TN Department of Education

## **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.

Education	Home Mary Teacher (00985-0000) ~
Ø Home	
Welcome to TNCompass!	Application Quick Links
There are no announcements.	My Educator Profile
	Account Information
	Help Resources
	TNCompass Support Tennessee Department of Education
	TEAM-TN Home Page

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

		Home	Mary Teacher (00010-0002) ~
-0002) (95421787	(4)		€
	tion		Print to PDF
-2016 TEAM Model	Coach Conversation Conducted		
k)	Partial Year Exemption (PYE)		
ank)	Exemption Note		
ank)			1
k)			
	nments Transactions	unty / Teacher Evaluation	-0002) (954217874)  mments Transactions  unty / Teacher Evaluation  -2016 TEAM Model  -2016 TEAM Model  ank)  Exemption Note

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



П

Overall Evaluation	Scores					
Evaluation	Category	Descriptio	n Da	ate Awarded	Point	s Earned
Official records on file	with Tennessee Dep	artment of Education and	may not be displayed.			
Training, Coursew	ork, or National I	Board Certifications				
	Type De	scription Statu	s Status Date	Clock Hours	CEUs	Points Accrued

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.

PDP Wizard Add PDP Review & Submit	Type of Activity * National Board Certi	fication	۲ ۲	05/02/2016	d *		
	Course Title/Seminar Certification Name	Name/Title				+ Add	
	Professional I	Development Points Course/Title/Seminar	Date Completed	Clock Hours	CEUs	Semester Hours	Points Accrued
		No new professional de	velopment poin	ts added.			



🞓 Mary Teacher (0001	10-0002) (9542	217874)				€
PDP Wizard	Type of Activity * College/University Course Semester Hours	ework	Date Completed *			
	Course Title/Seminar Nam			+ Add		
		elopment Points Course/Title/Seminar No new professional de		Semester Js Hours	Points Accrued	
	Cancel				Continue	е

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

Add PDP	Type of Activity *		[	Date Completed *		
Review & Submit	Training (Academy/	Institute/Seminar/Conference	e) 🔻	05/02/2016		
	8	Continuing Education Unite	s (CEUs)			,
	Course Title/Seminar					
		eveloping Lesson Plans			+ Add	
	Professional	Development Points				
		Development Points	Date	Clock	Semester	Points
	Type of Activity	Course/Title/Seminar	Completed	Hours CE	Us Hours	Accrued
		No new professional de	velopment poin	ts added.		
		No new professional de				

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



				/DD/YYYY	• MM		Type of Activity *	d PDP view & Submit
						ame/Title	Course Title/Seminar Na	
						ame/Title	Course Title/Seminar N	
		+ Add						
						velopment Pointe	B Professional De	
	Points Accrued	Semester Hours	CEUs	Clock Hours	Date Completed	Course/Title/Seminar	Type of Activity	
<b></b>	30	0	0	0	05/02/2016	Elementary Math Certification	National Board Certif ication	
۵	30	3	0	0	05/06/2016	Elementary Interventions	College/University C oursework	
1	8	0	0	8	04/14/2016	Blended Learning: Developing Lesson Plans	Training (Academy/I nstitute/Seminar/Con ference)	
	<b>Acc</b> 30 30	Semester Hours 0 3	0	Hours           0           0	Completed 05/02/2016 05/06/2016	Elementary Math Certification Elementary Interventions Blended Learning:	Type of Activity National Board Certif ication College/University C oursework Training (Academy/I	

When the activity/activities appear in the list click the  $\ensuremath{\textit{Continue}}$  button.



DP Wizard Add PDP Review & Submit	Type of Activity * Select an option			Completed	*			
	Course Title/Seminar	Name/Title						
	Course Title/Seminar	Name/Title						
						+ Add		
	Professional E	evelopment Points						
	Type of Activity	Course/Title/Seminar	Date Completed	Clock Hours	CEUs	Semester Hours	Points Accrued	
	College/University C oursework	Elementary Interventions	05/06/2016	0.0	0.0	3.0	30.0	
	Training (Academy/I nstitute/Seminar/Con ference)		04/14/2016	8.0	0.0	0.0	8.0	

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.

