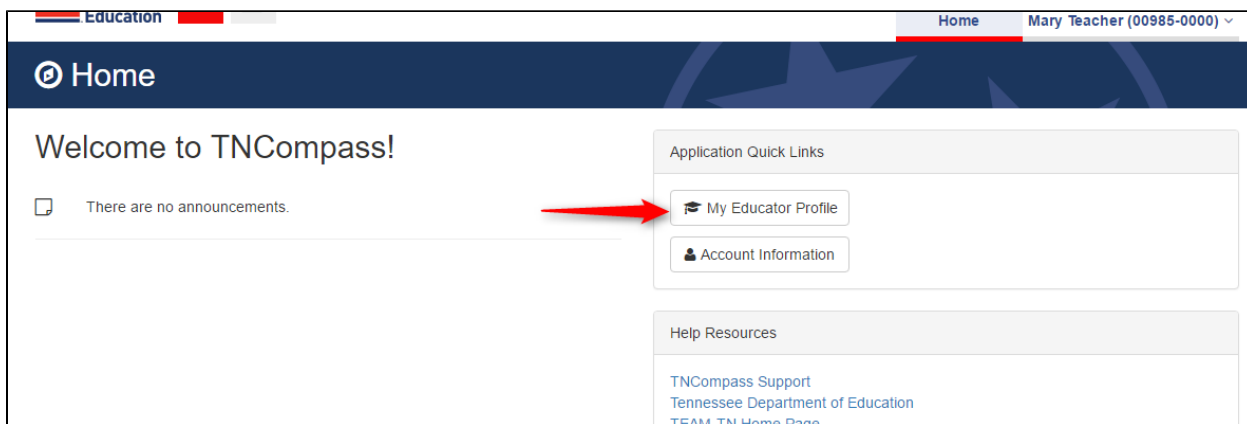


TNCompass Licensure: Educator Guide

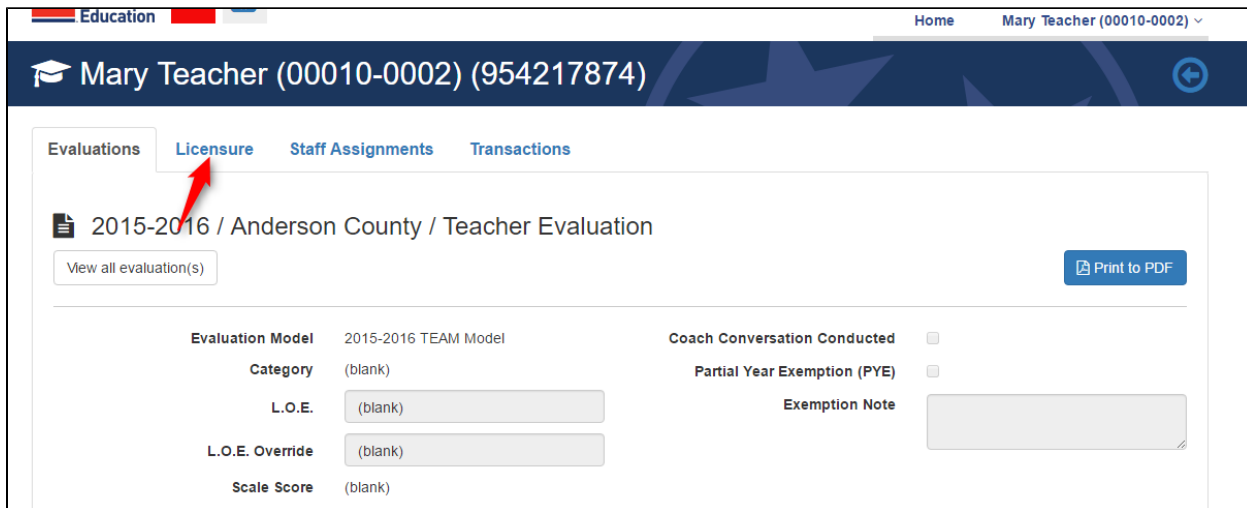
- Adding and Submitting PDPs for Approval
 - PDP request approval by Principal or Assistant Principal
- License Transactions Overview
 - Transactions
 - Starting a new transaction
 - Completing transactions started by District Administrators or Education Preparation Providers

Adding and Submitting PDPs for Approval

Click on **My Educator Profile** from the **Home** page.



When the **Educator Profile** page displays, click **Licensure** tab.



On the **Licensure** page, scroll to section for **Professional Development Points (PDPs)** and click the **Add PDPs** button.

Professional Development Points (PDPs)

[Add PDPs](#)

Overall Evaluation Scores

Evaluation	Category	Description	Date Awarded	Points Earned
Official records on file with Tennessee Department of Education and may not be displayed.				

Training, Coursework, or National Board Certifications

Date Attended	Type	Description	Status	Status Date	Clock Hours	CEUs	Points Accrued
Official records on file with Tennessee Department of Education and may not be displayed.							

When the **PDP Wizard** displays, select the **Type of Activity** from the drop down list, such as **Training, Coursework** and/or **National Board Certification** for the PDP and include the **Date Completed, Course Title/Seminar Name/Title**, the number of **Clock Hours, CEUs, Semester Hours, Points Accrued**, etc. When all entries are completed, click the **Add** button.

Mary Teacher (00010-0002) (954217874)

PDP Wizard

[Add PDP](#)

Review & Submit

Type of Activity *

National Board Certification

Date Completed *

05/02/2016

Course Title/Seminar Name/Title

Certification Name

[+ Add](#)

Professional Development Points

Type of Activity	Course/Title/Seminar	Date Completed	Clock Hours	CEUs	Semester Hours	Points Accrued
No new professional development points added.						

