



Tennessee Department of Education – Office of Educator Licensing

710 James Robertson Parkway - Andrew Johnson Tower, 12th Floor - Nashville, TN 37243

The information on this page must accompany any request for licensure transactions in the State of Tennessee. Please complete using black ink. Required items are identified with an asterisk (*). The personal affirmation section must be completed.

SECTION 1. CONTACT AND DEMOGRAPHIC INFORMATION

This section must be completed. Please be certain to provide accurate information.

Form fields for contact and demographic information including First Name, Middle Name, Last Name, Date of Birth, Street/P.O. Box, City, State, Zip Code, Primary Telephone Number, Secondary Telephone Number, Social Security Number, Primary Email Address, and Secondary Email Address.

The following information is collected for the purposes of federal reporting requirements. Please provide responses for ethnicity, race and gender.

- 1. Ethnicity – Choose one
2. Race – Mark all that apply
3. Gender

SECTION 2. PERSONAL AFFIRMATION*

This section must be completed. 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?

- 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.

SECTION 3. SIGNATURE AND DATE

This section must be completed.

Applicant Signature and Date fields

SECTION 4. LICENSURE TRANSACTION REQUESTED

Please indicate the type(s) of licensure transaction(s) being requested. Mark all that apply.

Form fields for licensure transaction requested including Initial Licensure, Licensure Advancement, Licensure Renewal, Reactivating an Inactive License, Waiver or Permit, Additional Endorsement, JROTC, International Teacher Exchange License, and Other.

APPLICATION FOR PRACTITIONER TEACHER OR SCHOOL SERVICES PERSONNEL LICENSE FOR OUT OF STATE CANDIDATES

Please note: ALL DOCUMENTS SUBMITTED TO THE OFFICE OF EDUCATOR LICENSING BECOME THE PROPERTY OF THE TENNESSEE 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 APPROPRIATE ENTITY.

APPLICANT NAME _____

LICENSE NUMBER (if applicable) _____

Submit applications to: Office of Educator Licensing, Department of Education, 12th Floor Andrew Johnson Tower, Nashville, TN 37243

Indicate license type (check one): _____ Practitioner Teacher License _____ Practitioner School Services Personnel License

Select the appropriate option, obtain required signatures, and submit documents as requested.

Initial Licensure – Select one option

Option A is for candidates who are enrolled in an out-of-state preparation program that has a formal partnership with a Tennessee school district and is approved for licensure in a state other than Tennessee

Option B is for candidates who have completed a program approved for licensure in a state other than Tennessee

Option C is for candidates who hold a full and valid license, comparable to the Tennessee Professional License, from a state other than Tennessee

Option A (3 Steps) – Candidates enrolled in an out-of-state preparation program (Teacher and School Counselor only)

Step 1: Provide verification of enrollment in an approved out-of-state preparation program that has a formal partnership with a Tennessee school district.

Note to recommending agency: By signing below, you are indicating that the above stated individual has met the currently approved expectations and requirements for an educator preparation program approved in a state other than Tennessee (SBE Rule 0520-02-03). In addition, you certify, to the best of your knowledge, that the individual is at least 18 years of age and possesses good moral character (Tenn. Code Ann. § 49-5-101).

Educator Preparation Provider (Institution/Organization)	State Abbreviation	Regional Accrediting Agency
Preparation Program(s) Completed (Program Title)	Program(s) Grade Level	Program Completion Date
Tennessee Partnering School District Name		
Name and Title of Authorized Official	Email Address	Telephone Number
Signature of Authorized Official	Date	

Step 2: Provide verification of content knowledge by either submitting passing scores on required content assessments (See SBE Policy 5.105 for required assessments and passing scores) or confirmation of an undergraduate major in the endorsement content area. Please note, passing scores on required content and pedagogical assessments must be submitted prior to renewal or advancement of the Practitioner License.

Select the method by which content knowledge has been verified (check one):

Passing scores on required content assessments

- A Designated Institution Score Report has been submitted to the Office of Educator Licensing by my educator preparation provider.
- Scores have been sent from ETS to the Office of Educator Licensing (SSN must be provided to ETS).

or

Undergraduate major in content area

- Verification from educator preparation provider of an undergraduate major in an endorsement content area is provided below

Undergraduate Major	TN Endorsement Requested
Signature of Authorized Official	Date

Step 3: Submit official transcripts for all universities and colleges attended to the TN Office of Educator Licensing

Option B (3 Steps) – Candidates who completed preparation in a state other than Tennessee

Step 1: Obtain the appropriate signatures and include information below certifying completion of all requirements for an educator preparation program approved for licensure in a state other than Tennessee

Note to recommending agency: By signing below, you are indicating that the above stated individual has met the currently approved expectations and requirements for an educator preparation program approved in a state other than Tennessee (SBE Rule 0520-02-03). In addition, you certify, to the best of your knowledge, that the individual is at least 18 years of age and possesses good moral character (Tenn. Code Ann. § 49-5-101).

_____	_____	_____
Educator Preparation Provider (Institution/Organization)	State Abbreviation	Regional Accrediting Agency
_____	_____	_____
Preparation Program(s) Completed (Program Title)	Program(s) Grade Level	Program Completion Date

Title of Authorized Official (e.g. Director, Dean, or Certification Officer)		
_____	_____	_____
Name of Authorized Official	Email Address	Telephone Number
_____	_____	
Signature of Authorized Official	Date	

Step 2: Submit passing scores on all required content and pedagogical assessments (See SBE Policy 5.105 for required assessments and passing scores)

Select the method by which scores have been submitted to the Office of Educator Licensing (check one):

- A Designated Institution Score Report has been submitted to the Office of Educator Licensing by my educator preparation provider.
- Scores have been sent from ETS to the TN Department of Education (SSN must be provided to ETS).

Step 3: Submit official transcripts for all universities and colleges attended to the TN Office of Educator Licensing

 Option C (2 Steps) – Candidates who hold a full and valid license in a state other than Tennessee

Step 1: Provide proof of a full and valid license, comparable to the Tennessee Professional License, from a state with which Tennessee has reciprocity

- I have attached proof of a full and valid license from a state other than Tennessee and included additional information below. Documentation should include the endorsements (area and grade span) that are held on the license.

_____	_____	_____
License Name/Type	State Obtained Abbreviation	Expiration Date

Step 2: Submit official transcripts for all universities and colleges attended to the TN Office of Educator Licensing

Please note: If applying using Option C, passing scores on required content assessments must be submitted to the Office of Educator Licensing prior to renewing or advancing the Practitioner License.