	Please verify and make	sure everything is corr	ect before sub	mitting.				
Review & Submit	Professional De	velopment Points						
	Type of Activity	Course/Title/Seminar	Date Completed	Clock Hours	CEUs	Semester Hours	Points Accrued	
	National Board Certif ication	Elementary Math Certification	05/02/2016	0.0	0.0	0.0	30.0	Û
	College/University C oursework	Elementary Interventions	05/06/2016	0.0	0.0	3.0	30.0	Û

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.



Overall Evaluat	tion Scores						
Evaluation	Category	Description	Date Award	led	Points	Earned	
	The war remessee Department o	f Education and may not be displaye	a.				
	sework, or National Board Ce		a.			_	
			d. Status	Status Date	Clock Hours	CEUs	Points Accrue
Training, Cours	ework, or National Board Ce	ertifications	+	Status Date	Clock Hours	<b>CEUs</b> 0.0	Points Accrued

### 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.

Education	Home	Educators	Reports	Paul Principal (00010-0002) ~
Ø Home				
Welcome to TNCompass!	Application Q	uick Links		
There are no announcements.	My Educ			
		Development Points \ eady for approval	Nork Queue	
	2 professional d	evelopment point reque	sts awaiting approv	al.
	Help Resourc	es		
	TNCompass S	Support		

• 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.



ilters	10   20   50   100 1-1 of 1			¢ page 1 c
ame or TLN	✓ Approve Requests	× Deny Requests		
ate Received (Start)	Request Date	Educator	Points Accrued	
MM/DD/YYYY	05/15/2016	Teacher (00010-0002), Mary (954217874)	60.0	View
ate Received (End)	10   20   50   100			4
MM/DD/YYYY Search Clear Filters	1-1 of 1			page 1

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

E Professional Dev	elopment Point	s Work Queue		G
Filters Name or TLN	10   20   50   100 1-1 of 1	× Deny Requests		<b>← →</b> page 1 of 1
Data Dessived (Start)	Request Date	Educator	Points Accrued	
Date Received (Start) MM/DD/YYYY	05/15/2016	Teacher (00010-0002), Mary (954217874)	60.0	View
Date Received (End)	10   20   50   100			<b>+                                    </b>
Search Clear Filters	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.



Filters	10   20   50   100 1-1 of 1			¢page 1 o
Name or TLN	✓ Approve Requests	X Deny Requests	\ \	1-3
Date Received (Start)	Request Date	Educator	Points Accrued	
MM/DD/YYYY	05/15/2016	Teacher (00010-0002), Mary (954217874)	60.0	View
Date Received (End)	10   20   50   100			+
MM/DD/YYYY	1-1 of 1			page 1 o
Search Clear Filters				

- 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 Tea	cher (00010-000	2) (954217874)				G
Ар	prove Profess	sional Development F	Points				
Date	e Submitted: 5/15/	2016					
Tota	PDPs Accrued: 6	60.0					
•	Approve Requests	✗ Deny Requests					
	Date Attended	РDР Туре	Course/Title/Seminar	Clock Ho	urs CEUs	Semester Hou	rs Points Accrued
	05/06/2016	College/University Coursework	Elementary Interventions	0.0	0.0	3.0	30.0
	05/02/2016	National Board Certification	Elementary Math Certification	0.0	0.0	0.0	30.0
10   2	0 0 1 0 1 100						<b>← →</b>
1-2 0	f 2						page 1 of 1
Ø	Attachments						
	Name	Type Descripti	ion (	Created	Crea	ted Bv	

- 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.



