



Tennessee Department of Education – Office of Educator Licensing

710 James Robertson Parkway - Andrew Johnson Tower, 11th 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, Telephone Numbers, Social Security Number, and Email Addresses.

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

- 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.

- 1. Have you been convicted of a felony...
2. Have you ever been convicted of the illegal possession of drugs...
3. Have you had a teacher's certificate/license revoked...
4. Is there any action pending against your certification/license...

- If you have answered "Yes" to question 1 or 2, please attach details of conviction...
If you have answered "Yes" to question 3 or 4, please attach details naming the state and/or issuing authority...

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, etc.

APPLICATION FOR REACTIVATION OR RENEWAL OF A PROFESSIONAL OCCUPATIONAL LICENSE

Submit applications to:

Division of College, Career and Technical Education Licensing, Department of Education, 11th Floor Andrew Johnson Tower, Nashville, TN 37243

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 _____

Educators who have an expired Professional Occupational License will be required to apply to reactivate their license. Educators who hold an active Professional Occupational License may apply to renew/convert their license beginning Sept. 1 of the year prior to the expiration date of the license. All licenses are processed under the new policy, effective Sept. 1, 2015.

<p>Option 1: Reactivation of an <u>INACTIVE</u> Professional Occupational License</p> <p>This option is for educators holding an <u>inactive</u> Professional Occupational License. If requirements are met, educators holding a Professional Occupational License (10 year validity period) will be issued the new Professional Occupational License (6 year validity period).</p>									
<p>Please enter the endorsement code and name below</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Endorsement Code(s)</th> <th>Endorsement Name(s)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		Endorsement Code(s)	Endorsement Name(s)						
Endorsement Code(s)	Endorsement Name(s)								
<p><input type="checkbox"/> Submit current/valid industry certification where required to the Division of College, Career and Technical Education Licensing office.</p>									
<p>Option 2: Renewal of an <u>ACTIVE</u> Professional Occupational License</p> <p>This option is for educators holding an <u>active</u> Professional or Professional Occupational License and requires documentation of 60 Professional Development Points.</p> <p>Educators who hold an active Professional Occupational License may apply to renew this license. If requirements are met, educators will be issued the new Professional Occupational License (6 year validity period).</p>									
<p>Submit PDP computation sheet documenting 60 Professional Development Points accrued during the validity period of the active license. If not currently employed by a TN public school district, documentation supporting each activity listed on the computation sheet must also be included.</p>									
<p><input type="checkbox"/> PDP Computation sheet attached demonstrating evidence of 60 Professional Development Points accrued during the validity period of the active license</p> <p><input type="checkbox"/> Submit current/valid industry certification where required</p>									