



# APPLICATION FOR OUT OF STATE TEACHER LICENSE

APPLICANT NAME \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

ALL DOCUMENTS SUBMITTED TO THE OFFICE OF TEACHER LICENSING BECOME THE PROPERTY OF THE STATE DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED TO THE APPLICANT NOR WILL THE DEPARTMENT PROVIDE COPIES OF DOCUMENTS TO THE APPLICANT OR THIRD PARTIES.

**INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT**  
**Both pages of application must be completed and submitted.**

## OFFICIAL TRANSCRIPTS

**Original transcripts from university or issued to student.** (No photocopies, scanned, grade reports, faxed, etc. )

\_\_\_\_\_ Official transcripts from **ALL** institutions are enclosed.

## PRAXIS REQUIREMENTS (Official Praxis scores must be sent directly by ETS )

Tests are required unless exemption applies. Instructions for exemption on website [www.tennessee.gov/education/lic/out.shtml](http://www.tennessee.gov/education/lic/out.shtml)

Check one of the following:

- \_\_\_\_\_ Copy of full license issued prior to July 1, 1984 is enclosed
- \_\_\_\_\_ Copy(ies) of full, valid license(s) enclosed.
- \_\_\_\_\_ Designated Institution Score Report submitted by college/university
- \_\_\_\_\_ Praxis scores sent directly from ETS to TN Department of Education ( SSN must be provided to ETS)

## EXPERIENCE VERIFICATION

Teaching experience, if any, accrued outside Tennessee must be documented and signed by authorized school official.

*Form(s) may be downloaded from website [www.tennessee.gov/education/lic/pdf/doc/ed2034a.pdf](http://www.tennessee.gov/education/lic/pdf/doc/ed2034a.pdf)*

\_\_\_\_\_ Experience verification is attached                      \_\_\_\_\_ No verified teaching experience

## TEACHER EDUCATION INSTITUTION(S) OUTSIDE THE STATE OF TENNESSEE

This portion must be completed by the Certification Officer or Dean of Education where applicant completed an approved teacher preparation program. NOTE - This may not be required in all cases. (Original signature - no photocopies)

(See instructions for exemption on website [www.tennessee.gov/education/lic/out.shtml](http://www.tennessee.gov/education/lic/out.shtml) )

## INSTITUTION RECOMMENDATION

I certify that, to the best of my knowledge, the above stated individual is at least 18 years of age and possesses good moral character. I certify that the applicant has completed our state approved and regionally accredited teacher preparation program in the following areas:

PROGRAM(S) COMPLETED	PROGRAM(S) GRADE LEVEL (S)

State approved program \_\_\_\_\_ Regional Accrediting Agency \_\_\_\_\_  
State Name

Degree & Major \_\_\_\_\_ Date Degree Conferred \_\_\_\_\_

Recommending College/University \_\_\_\_\_

Title of Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_ Date \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_