Education	✓ Approve Re	quests			× orts Paul	Principal (
🞓 Mary Teacher (00	<b>Are you sure you</b> 1 request(s) will be	want to approve these requests approved.	? This action cannot	t be undone.		
Approve Professional Dev	Enter your PIN bel	w and click "Approve Requests" to Hide PIN 6100		1		
Date Submitted: 5/15/2016 Total PDPs Accrued: 60.0	Close			rove Reques	sts	
✓ Approve Requests ★ Deny Requ		<b>O</b> -1111/0-1111	Ola els Hanna	0511-		Prints
Date Attended PDP Type	sity Coursework	Course/Title/Seminar	Clock Hours	0.0	Semester Hours	Points 30.0
05/02/2016 National Board		Elementary Math Certification	0.0	0.0	0.0	30.0
10   20   50   100         1-2 of 2         Image: Department of Education         Image: Department of Education <td>✓ Approve R Are you sure you</td> <td>equests</td> <td>sts? This action can</td> <td>not be undon</td> <td></td> <td>ul Principa</td>	✓ Approve R Are you sure you	equests	sts? This action can	not be undon		ul Principa
Approve Professional De Date Submitted: 5/15/2016 Total PDPs Accrued: 60.0	1 request(s) will	elow and click "Approve Requests" Access My PIN		oprove Requ	ests	
Approve Requests      Deny Re     Date Attended PDP Type	quests	Course/Title/Seminar	Clock Hours	CEUs	Semester Hours	Point
	versity Coursework	Elementary Interventions	0.0	0.0	3.0	
						30.0
C 05/02/2016 National Boa	rd Certification	Elementary Math Certification	0.0	0.0	0.0	30.0

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) ~
🞓 Mary Teacher (00010-0002	2) (954217874)				€
The selected PDPs were successfully approved!					
Approve Professional Development P	oints				
Date Submitted: 5/15/2016 Total PDPs Accrued: 30.0					
✓ Approve Requests ★ Deny Requests					
Date Attended PDP Type	Course/Title/Seminar	Clock Hours	s CEUs	Semester Hou	rs Points Accrued
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

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.

TN Department of Education	✓ Deny Requests × orts	Paul Principal (00010-0002) 🗸
E Professional Deve		G
Filters	1 request(s) will be denied.	<b>← →</b> page 1 of 1
Name or TLN	Enter your PIN below and click "Deny Requests" to confirm.  Hide PIN 6100	page i oi i
Date Received (Start)	Close Deny Requests 0.0	Accrued
Date Received (End)	10   20   50   100 1-1 of 1	← → page 1 of 1
Search Clear Filters		

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

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



Professional Development Points (PDPs)					Add PDPs		
Overall Evalua	tion Scores						
Evaluation	Category	Description	Date Award	ded	Points	Earned	
Official records o	n file with Tennessee Department of	Education and may not be displaye	ed.				
Training, Cours	sework, or National Board Ce Type	ertifications Description	Status	Status Date	Clock Hours	CEUs	Points Accrued
0,			Status Awarded	Status Date 05/15/2016	Clock Hours	CEUs	Points Accrued

## License Transactions Overview

### **Transactions**

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

			Home	Mary Teacher (00010-0002) ~
🞓 Mary Teacher (000	)10-0002) (9542178	74)		G
Evaluations Licensure Staff	Assignments Transactions			
2015-2016 / Anderson View all evaluation(s)	n County / Teache <mark>r</mark> Evalu	ation		Print to PDF
Evaluation Model	2015-2016 TEAM Model	Coach Conversation Conducted		
Category	(blank)	Partial Year Exemption (PYE)		

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 Tea	cher (0001	0-0002) (95	54217874)			e
Evaluations Lice	nsure Staff Ass	ignments Trans	sactions			
☐ Transactior	IS					Start a new transaction
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
<ul> <li>Waiting for pers</li> <li>Deleted - The tra</li> <li>Pending OEL re</li> <li>Approved - The</li> <li>Deficient - The training</li> <li>Completed in Miles</li> </ul>	The transaction has be onal affirmation - The nsaction has been dele view - The transaction transaction has been a ransaction has been for LO - Review/actions do	ted by the requester has been submitted and pproved by TDOE OEL und to be deficient by T ne in external system	ubmitted, but is waiting on the d the affirmation completed		·	

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)
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.