[Cancel](#)

[Continue](#)

Mary Teacher (00010-0002) (954217874)

PDP Wizard

[Add PDP](#)

Review & Submit

Type of Activity *

College/University Coursework

Date Completed *

05/02/2016

Semester Hours

3

Course Title/Seminar Name/Title

Course Title/Seminar Name/Title

[+ Add](#)

Professional Development Points

Type of Activity	Course/Title/Seminar	Date Completed	Clock Hours	CEUs	Semester Hours	Points Accrued
No new professional development points added.						

Cancel
Continue

More than one activity can be entered for the PDP request.

Mary Teacher (00010-0002) (954217874)

PDP Wizard

[Add PDP](#)

Review & Submit

Type of Activity *

Training (Academy/Institute/Seminar/Conference)

Date Completed *

05/02/2016

Clock Hours Continuing Education Units (CEUs)

8 e.g. 1.0, 1.5

Course Title/Seminar Name/Title

Blending Learning: Developing Lesson Plans


[+ Add](#)

Professional Development Points

Type of Activity	Course/Title/Seminar	Date Completed	Clock Hours	CEUs	Semester Hours	Points Accrued
No new professional development points added.						

Cancel
Continue

To remove an activity after it has been added, click on the trash can icon to delete the line item.



PDP Wizard

[Add PDP](#)

[Review & Submit](#)

Type of Activity * **Date Completed ***

Course Title/Seminar Name/Title

[+ Add](#)

Professional Development Points						
Type of Activity	Course/Title/Seminar	Date Completed	Clock Hours	CEUs	Semester Hours	Points Accrued
National Board Certification	Elementary Math Certification	05/02/2016	0	0	0	30
College/University Coursework	Elementary Interventions	05/06/2016	0	0	3	30
Training (Academy/Institute/Seminar/Conference)	Blended Learning: Developing Lesson Plans	04/14/2016	8	0	0	8

[Cancel](#) [Continue](#)

When the activity/activities appear in the list click the **Continue** button.

Mary Teacher (00010-0002) (954217874)

PDP Wizard

➤ Add PDP

Review & Submit

Type of Activity *

Select an option ▼

Date Completed *

MM/DD/YYYY

Course Title/Seminar Name/Title

Course Title/Seminar Name/Title

[+ Add](#)

Professional Development Points

Type of Activity	Course/Title/Seminar	Date Completed	Clock Hours	CEUs	Semester Hours	Points Accrued	
College/University Coursework	Elementary Interventions	05/06/2016	0.0	0.0	3.0	30.0	🗑️
Training (Academy/Institute/Seminar/Conference)	Blended Learning: Developing Lesson Plans	04/14/2016	8.0	0.0	0.0	8.0	🗑️

Cancel

[Continue](#)

A summary of the new PDP activities displays. The **Review and Submit** step in the **PDP Wizard** tracks progress. Click the **Submit** button to send the PDP request to the principal or assistant principal for approval.

Mary Teacher (00010-0002) (954217874)

PDP Wizard

Add PDP

➤ Review & Submit

Please verify and make sure everything is correct before submitting.

Professional Development Points

Type of Activity	Course/Title/Seminar	Date Completed	Clock Hours	CEUs	Semester Hours	Points Accrued	
National Board Certification	Elementary Math Certification	05/02/2016	0.0	0.0	0.0	30.0	🗑️
College/University Coursework	Elementary Interventions	05/06/2016	0.0	0.0	3.0	30.0	🗑️

Back

Cancel

[Submit](#)

The **Licensure** tab now updates with the requested PDP activities including the **Status** of the request. The **Status** is of the PDP request is updated as the PDP request is processed.

Professional Development Points (PDPs) Add PDPs

Overall Evaluation Scores

Evaluation	Category	Description	Date Awarded	Points Earned			
Official records on file with Tennessee Department of Education and may not be displayed.							
Training, Coursework, or National Board Certifications							
Date Attended	Type	Description	Status	Status Date	Clock Hours	CEUs	Points Accrued
05/02/2016	National Board Certification	Elementary Math Certification	Pending	N/A	0.0	0.0	30.0
05/06/2016	College/University Coursework	Elementary Interventions	Pending	N/A	0.0	0.0	30.0

PDP request approval by Principal or Assistant Principal

Principals and assistant principals have a *Professional Development Points Work Queue* on the home page.

- Click on the link for *Show all PDPs ready for approval*.

- When the *PDP Work Queue* opens, the principal or assistant principal can search for requests using the filter on the left side of the page.

Professional Development Points Work Queue

10 | 20 | 50 | 100
1-1 of 1
page 1 of 1

Approve Requests **Deny Requests**

<input type="checkbox"/>	Request Date	Educator	Points Accrued	<input type="button" value="View"/>
<input type="checkbox"/>	05/15/2016	Teacher (00010-0002), Mary (954217874)	60.0	<input type="button" value="View"/>

10 | 20 | 50 | 100
1-1 of 1
page 1 of 1

⚠ Notice the **Approve Requests** and **Deny Requests** buttons are disabled. When a request is selected, the buttons will enable.

Professional Development Points Work Queue

10 | 20 | 50 | 100
1-1 of 1
page 1 of 1

Approve Requests **Deny Requests**

<input type="checkbox"/>	Request Date	Educator	Points Accrued	<input type="button" value="View"/>
<input type="checkbox"/>	05/15/2016	Teacher (00010-0002), Mary (954217874)	60.0	<input type="button" value="View"/>

10 | 20 | 50 | 100
1-1 of 1
page 1 of 1

In the following example, the principal has two requests with only one appearing on this page. The request includes two activities.

- Click **View** to see both activities included in the request.

