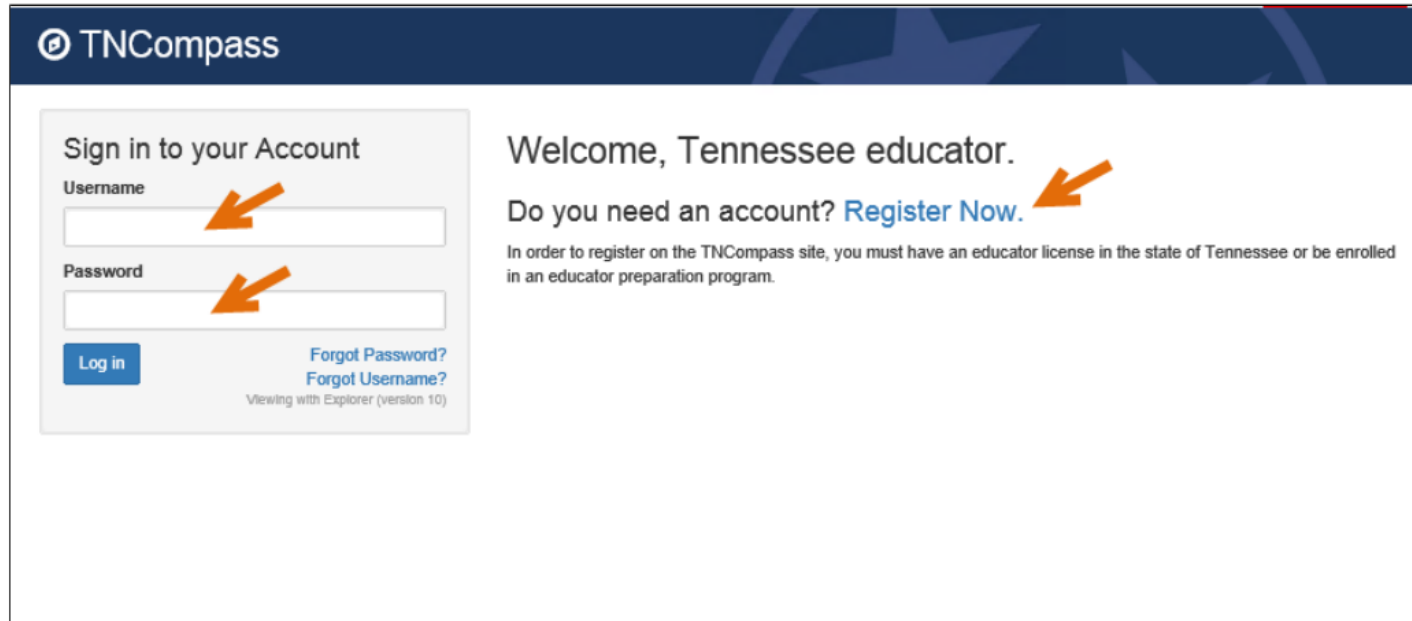
TNCompass


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.



 TNCompass

Sign in to your Account


Username 

Password 

[Log in](#) [Forgot Password?](#) [Forgot Username?](#)

Viewing with Explorer (version 10)

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"**.

Welcome to TNCompass!

There are no announcements.


Application Quick Links


-  My Educator Profile
-  Account Information
-  Apply for CTE



Under the Transaction tab click on **"Start a new transaction"**

Evaluations Licensure **Transactions** Staff Assignments


 Transactions


 **Start a new transaction**

Transaction Type	License Type	EPP/Institution	Created	Submitted	Status
No transactions have been initiated for the educator.					



Select the type of change you are requesting (**Advance an Active License**).


 **Mary Teacher (00010-0002) (954217874)**

 **Transaction Wizard**

Welcome to the TNCompass licensing wizard. Below you will find available license transactions to submit to the Office of Educator Licensing.

I'm seeking to:

- Advance an Active License**
- Renew License
- Reactivate License
- Add Endorsement
- Add Degree
- Name Change
- Advance an Inactive License

 Cancel

Next, the wizard will prompt for *Which license would you like to select?* and the available licenses for the transaction will be shown. Click the license for the transaction.