🗲 Mary Teacher (00010-0002) (954217874)
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)
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 - <b>Personal Affirmation Page</b> – Allows educators to upload the required personal affirmation page. This document is required for all licensure transactions <b>Assessment Page</b> – 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 <b>Enroliment Page</b> – Allows educator preparation programs to verify if an educator is currently enrolled in, or has completed the required educator preparation program.
Helpful Links
<ul> <li>Endorsement Flexibility and Additional Endorsements Document         <ul> <li>Link to endorsement document</li> </ul> </li> <li>Required Assessments and Cut Scores         <ul> <li>ETS Praxis Site</li> </ul> </li> </ul>

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	Teache	r (00010	)-0002) (9	54217874)			€
≓ Add End	dorsemen	t Transact	ion				Status Not submitted
Overview	O Endorseme	ent Selection	O Assessment	O Program Status	Summary		
Welcome to the Ad	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	l 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
Requirer	ments						
Requirement				Read	y for Submission		
Endorsement Sele	ection			0			
Assessment				0			
Program Status				0			
← Back						_	Continue 🔸

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.

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



🞓 Mary Teacher (00010-0002) (954217874)	€
	Status Not submitted
Overview O Endorsement Selection O Assessment O Program Status	
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.         Search         082       Driver Education 7-12         451       Early Childhood Care & Services 9-12         467       Early Childhood Ed PK-3         081       Early Dev/Learning PK-K         081       Earth & Space Sci 7-12         You have selected 2 endorsements for this license.	
✓ I acknowledge the selected endorsement is accurate.	
	•
← Back	e Save & Continue 🗲

## Δ

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.

## Δ

#### 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.



_	d Endorsement Transac		0					Sta Not submitt
rovider o	view O Endorsement Selection ge educators may view assessments or r from the attending Educator Preparation sessments			_	mmary t scores must e	either be submitte	ed to the office direct	ctly from the testing
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 Know	ledge	5038	180.00	167.00	Praxis	03/07/2016	View 1 More
~	School Leaders Licensure Assesmt		6011	175.00	160.00	SIs	08/12/2015	View 9 More
0	Mathematics: Content Knowledge		5161	139.00	160.00	Praxis	07/23/2015	
0	Elem Ed: Content Knowledge		5018	161.00	163.00	Praxis	05/19/2015	
~	Core Academic Skills For Educators: I	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
s Atta	achments							
Nar		Туре	Descri			Created	Create	
	ry_Teacher_Institution_Score_Report.pd	df Assessmer	it Score Asses:	ment Score	for Mary	5/16/2016 5:30:	52 PM Presto	n Wills
I ve	erify that the above Praxis scores on file	with the Office of Edu	cator Licensing are	he most cur	rent and accur	ate scores.		
								•

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 Tea	acher (0001	0-0002) (9	954217874)			€
Add Endors	ement Transad	ction				Status Not submitted
Overview 🛛 🕑 Er	ndorsement Selection	<ul> <li>Assessment</li> </ul>	O Program Status	Summary		
This page allows educato	r preparation programs	to verify if an educate	or is currently enrolled in,	or has completed the required edu	cator preparation program.	
Educator Pre	eparation Prog	ram Comple	tion Status			
EPP/Institution	Enrollm	ent A	dded By	Enrollment Date	Completion Date	
Fisk University	Comple	ted Pi	reston Wills	08/01/2012	05/04/2016	
Please select the enrollme	ent for this transaction:					
Fisk University (8/1/20	12)					٣
I verify that the rec	commendation and prog	ram enroliment status	s on file is complete and	accurate.		
1						
+ 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 End	dorsement	t Transactio	on				Not submitted
Overview	O Endorseme	nt Selection	Assessment	Program Status	Summary		
Now that you have	stepped through	n requirement, ple	ase rey summ	ary below before contin	uing to the next step		
🖹 Holds							
Hold Date	Reas	on	State Authority		Added By	Cleared	Cleared Date
Official records or	n file with Tennes	see Department o	of Education and r	nay not be displayed.			
Selected	d License						
License Type	Status	Source	Issue Date	Effective Date	Expiration Date	e Renewal D	ate Renewal Count
Professional	Active	Conversion	05/01/2006	09/01/2016		05/16/2016	5 1
Endorse	ments						
Code	Name	I.				Date	Status
467	Early	Childhood Ed PK-	3				
468	Early	Dev/Learning PK-	к				
Require	ments						
Requirement				Rea	ady for Submission		
Endorsement Sel	ection			$\odot$			
Assessment				$\odot$			
Program Status				$\odot$			
Submiss	sion Notes						
Information entered	d will be shared v	with the Office of E	Educator Licensing	<i>g.</i>			
							ĥ
🗲 Back	-	_					Save Continue 🗲