Professional Development Points Work Queue

Filters

Name or TLN

Date Received (Start)

Date Received (End)

10 | 20 | 50 | 100 ← →

1-1 of 1 page 1 of 1

	Request Date	Educator	Points Accrued
<input type="checkbox"/>	05/15/2016	Teacher (00010-0002), Mary (954217874)	60.0

10 | 20 | 50 | 100 ← →

1-1 of 1 page 1 of 1

- When the request opens, the activities included in the request are displayed.
- Click to check the selection box for the activity/activities to approve or deny and then click **Approve Request** or **Deny Request**.

Education
Home
Educators
Reports
Paul Principal (00010-0002) ▾

Mary Teacher (00010-0002) (954217874)

Approve Professional Development Points

Date Submitted: 5/15/2016
Total PDPs Accrued: 60.0

	Date Attended	PDP Type	Course/Title/Seminar	Clock Hours	CEUs	Semester Hours	Points Accrued
<input type="checkbox"/>	05/06/2016	College/University Coursework	Elementary Interventions	0.0	0.0	3.0	30.0
<input checked="" type="checkbox"/>	05/02/2016	National Board Certification	Elementary Math Certification	0.0	0.0	0.0	30.0

10 | 20 | 50 | 100 ← →

1-2 of 2 page 1 of 1

Attachments

Name	Type	Description	Created	Created By
------	------	-------------	---------	------------

- When **Approve Request** or **Deny Request** is selected, a pop-up box displays for entry of the administrator's PIN.
- Click **Access PIN** and then **Show PIN** to see the PIN code.
- Enter the PIN in the box and then click **Approve (or Deny) Request**.

✓ Approve Requests

Are you sure you want to approve these requests? This action cannot be undone.

1 request(s) will be approved.

Enter your PIN below and click "Approve Requests" to confirm.

6100

Mary Teacher (00...)

Approve Professional Development

Date Submitted: 5/15/2016
Total PDPs Accrued: 60.0

<input type="checkbox"/>	Date Attended	PDP Type	Course/Title/Seminar	Clock Hours	CEUs	Semester Hours	Points
<input type="checkbox"/>	05/06/2016	College/University Coursework	Elementary Interventions	0.0	0.0	3.0	30.0
<input checked="" type="checkbox"/>	05/02/2016	National Board Certification	Elementary Math Certification	0.0	0.0	0.0	30.0

10 | 20 | 50 | 100
1-2 of 2

✓ Approve Requests

Are you sure you want to approve these requests? This action cannot be undone.

1 request(s) will be approved.

Enter your PIN below and click "Approve Requests" to confirm.

[Access My PIN](#)

Mary Teacher (00...)

Approve Professional Development

Date Submitted: 5/15/2016
Total PDPs Accrued: 60.0

<input type="checkbox"/>	Date Attended	PDP Type	Course/Title/Seminar	Clock Hours	CEUs	Semester Hours	Points
<input type="checkbox"/>	05/06/2016	College/University Coursework	Elementary Interventions	0.0	0.0	3.0	30.0
<input checked="" type="checkbox"/>	05/02/2016	National Board Certification	Elementary Math Certification	0.0	0.0	0.0	30.0

10 | 20 | 50 | 100

The **Approve PDP** page now shows a green box with message to confirm the approval action taken.

Education Home Educators Reports Paul Principal (00010-0002) v

Mary Teacher (00010-0002) (954217874)

i The selected PDPs were successfully approved!

Approve Professional Development Points

Date Submitted: 5/15/2016
Total PDPs Accrued: 30.0

<input type="checkbox"/>	Date Attended	PDP Type	Course/Title/Seminar	Clock Hours	CEUs	Semester Hours	Points Accrued
<input type="checkbox"/>	05/06/2016	College/University Coursework	Elementary Interventions	0.0	0.0	3.0	30.0

10 | 20 | 50 | 100
1-1 of 1
page 1 of 1

Attachments

The PDP request can also be approved or denied directly from the **PDP Work Queue**.

- From the **PDP Work Queue**, select the request(s) and then click **Approve (or Deny) Requests**.
- A pop-up displays for the administrator to enter his/her PIN.
- Enter the PIN and click **Approve (or Deny) Requests**.

Professional Development

Filters

Name or TLN

Date Received (Start) MM/DD/YYYY

Date Received (End) MM/DD/YYYY

Search Clear Filters

Are you sure you want to deny these requests? This action cannot be undone.

1 request(s) will be denied.

Enter your PIN below and click "Deny Requests" to confirm.

6100

10 | 20 | 50 | 100
1-1 of 1
page 1 of 1

When the educator's request(s) has been processed, the educator can view the status on the educator **Licensure** tab.

Only the educator can see if the request has been approved or denied.

Professional Development Points (PDPs) Add PDPs

Overall Evaluation Scores

Evaluation	Category	Description	Date Awarded	Points Earned
Official records on file with Tennessee Department of Education and may not be displayed.				

Training, Coursework, or National Board Certifications

Date Attended	Type	Description	Status	Status Date	Clock Hours	CEUs	Points Accrued
05/02/2016	National Board Certification	Elementary Math Certification	Awarded	05/15/2016	0.0	0.0	30.0
05/06/2016	College/University Coursework	Elementary Interventions	Denied	05/15/2016	0.0	0.0	30.0

License Transactions Overview

Transactions

Each licensed educator has a **Transactions** tab on the **Educator Profile**.

Education Home Mary Teacher (00010-0002) ▾

Mary Teacher (00010-0002) (954217874) ↻

Evaluations **Licensure** Staff Assignments **Transactions**

2015-2016 / Anderson County / Teacher Evaluation Print to PDF

View all evaluation(s)

Evaluation Model	2015-2016 TEAM Model	Coach Conversation Conducted	<input type="checkbox"/>
Category	(blank)	Partial Year Exemption (PYE)	<input type="checkbox"/>

The transaction sections is used for these activities:


- Advance an Active License,
- Renew License,
- Reactivate License,
- Add Endorsment,
- Add Degree,
- Name Change, and
- Advance an Inactive License.