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

[← Back](#)



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

⇌ License Transaction Wizard - Advance an Active License

Educators who hold an active practitioner license (first issuance) and meet advancement requirements may apply to advance their license as soon as requirements are met. Educators applying to advance a practitioner license received based on a valid out of state license will be required to submit qualifying scores on Tennessee-required content assessments. Additional requirements to advance a practitioner license to a professional license include 3 years qualifying work experience, and 30 professional development points or a recommendation from the director of schools.

All of the tabs may not be required for all educators, if a tab is not required, educators will still be required to check the verification box at the bottom of the page so the application can be submitted. Educators who have questions about requirements for a specific license scenario can contact the Office of Educator Licensing.

The Office of Educator Licensing will evaluate materials submitted by the educator to determine if advancement requirements are met based on the type of license they currently hold or have held.

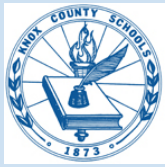
- **Personal Affirmation Page** – Allows educators to upload the required personal affirmation page. This document is required for all licensure transactions.
- **Enrollment Page** – Allows educator preparation programs to verify if an educator is currently enrolled in, or has completed the required educator preparation program.
- **Assessment Page** – Allows educators to view assessments on file with the Office of Educator Licensing. Assessment scores must either be submitted to the office directly from the testing provider or from the attending Educator Preparation Provider, in the form of a designated institution score report. Scores may not be submitted by the educator.
- **Experience Page** – Allows educators to view experience on file with the Office of Educator Licensing. Experience Verification Forms may be uploaded to TNCompass by the educator.
- **PDP Tab** – Allows educators to view PDPs on file through evaluation data. Allows school districts to enter PDP activities for an educator and submit an electronic signature (only required if PDPs other than evaluation are being submitted)
- **Director of Schools Signature** – Allows director of schools of the employing school district to recommend the educator for advancement.

Helpful Links

- [Required Assessments and Cut Scores](#)
- [Acceptable Experience](#)
- [Transition Procedures – Active Licenses](#)
- [PDP Quick Facts](#)

[← Back](#)[Continue](#)

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.

⇌ Select applicable requirements - Advance an Active License

The selected license transaction provides you with options to choose. The following requirements may be applicable based on your educator license. Please make all relevant selections below.

Requirement	Details	Is this in my license transaction?
Recommendation	In lieu of PDPs, educators may choose to renew with the Director of Schools recommendation. Your Director of Schools will be notified if this option is selected.	<input checked="" type="radio"/> Yes <input type="radio"/> No
Professional Development Points	If you choose to use Professional Development Points to Advance, please select Yes. If you are using the Director of School recommendation, you may select no.	<input type="radio"/> Yes <input checked="" type="radio"/> No

[Start Transaction](#)

Click on **“Start Transaction”** and the system will guide you to the end.



Overview page, click “Continue” to the next tab.

⇌ Advance an Active License Transaction

Status

Not submitted

 Overview☐ Program Status☐ Assessment☐ Recommendation☐ Experience Summary

Welcome to the Advance an Active License transaction wizard. Below is overview of the requirements for this transaction. Use the "Continue" button to begin stepping through the wizard.

Requirements

Requirement	Ready for Submission
Program Status	<input type="radio"/>
Assessment	<input type="radio"/>
Recommendation	<input type="radio"/>
Experience	<input type="radio"/>



You must confirm all requirements before you may submit this transaction.

[< Back](#)[Continue >](#)



Program Status page, check the verify box and click **“Save & Continue”**.

⇌ Advance an Active License Transaction ⓘ

Status
Not submitted

Overview

Program Status

Assessment

Recommendation

Experience

Summary

This page allows educator preparation programs to verify if an educator is currently enrolled in, or has completed the required educator preparation program.

Please verify that the enrollment information below is correct and accurate. If it is not, please contact your educator preparation provider and request that they complete your recommendation.

📄 Educator Preparation Program Completion Status

EPP/Institution	Enrollment	Added By	Enrollment Date	Completion Date

Please select the enrollment for this transaction:

There are no available EPP Enrollments for this transaction.