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



≓ Add En	dorsement	Transactio	on				Not	submitted
Overview	O Endorsemer	nt Selection	Assessment	⊘ Program Status	Summary			
Now that you have	e stepped through	requirement, ple	ase review summ	ary below before contir	nuing to the next step			
Holds								
Hold Date	Reaso	on	State Authority		Added By	Cleared	Cleared Date	
Official records o	n file with Tennes	see Department o	of Education and r	nay not be displayed.				
Selected	d License							
License Type	Status	Source	Issue Date	Effective Date	Expiration	Date Renewal	Date Renewal C	ount
Professional	Active	Conversion	05/01/2006	09/01/2016		05/16/20	16 1	
Endorse	ements							
Code	Name					Date	Status	
467	Early	Childhood Ed PK-	3					
468	Early (	Dev/Learning PK-	к					
Require	ments							
Requirement				Re	ady for Submission			
Endorsement Se	lection			$\odot$				
Assessment				$\odot$				
Program Status				0				
Submiss	sion Notes							
Information entere		vith the Office of l	Educator Licensin	g.				
Notes to be view	ved by OEL							
← Back							🖺 Save	Continue 🔸

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



<b>⇔</b> Add Endor	sement -	Trai Submiss	ion Confirmatior	ı		×		Not submitted
Now that you have step	Endorsement	This personal		be locked and the edu confirm to finalize the li	cator notified to complete the cense request.	e		
Holds	Reason						Cleared	Date
Official records on file		Cancel				Submit		
License Type	Status	Source	Issue Date	Effective Date	Expiration Date	Renewal	Date	Renewal Count
Professional	Active	Conversion	05/01/2006	09/01/2016		05/16/20	16	1

• 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*.

≓ Add End	dorsement Transac	tion			Waitir	Status og for personal affirmation
Overview	O Endorsement Selection	O Assessment	⊘ Program Status	Summary		
1 This transac	ction is awaiting a personal affirr	nation before it can be	submitted to OEL.	Add Personal Affirmation		
Holds				1		
Hold Date	Reason	State Authority		Added By	Cleared	Cleared Date
Official records or	n file with Tennessee Departme	nt of Education and ma	ay not be displayed.			
Selected	d License					
License Type	Status Source	issue Date	Effective Date	Expiration Date	Renewal Date	Renewal Count

• 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 Trai	nsaction - Personal Affirmation	Status Waiting for personal affirmation
	nay constitute grounds to take action, revoke or deny a license. Check as previously investigated and found "No Probable Cause" to take any	
1. Have you been convicted of a felony, Yes No	including conviction on a plea of guilty, a plea of nolo contender	re or granting pre-trial diversion?
2. Have you ever been convicted of the diversion? Yes No	llegal possession of drugs, including conviction on a plea of gui	ilty, a plea of nolo contendere or an order granting pre-trial
3. Have you had a teacher's certificate/li does not apply.)	cense revoked, suspended or denied, or have you voluntarily reli	inquished a certificate/license. (Allowing a license to expire
Yes No		
<ol><li>Is there any action pending against y</li></ol>	our certification/license or application in another state?	
4. Is there any action pending against y Yes No	our certification/license or application in another state?	
Yes No		within and court certified conies of the judgment conviction and
Yes No	our certification/license or application in another state? 2, please attach details of conviction, include date and location of con	viction, and court certified copies of the judgment, conviction, and
Yes No Attachments If you have answered "Yes" to question 1 of sentencing.		
Yes No Attachments If you have answered "Yes" to question 1 of sentencing.	2, please attach details of conviction, include date and location of con	
Yes No Attachments If you have answered "Yes" to question 1 or sentencing. If you have answered "Yes" to question 3 or	2, please attach details of conviction, include date and location of con 4, please attach details naming the state and/or issuing authority and	explain the circumstances.
Yes No Attachments If you have answered "Yes" to question 1 of sentencing. If you have answered "Yes" to question 3 of Attachment Name	2, please attach details of conviction, include date and location of con 4, please attach details naming the state and/or issuing authority and	explain the circumstances.
Yes No Attachments If you have answered "Yes" to question 1 of sentencing. If you have answered "Yes" to question 3 of Attachment Name No files are being attached.	2, please attach details of conviction, include date and location of con 4, please attach details naming the state and/or issuing authority and Attachment Type	explain the circumstances.