Starting a new transaction

To start a new transaction, go to the **Transaction** section of the educator's profile and click **Start a new Transaction**.

Mary Teacher (00010-0002) (954217874)

Evaluations Licensure Staff Assignments **Transactions**

 [Start a new transaction](#)

 Transactions

Transaction Type	License Type	EPP/Institution	Submitted	Status	Created	
Renew License	Professional		5/16/2016 4:04:39 PM	Approved	5/15/2016 8:00:16 PM Teacher (00010-0002), Mary	View


Transaction Statuses

- **Not submitted** - The transaction has been started, but not submitted.
- **Waiting for personal affirmation** - The transaction has been submitted, but is waiting on the educator to complete the personal affirmation
- **Deleted** - The transaction has been deleted by the requester
- **Pending OEL review** - The transaction has been submitted and the affirmation completed
- **Approved** - The transaction has been approved by TDOE OEL
- **Deficient** - The transaction has been found to be deficient by TDOE OEL
- **Completed in MLO** - Review/actions done in external system
- **Closed with no action** - The license request has been closed by the Specialist without an issuance or deficiency

The transaction wizard will now open. Select the transaction type for the request by clicking on the **Transaction** listed below *I'm seeking to*:


In this example, the educator will request to **Add Endorsement**.

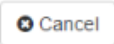
Mary Teacher (00010-0002) (954217874)

 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




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.

Mary Teacher (00010-0002) (954217874)

License Transaction Wizard - Add Endorsement

Which license would you like to select?

Professional 

[← Back](#)

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

- Click **Start Transaction** to add the required information for the transaction.

Mary Teacher (00010-0002) (954217874)

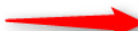
License Transaction Wizard - Add Endorsement

Educators may apply to add an additional endorsement to their degree once they have met requirements. Depending on endorsements currently held on an educator's license, some endorsements may be added by passing required content assessments, other endorsements require both passing required content assessments and obtaining a recommendation from an approved educator preparation program. Please view the Endorsement Flexibility and Additional Endorsements document under the helpful links heading below to verify which endorsements may be added to your license by test only.

The following sections allow the educator to submit documentation supporting their application to add an endorsement to their license - **Personal Affirmation Page** – Allows educators to upload the required personal affirmation page. This document is required for all licensure transactions. - **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. - **Enrollment Page** – Allows educator preparation programs to verify if an educator is currently enrolled in, or has completed the required educator preparation program.


Helpful Links

- Endorsement Flexibility and Additional Endorsements Document
 - Link to endorsement document
- Required Assessments and Cut Scores
 - ETS Praxis Site

[← Back](#)  **Start Transaction**

The overview page now displays and includes information for the selected license, the requirements to submit the transaction, and the status of each requirement.

- Click **Continue** to move to the first requirement.

Mary Teacher (00010-0002) (954217874) 

Add Endorsement Transaction Status
Not submitted

Overview
 Endorsement Selection
 Assessment
 Program Status
 Summary


Welcome to the Add Endorsement transaction wizard. Below is overview of the requirements for this transaction. Use the "Continue" button to begin stepping through the wizard.

Selected License

License Type	Status	Source	Issue Date	Effective Date	Expiration Date	Renewal Date	Renewal Count
Professional	Active	Conversion	05/01/2006	09/01/2016		05/16/2016	1

Requirements

Requirement	Ready for Submission
Endorsement Selection	<input type="radio"/>
Assessment	<input type="radio"/>
Program Status	<input type="radio"/>



When the **Endorsement Selection** page displays, scroll through the list of applicable endorsements or use the search box to find the endorsement.

- Click on the box next to the desired **Endorsement(s)** and
- check the box for **I acknowledge the select endorsement is accurate.**
- Then click **Save & Continue.**

 More than one **Endorsement** can be added on the same transaction.

Mary Teacher (00010-0002) (954217874)
↻

⇌ Add Endorsement Transaction Status Not submitted

Overview | Endorsement Selection | Assessment | Program Status | Summary

Please select the endorsement you are seeking to add or reactivate to your license.

Which endorsements would you like to select?
License Type: Professional

Please search for and select all applicable endorsements for this transaction.

<input type="checkbox"/>	082	Driver Education 7-12
<input type="checkbox"/>	451	Early Childhood Care & Services 9-12
<input checked="" type="checkbox"/>	467	Early Childhood Ed PK-3
<input checked="" type="checkbox"/>	468	Early Dev/Learning PK-K
<input type="checkbox"/>	081	Earth & Space Sci 7-12

You have selected 2 endorsements for this license.

I acknowledge the selected endorsement is accurate.

← Back
Save
Save & Continue →



Click **Save** at any time to save progress. Once saved, the information is stored in the transaction wizard and the transaction can be resumed at a later time.



If you leave the transaction wizard without saving, any changes since the last save will be lost.

The next step of the wizard shows any assessment data received from ETS for the educator. In the **Attachments** section, attachments uploaded to the educator's license profile appear related to the requirement. In this case **Assessment Score** type attachments are displayed.

- To continue, click the check box for ***I verify that the above Praxis scores on file with the Office of Educator Licensing are the most current and accurate scores.***
- Then click **Save & Continue**.