📎 Attachments Add Attachment

Name	Type	Description	Created	Created By

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

← Back

Save

Save & Continue →



Assessment page

⇌ Advance an Active License Transaction ⓘ

Status

Not submitted

Overview

Program Status

Assessment

Recommendation

Experience

Summary

On this page educators may view assessments on file with the Office of Educator Licensing. Assessment scores must either be submitted to the office directly from the testing provider or from the attending Educator Preparation Provider, in the form of a designated institution score report. Scores may not be submitted by the educator.

Please confirm all Praxis scores are on file with the Office of Educator Licensing.

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

☐ I verify that all required Praxis scores are on file with the Office of Educator Licensing and Preparation. If the above scores are not the most current and accurate, I verify I have contacted ETS to have my most recent scores sent to the Office of Education Licensing and Preparation.

Back

Save

Save & Continue →



Recommendation Page

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

⇌ Advance an Active License Transaction ?

Status
Not submitted

Overview

Program Status

Assessment

Recommendation

Experience

Summary

A signature from the Director of Schools from the district where an educator is employed may be used to advance a license. If applying for an initial practitioner teacher license, a recommendation is required from the Educator Preparation Provider.

You may also upload a form to verify that your Director of Schools has signed off on your request for advancement or Educator Preparation Provider recommendation for a Practitioner license.

Recommendations

Click **“Save & Continue”**

Save

Save & Continue →



Experience Page

Verify all teaching experience listed is accurate.

⇌ Advance an Active License Transaction ⓘ

Not submitted

Overview

Program Status

Assessment

Recommendation

Experience

Summary

On this page educators may view all experience on file with the Office of Educator Licensing. Experience Verification Forms may be uploaded to TNCompass by the educator showing additional experience received in private schools or in other states.

Please verify that the experience on file with the Office of Educator Licensing is complete and accurate.

Experience

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

Add Attachment

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

☐ I verify that all acceptable teaching experience has been submitted to the Office of Educator Licensing and Preparation.

← Back

Save

Save & Continue →



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.

Requirements

Requirement	Ready for Submission
Program Status	<input checked="" type="checkbox"/>
Assessment	<input checked="" type="checkbox"/>
Recommendation	<input type="checkbox"/>
Experience	<input checked="" type="checkbox"/>

Submission Notes

Information entered will be shared with the Office of Educator Licensure and Preparation (OELP).



You must confirm all requirements before you may submit this transaction.

 Back

 Save

Save & Continue 



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.

Requirements

Requirement	Ready for Submission
Program Status	<input checked="" type="checkbox"/>
Assessment	<input checked="" type="checkbox"/>
Recommendation	<input checked="" type="checkbox"/>
Experience	<input checked="" type="checkbox"/>

Submission Notes


Information entered will be shared with the Office of Educator Licensure and Preparation (OELP).

[← Back](#)[Save](#)[Save & Continue →](#)



Read and confirm by clicking on the **“Submit”** button below.

Submission Confirmation

 By confirming below, this licensure application will be locked and you will not be able to change or upload any additional information to support the licensure application. This application will not be submitted to the Office of Educator Licensure and Preparation (OELP) for review until the required personal affirmation statement is completed.

- If you are an educator, after clicking “submit”, you will be asked to complete the personal affirmation statement.
- If you are an Educator Preparation Provider, and are recommending an educator for an initial license, after clicking “submit” an alert will be sent to the educator requesting that they complete the personal affirmation statement.

Cancel

Submit



Complete the **Personal Affirmation** page and click “**Submit**”.

Advance an Active License Transaction - Personal Affirmation

Status

Waiting for personal affirmation

False statements made in this application may constitute grounds to take action, revoke or deny a license. Check the appropriate response for each question. Do not include matters that the State Board of Education has previously investigated and found “No Probable Cause” to take any disciplinary action.

1. Have you been convicted of a felony, including conviction on a plea of guilty, a plea of nolo contendere or granting pre-trial diversion?

2. 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?

3. 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.)

4. Is there any action pending against your certification/license or application in another state?

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 and/or issuing authority and explain the circumstances.

Attachment Name	Attachment Type	Description
No files are being attached.		

Add Attachment

I have confirmed my responses for accuracy.

☒

- When the confirmation box appears, click **Submit**.



TNCompass

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.

⇌ Advance an Active License Transaction ⓘ

Status
Pending OELP review



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.