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



	00010-0002) (954217874)	
	A Please confirm your Personal Affirmation	×
➡ Add Endorsement Tra	Are you sure you want to submit this personal affirmation? This transaction will submitted to the Office of Licensure for processing and cannot be undone.	Waiting for personal affirmation
False statements made in this application matters that the State Board of Education		submit e for each question. Do not include
1. Have you been convicted of a felony Yes No	y, including conviction on a plea of guilty, a plea of nolo contendere or grar	ng pre-trial diversion?
2. Have you ever been convicted of the diversion?	e illegal possession of drugs, including conviction on a plea of guilty, a plea	a of nolo contendere or an order granting pre-trial
Yes No		
3. Have you had a teacher's certificate/ does not apply.)	//icense revoked, suspended or denied, or have you voluntarily relinquished	d a certificate/license. (Allowing a license to expire
Yes No		
4. Is there any action pending against Yes No	your certification/license or application in another state?	
Attachments		
-	or 2, please attach details of conviction, include date and location of conviction, an	nd court certified copies of the judgment, conviction, and
If you have answered "Yes" to question 1 esentencing.	or 2, please attach details of conviction, include date and location of conviction, an or 4, please attach details naming the state and/or issuing authority and explain th	
If you have answered "Yes" to question 1 of sentencing.	or 4, please attach details naming the state and/or issuing authority and explain th	
If you have answered "Yes" to question 1 esentencing. If you have answered "Yes" to question 3 e	or 4, please attach details naming the state and/or issuing authority and explain th	e circumstances.
If you have answered "Yes" to question 1 is sentencing. If you have answered "Yes" to question 3 is Attachment Name	or 4, please attach details naming the state and/or issuing authority and explain th	e circumstances.
If you have answered "Yes" to question 1 is sentencing. If you have answered "Yes" to question 3 is Attachment Name No files are being attached.	or 4, please attach details naming the state and/or issuing authority and explain th Attachment Type Desc	e circumstances.

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.



valuations Lic	ensure Staff /	Assignments	Transactions			
Transactio	ns			L	Start a ne	ew transactio
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	Viev
<ul> <li>Waiting for pers</li> <li>Deleted - The tr</li> <li>Pending OEL re</li> <li>Approved - The</li> <li>Deficient - The</li> </ul>	- The transaction has sonal affirmation - 1 ansaction has been eview - The transaction transaction has beer transaction has beer	The transaction has I deleted by the reque ion has been submitt n approved by TDO	been submitted, but is waiting ster led and the affirmation compl E OEL It by TDOE OEL	· ·	e the personal affirmation	

# 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.

Eddcation		Home	Mary leacher (00010-0002) V
🞓 Mary Teacher (00010-0002	954217874)		Θ
Evaluations Licensure Staff Assignments	ansactions		
2015-2016 / Anderson County / 1	cher Evaluation		
View all evaluation(s)	'		Print to PDF
Evaluation Model 2015-2016 TEA	del Coach Conversation Conducted		
Category (blank)	Partial Year Exemption (PYE)		

• Click the *View* button for the transaction.



#### Mary Teacher (00010-0005) (922480747) Θ Evaluations Licensure Staff Assignments Transactions Transactions License Type EPP/Institution Submitted Created Transaction Type Status 5/16/2016 7:39:25 PM 5/16/2016 8:43:27 Waiting for personal Advance an Active Apprentice View Superintendent (00010), Susan PM License Teacher affirmation 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.