⇌ Add Endorsement Transaction

Status
Not submitted

- [Overview](#)
- [Endorsement Selection](#)
- [Assessment](#)**
- [Program Status](#)
- [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

📄 Assessments

Passed	Assessment	Code	Score	Passing Score	Series	Date	
✓	Princ Of Learn Teach: Grades 7-12	5624	180.00	155.00	Praxis	03/09/2016	View 2 More
✓	English Language Arts: Content Knowledge	5038	180.00	167.00	Praxis	03/07/2016	View 1 More
✓	School Leaders Licensure Assesmt	6011	175.00	160.00	Sls	08/12/2015	View 9 More
✗	Mathematics: Content Knowledge	5161	139.00	160.00	Praxis	07/23/2015	
✗	Elem Ed: Content Knowledge	5018	161.00	163.00	Praxis	05/19/2015	
✓	Core Academic Skills For Educators: Reading	5712	164.00	156.00	Praxis	04/28/2015	
✓	C-Parapro Assessment	1755	468.00	456.00	Parapro	11/14/2014	View 2 More
✓	Education Of Young Children	5021	186.00	155.00	Praxis	08/15/2014	View 1 More
✓	Phys Ed: Content And Design	0095	170.00	164.00	Praxis	03/08/2014	View 4 More

📎 Attachments

Name	Type	Description	Created	Created By
Mary_Teacher_Institution_Score_Report.pdf	Assessment Score	Assessment Score for Mary	5/16/2016 5:30:52 PM	Preston Wills

ETS Praxis Website

I verify that the above Praxis scores on file with the Office of Educator Licensing are the most current and accurate scores.

[← Back](#)

[Save](#)

[Save & Continue →](#)

The next step of the wizard reviews **Program Status**.

- Select the applicable **Enrollment** for the transaction.
- Check the box for **I verify that the recommendation and program enrollment status on file is complete and accurate**.
- Then click **Save & Continue**.

Mary Teacher (00010-0002) (954217874)
↶

⇌ Add Endorsement Transaction
Status
Not submitted

📄 Overview
✔ Endorsement Selection
✔ Assessment
○ Program Status
📄 Summary

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

📄 Educator Preparation Program Completion Status

EPP/Institution	Enrollment	Added By	Enrollment Date	Completion Date
Fisk University	Completed	Preston Willis	08/01/2012	05/04/2016

Please select the enrollment for this transaction:

Fisk University (8/1/2012)
▼

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

← Back
Save
Save & Continue →

The next page summarizes the transaction. The following information displays:

- License Holds, if any
- Selected license
- Endorsements to be added
- Confirmation Transaction Requirements have been completed

The educator can also add **Submission Notes** which are then sent to the office of educator licensing and preparation.

To change any of the information, access previous sections by clicking **Back**, clicking on the requirement, or by clicking the section tabs located at the top of the wizard.

➡ Add Endorsement Transaction

Not submitted

- Overview
- Endorsement Selection
- Assessment
- Program Status
- Summary

Now that you have stepped through requirement, please review summary below before continuing to the next step..

Holds

Hold Date	Reason	State Authority	Added By	Cleared	Cleared Date
-----------	--------	-----------------	----------	---------	--------------

Official records on file with Tennessee Department of Education and may not be displayed.

Selected License

License Type	Status	Source	Issue Date	Effective Date	Expiration Date	Renewal Date	Renewal Count
Professional	Active	Conversion	05/01/2006	09/01/2016		05/16/2016	1

Endorsements

Code	Name	Date	Status
467	Early Childhood Ed PK-3		
468	Early Dev/Learning PK-K		

Requirements

Requirement	Ready for Submission
Endorsement Selection	☑
Assessment	☑
Program Status	☑

Submission Notes

Information entered will be shared with the Office of Educator Licensing.

- ← Back
- Save
- Continue →

- When all information is correct, click **Continue**.

↔ Add Endorsement Transaction

Not submitted

- Overview
- Endorsement Selection
- Assessment
- Program Status
- Summary

Now that you have stepped through requirement, please review summary below before continuing to the next step..

Holds

Hold Date	Reason	State Authority	Added By	Cleared	Cleared Date
-----------	--------	-----------------	----------	---------	--------------

Official records on file with Tennessee Department of Education and may not be displayed.

Selected License

License Type	Status	Source	Issue Date	Effective Date	Expiration Date	Renewal Date	Renewal Count
Professional	Active	Conversion	05/01/2006	09/01/2016		05/16/2016	1

Endorsements

Code	Name	Date	Status
467	Early Childhood Ed PK-3		
468	Early Dev/Learning PK-K		

Requirements

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


Submission Notes

Information entered will be shared with the Office of Educator Licensing.

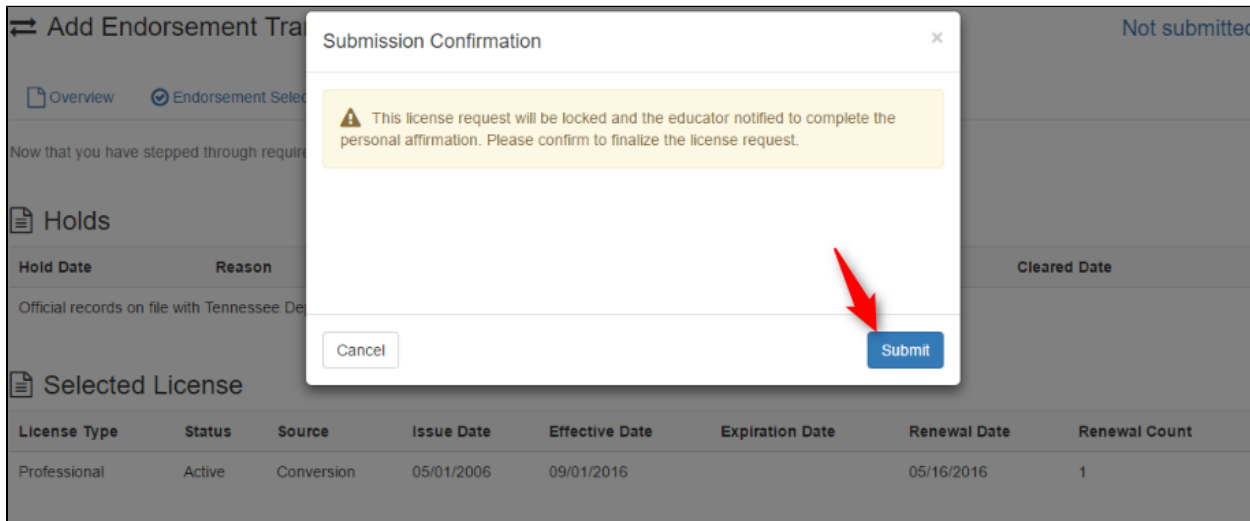
Notes to be viewed by OEL

Back

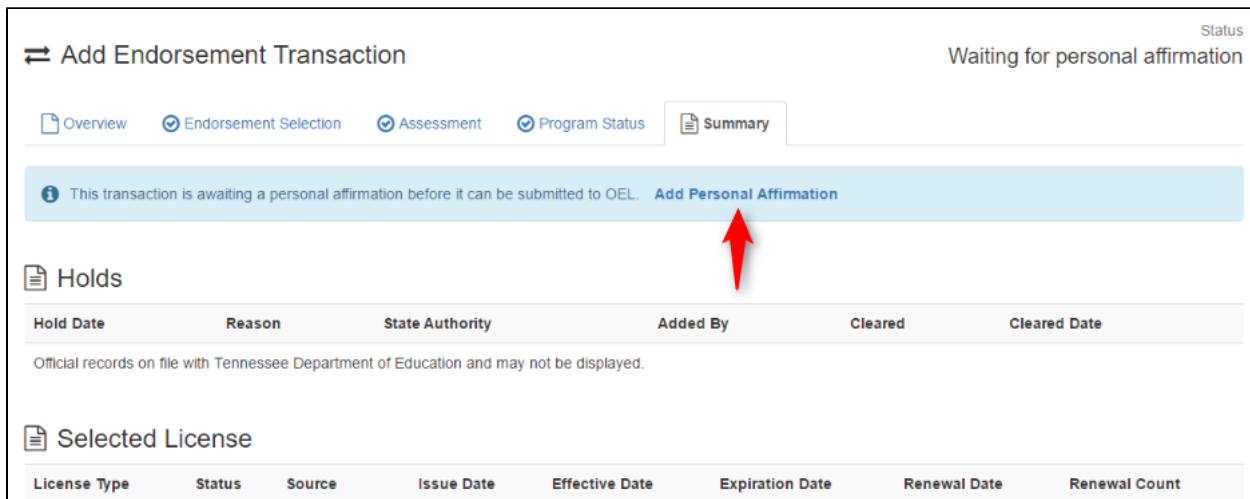
Save

Continue 

- When the submission confirmation box appears, click **Submit** to continue.



- A confirmation appears on the transaction page with the status as **Waiting for personal affirmation**. The confirmation also includes a link to **Add Personal Affirmation**.
- Click on **Add Personal Affirmation** to continue.



- When the **Personal Affirmation** page opens, answer all questions and attach supporting documents, if necessary.
- When all questions have been answered, click the box labeled **I have confirmed my responses for accuracy**.
- Click **Submit**.

➡ Add Endorsement 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?
 Yes No
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?
 Yes No
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.)
 Yes No
4. Is there any action pending against your certification/license or application in another state?
 Yes No

📎 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.		

I have confirmed my responses for accuracy.

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

Mary Teacher (00010-0002) (954217874)

Add Endorsement Transaction

Status: Waiting for personal affirmation

Please confirm your Personal Affirmation

Are you sure you want to submit this personal affirmation? This transaction will be submitted to the Office of Licensure for processing and cannot be undone.

Close Submit

False statements made in this application may be considered a violation of the Code of Ethics for Educators and may result in disciplinary action by the State Board of Education.

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?

Yes No

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?

Yes No

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.)

Yes No

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

Yes No

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.

Cancel Submit

The transaction is now ready for the Office of Educator Licensing to process.

- To check the status of the transaction request, click the **Transaction** tab of the educator's profile.
- Click **View** next to the transaction to view any updates or notes from the office of educator licensing and preparation.

Mary Teacher (00010-0002) (954217874)

Evaluations Licensure Staff Assignments **Transactions**

Start a new transaction

Transactions

Transaction Type	License Type	EPP/Institution	Submitted	Status	Created	
Add Endorsement	Professional	Fisk University	5/16/2016 6:49:29 PM	Pending OEL review	5/16/2016 5:13:13 PM Teacher (00010-0002), Mary	View
Renew License	Professional		5/16/2016 4:04:39 PM	Approved	5/15/2016 8:00:16 PM Teacher (00010-0002), Mary	View

Transaction Statuses

- Not submitted** - The transaction has been started, but not submitted.
- Waiting for personal affirmation** - The transaction has been submitted, but is waiting on the educator to complete the personal affirmation
- Deleted** - The transaction has been deleted by the requester
- Pending OEL review** - The transaction has been submitted and the affirmation completed
- Approved** - The transaction has been approved by TDOE OEL
- Deficient** - The transaction has been found to be deficient by TDOE OEL
- Completed in MLO** - Review/actions done in external system
- Closed with no action** - The license request has been closed by the Specialist without an issuance or deficiency

Completing transactions started by District Administrators or Education Preparation Providers

When a district administrator or educator preparation provider has started a transaction on behalf of an educator, the educator needs to view the transaction check confirmation statements and add a personal affirmation.