<b>≓</b> Advanc	e an A	ctive Li	cense Tran	saction				Not submitted
Overview	O Prof	essional Dev	elopment Points	ORecommenda	ition O Experience	Summary		
Welcome to the Ac wizard.	dvance an	Active Licens	se transaction wiza	rd. Below is overvie	w of the requirements fo	or this transaction. Use the	e "Continue" button to b	begin stepping through the
Selected	d Licer	nse						
License Type		Status	Source	Issue Date	Effective Date	Expiration Date	Renewal Date	Renewal Count
Apprentice Teach	her	Active	Conversion	08/01/2002		08/31/2007		0
Require	ments							
Requirement						Ready for Submission		
Professional Dev	elopment l	Points				0		
Recommendation	n					0		
Experience						0		
← Back								Continue 🔶

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



<b>≓</b> Advance ar	n Active License Trans	action					Not submitted
Overview OF	Professional Development Points	O Recommendation O Exp	erience [	Summary			
	may view PDPs on file through evaluat nan evaluation are being submitted)	ion data. School districts may also e	nter PDP activ	vities for an educa	ator and submit an	electronic	c signature (only
Professiona	al Development Points	(PDPs)					Add PDPs
Overall Evaluat	ion Scores						
Evaluation	Category	Description	Date Awar	ded	Points	s Earned	
Official records or	n file with Tennessee Department of E	ducation and may not be displayed.					
Training, Cours	ework, or National Board Cert	ifications					
Date Attended	Туре	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 O     ■	ffice of Educator Licensing has all Pro	fessional Development documentati	on required to	renew or advance	ce my license.		
7							
+ 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 End	lorsement	t Transactio	on				Not submitted
Overview	O Endorseme	nt Selection	Assessment	O Program Status	Summary		
Now that you have s	stepped through	n requirement, ple	ase rey summa	iry below before continu	ing to the next step		
Holds							
Hold Date	Reas	on	State Authority	A	dded By	Cleared	Cleared Date
		see Department o	f Education and m	ay not be displayed.			
Selected							
License Type	Status	Source	Issue Date	Effective Date	Expiration Date	Renewal D	
Professional	Active	Conversion	05/01/2006	09/01/2016		05/16/2016	6 1
Endorser	ments						
Code	Name					Date	Status
467	Early	Childhood Ed PK-	3				
468	Early	Dev/Learning PK-	к				
Requiren	nents						
Requirement				Rea	dy for Submission		
Endorsement Sele	ction			$\odot$			
Assessment	-			${oldsymbol{eta}}$			
Program Status				$\odot$			
Submissi			Educator Licensing				
🗲 Back	-	_					Save Continue 🗲

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



≓ Add En	dorsement	Transacti	on				Not su	ubmitted
Overview	O Endorsemer	nt Selection	Assessment	⊘ Program Status	Summary			
Now that you have	e stepped through	requirement, ple	ase review summ	ary below before contir	nuing to the next step	)		
🖹 Holds								
Hold Date	Reaso	on	State Authority		Added By	Cleared	Cleared Date	
Official records of	n file with Tennes	see Department (	of Education and r	nay not be displayed.				
Selected	d License							
License Type	Status	Source	Issue Date	Effective Date	Expiration	Date Renewal	Date Renewal Cou	nt
Professional	Active	Conversion	05/01/2006	09/01/2016		05/16/201	6 1	
Endorse	ements							
Code	Name					Date	Status	
467	Early	Childhood Ed PK-	-3					
468	Early (	Dev/Learning PK-	к					
Require	ments							
Requirement				Re	ady for Submission	i i i i i i i i i i i i i i i i i i i		
Endorsement Se	lection			$\odot$				
Assessment				$\odot$				
Program Status				$\odot$				
Submiss	sion Notes							
Information entere		with the Office of	Educator Licensin	g.				
Notes to be view	ed by OEL							
← Back							🗈 Save Co	ntinue 🔶

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



<b>⇔</b> Add Endor	sement <sup>·</sup>	Trai Submiss	ion Confirmatior	ı		×		Not submitted
Overview O	Endorsement	A This persona		be locked and the educ confirm to finalize the lic	ator notified to complete the ense request.			
Holds	Reasor	1			×		Cleared	Date
Official records on file		Cancel	]		Su	ıbmit		
License Type	Status	Source	Issue Date	Effective Date	Expiration Date	Renewal	Date	Renewal Count
Professional	Active	Conversion	05/01/2006	09/01/2016		05/16/201	6	1

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

License Type	Status Source	Issue Date	Effective Date	Expiration Date	Renewal Date	Renewal Count
Selected	d License					
Official records o	n file with Tennessee Departme	nt of Education and m	ay not be displayed.			
Hold Date	Reason	State Authority		Added By	Cleared	Cleared Date
🖹 Holds				1		
This transa	ction is awaiting a personal affir	mation before it can be	e submitted to OEL.	Add Personal Affirmatio	n	
Overview	O Endorsement Selection	⊘ Assessment	O Program Status	Summary		
≓ Add En	dorsement Transac	tion			Waitin	Status og for personal affirmation
<ul> <li>Click on</li> </ul>	Add Personal Affi		ninue.			