- Click on the **Transaction** tab from the Educator Profile.

Education Home Mary Teacher (00010-0002)

Mary Teacher (00010-0002) (954217874)

Evaluations Licensure Staff Assignments **Transactions**

2015-2016 / Anderson County / Teacher Evaluation

[View all evaluation\(s\)](#) [Print to PDF](#)

Evaluation Model	2015-2016 TEAM Model	Coach Conversation Conducted	<input type="checkbox"/>
Category	(blank)	Partial Year Exemption (PYE)	<input type="checkbox"/>

- Click the **View** button for the transaction.

Mary Teacher (00010-0005) (922480747)

Evaluations Licensure Staff Assignments **Transactions**

Start a new transaction

Transactions

Transaction Type	License Type	EPP/Institution	Submitted	Status	Created	
Advance an Active License	Apprentice Teacher		5/16/2016 8:43:27 PM	Waiting for personal affirmation	5/16/2016 7:39:25 PM Superintendent (00010), Susan	View

Transaction Statuses

- Not submitted** - The transaction has been started, but not submitted.
- Waiting for personal affirmation** - The transaction has been submitted, but is waiting on the educator to complete the personal affirmation
- Deleted** - The transaction has been deleted by the requester
- Pending OEL review** - The transaction has been submitted and the affirmation completed
- Approved** - The transaction has been approved by TDOE OEL
- Deficient** - The transaction has been found to be deficient by TDOE OEL
- Completed in MLO** - Review/actions done in external system
- Closed with no action** - The license request has been closed by the Specialist without an issuance or deficiency

- To add acknowledgments to the confirmation statements, click on the requirement tab for each requirement on the page or click continue to check confirmation statement boxes.

≡ Advance an Active License Transaction Status Not submitted

Overview Professional Development Points 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.

Selected License

License Type	Status	Source	Issue Date	Effective Date	Expiration Date	Renewal Date	Renewal Count
Apprentice Teacher	Active	Conversion	08/01/2002		08/31/2007		0

Requirements

Requirement	Ready for Submission
Professional Development Points	<input type="radio"/>
Recommendation	<input type="radio"/>
Experience	<input type="radio"/>

← Back **Continue** →

- On each requirement page, click on the box for the verification statement and then click **Save and Continue**.

⇌ Advance an Active License Transaction
Status
Not submitted

Overview | **Professional Development Points** | Recommendation | Experience | Summary

On the page educators may view PDPs on file through evaluation data. School districts may also enter PDP activities for an educator and submit an electronic signature (only required if PDPs other than evaluation are being submitted)

Professional Development Points (PDPs)
Add PDPs

Overall Evaluation Scores

Evaluation	Category	Description	Date Awarded	Points Earned
Official records on file with Tennessee Department of Education and may not be displayed.				

Training, Coursework, or National Board Certifications

Date Attended	Type	Description	Status	Status Date	Clock Hours	CEUs	Points Accrued
04/01/2016	National Board Certification	Early Education Certification	Awarded	05/16/2016	0.0	0.0	30.0
04/29/2016	College/University Coursework	Early education	Awarded	05/16/2016	0.0	0.0	30.0

I verify that the Office of Educator Licensing has all Professional Development documentation required to renew or advance my license.

← Back
Save
Save & Continue →

The next page summarizes the transaction.

The following information displays:

- License Holds, if any
- Selected license
- Endorsements to be added
- Confirmation Transaction Requirements have been completed

The educator can also add **Submission Notes** which are sent to the office of educator licensing and preparation.

To change any information, access the previous sections by clicking **Back**, clicking on the requirement, or by clicking the section tabs located at the top of the wizard.

➡ Add Endorsement Transaction

Not submitted

- Overview
- Endorsement Selection
- Assessment
- Program Status
- Summary

Now that you have stepped through requirement, please review summary below before continuing to the next step..

Holds

Hold Date	Reason	State Authority	Added By	Cleared	Cleared Date
-----------	--------	-----------------	----------	---------	--------------

Official records on file with Tennessee Department of Education and may not be displayed.

Selected License

License Type	Status	Source	Issue Date	Effective Date	Expiration Date	Renewal Date	Renewal Count
Professional	Active	Conversion	05/01/2006	09/01/2016		05/16/2016	1

Endorsements

Code	Name	Date	Status
467	Early Childhood Ed PK-3		
468	Early Dev/Learning PK-K		

Requirements

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

Submission Notes

Information entered will be shared with the Office of Educator Licensing.

← Back

Save

Continue →


- When all information is correct, click **Continue**.

↔ Add Endorsement Transaction

Not submitted

- [Overview](#)
- [Endorsement Selection](#)
- [Assessment](#)
- [Program Status](#)
- [Summary](#)

Now that you have stepped through requirement, please review summary below before continuing to the next step..

 Holds

Hold Date	Reason	State Authority	Added By	Cleared	Cleared Date
-----------	--------	-----------------	----------	---------	--------------


Official records on file with Tennessee Department of Education and may not be displayed.

 Selected License

License Type	Status	Source	Issue Date	Effective Date	Expiration Date	Renewal Date	Renewal Count
Professional	Active	Conversion	05/01/2006	09/01/2016		05/16/2016	1

 Endorsements

Code	Name	Date	Status
467	Early Childhood Ed PK-3		
468	Early Dev/Learning PK-K		

 Requirements

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

 Submission Notes

Information entered will be shared with the Office of Educator Licensing.

Notes to be viewed by [OEL](#)

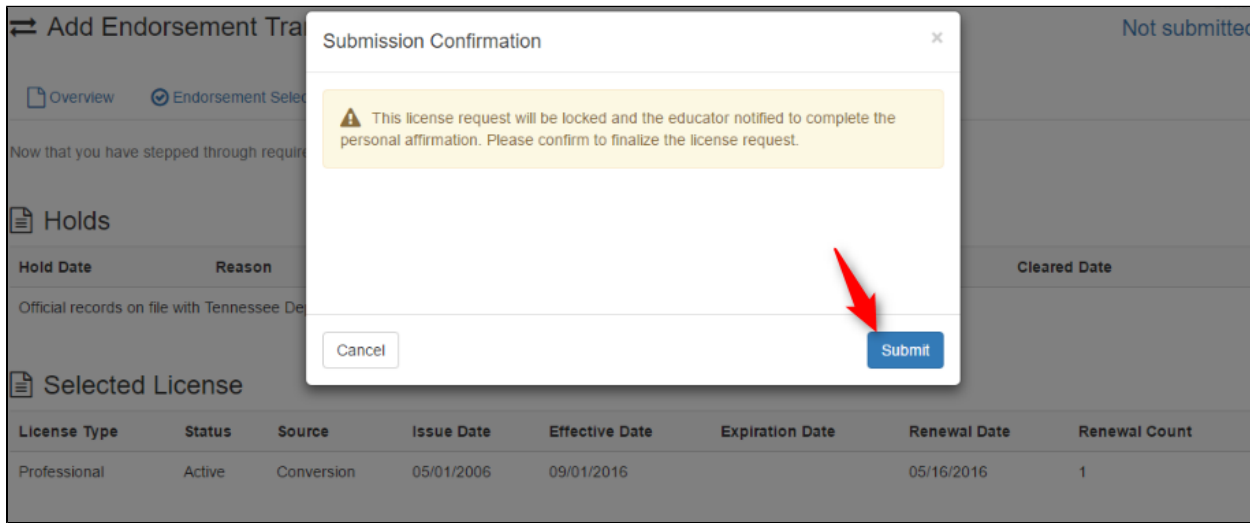
[← Back](#)

[Save](#)

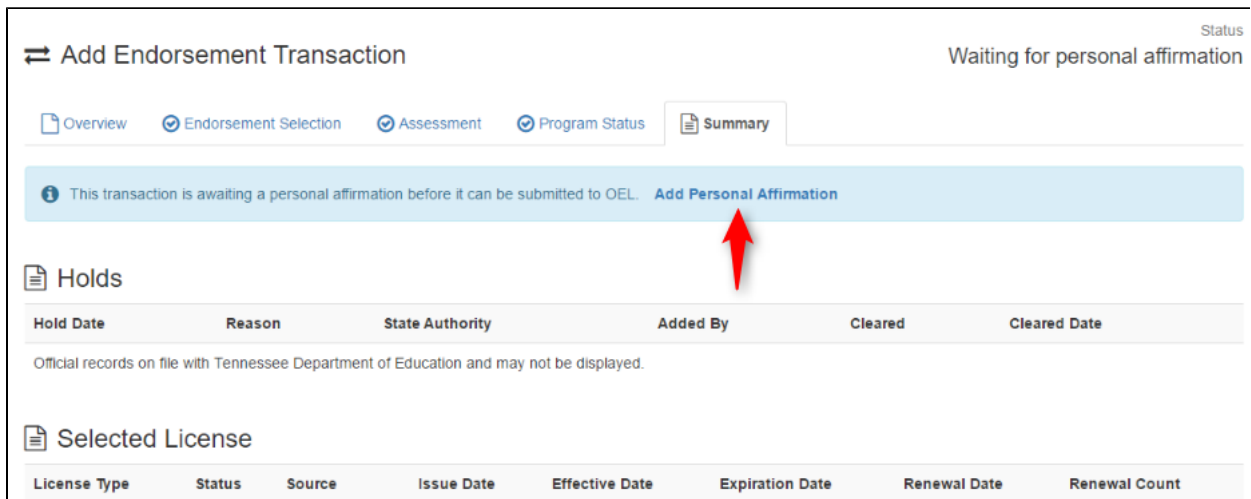
[Continue →](#)



- When the submission confirmation box appears, click **Submit** to continue.



- A confirmation appears on the transaction page with a status of **Waiting for personal affirmation**. The confirmation includes a link to **Add Personal Affirmation**.
- Click on **Add Personal Affirmation** to continue.



- When the **Personal Affirmation** page opens, answer all questions and attach supporting documents, if necessary.
- When all questions have been answered, click the box labeled **I have confirmed my responses for accuracy**.
- Click **Submit**.

➡ Add Endorsement 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?
 Yes No
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?
 Yes No
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.)
 Yes No
4. Is there any action pending against your certification/license or application in another state?
 Yes No

📎 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.		

I have confirmed my responses for accuracy.

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

Mary Teacher (00010-0002) (954217874)

Add Endorsement Transaction

Status
Waiting for personal affirmation

Please confirm your Personal Affirmation

Are you sure you want to submit this personal affirmation? This transaction will be submitted to the Office of Licensure for processing and cannot be undone.

Close Submit

False statements made in this application may constitute a violation of the Code of Ethics and may be cause for disciplinary action by the State Board of Education.

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?
Yes No

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?
Yes No

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.)
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Attachment Name	Attachment Type	Description
No files are being attached.		


Add Attachment

I have confirmed my responses for accuracy.

Cancel Submit


The transaction is now ready for the office of educator licensing and preparation to process.

- To check the status of the transaction request, access the **Transaction** tab of the educator's profile.
- Click **View** next to the transaction to see any updates or notes from the office of educator licensing and preparation.



[Evaluations](#) [Licensure](#) [Staff Assignments](#) **Transactions**

[Start a new transaction](#)

 Transactions

Transaction Type	License Type	EPP/Institution	Submitted	Status	Created	
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