- 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.



	- Personal Affirmation	Waiting for personal affirmation
	grounds to take action, revoke or deny a license. Check the appropriate response investigated and found "No Probable Cause" to take any disciplinary action.	e for each question. Do not include
1. Have you been convicted of a felony, including con Yes No	nviction on a plea of guilty, a plea of nolo contendere or granting pre-trial d	liversion?
2. Have you ever been convicted of the illegal possess diversion? Yes No	ision of drugs, including conviction on a plea of guilty, a plea of noio conte	endere or an order granting pre-trial
does not apply.)	d, suspended or denied, or have you voluntarily relinquished a certificate/l	license. (Allowing a license to expire
Yes No 4. Is there any action pending against your certification	on/license or application in another state?	
Yes No		
Attachments	sch datalle of conviction, include date and location of conviction, and court cortifica	d conjec of the judgment conviction, and
	ich details of conviction, include date and location of conviction, and court certified	d copies of the judgment, conviction, and
If you have answered "Yes" to question 1 or 2, please attac sentencing. If you have answered "Yes" to question 3 or 4, please attac	ich details of conviction, include date and location of conviction, and court certified ich details naming the state and/or issuing authority and explain the circumstance	
If you have answered "Yes" to question 1 or 2, please attac sentencing. If you have answered "Yes" to question 3 or 4, please attac Attachment Name		
If you have answered "Yes" to question 1 or 2, please attact sentencing. If you have answered "Yes" to question 3 or 4, please attact	ch details naming the state and/or issuing authority and explain the circumstance	
If you have answered "Yes" to question 1 or 2, please attac sentencing. If you have answered "Yes" to question 3 or 4, please attac Attachment Name	ch details naming the state and/or issuing authority and explain the circumstance	
If you have answered "Yes" to question 1 or 2, please attac sentencing. If you have answered "Yes" to question 3 or 4, please attac Attachment Name No files are being attached.	ch details naming the state and/or issuing authority and explain the circumstance	

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



	00010-0002) (954217874)	E E E E E E E E E E E E E E E E E E E
	A Please confirm your Personal Affirmation	×
➡ Add Endorsement Tra	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.	Waiting for personal affirmation
False statements made in this application matters that the State Board of Education		t e for each question. Do not include
1. Have you been convicted of a felony Yes No	y, including conviction on a plea of guilty, a plea of nolo contendere or gran ing pre-	-trial diversion?
2. Have you ever been convicted of the diversion?	e illegal possession of drugs, including conviction on a plea of guilty, a plea of noic	o contendere or an order granting pre-trial
Yes No		
3. Have you had a teacher's certificate does not apply.)	/license revoked, suspended or denied, or have you voluntarily relinquished a certif	icate/license. (Allowing a license to expire
Yes No		
4. Is there any action pending against Yes No	: your certification/license or application in another state?	
If you have answered "Yes" to question 1 sentencing.	or 2, please attach details of conviction, include date and location of conviction, and court of	certified copies of the judgment, conviction, and
sentencing.	or 2, please attach details of conviction, include date and location of conviction, and court of or 4, please attach details naming the state and/or issuing authority and explain the circum	
sentencing.		
sentencing. If you have answered "Yes" to question 3	or 4, please attach details naming the state and/or issuing authority and explain the circum	
sentencing. If you have answered "Yes" to question 3 Attachment Name	or 4, please attach details naming the state and/or issuing authority and explain the circum	
sentencing. If you have answered "Yes" to question 3 Attachment Name No files are being attached.	or 4, please attach details naming the state and/or issuing authority and explain the circum Attachment Type Description	

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.
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valuations Lice	ensure Staff /	Assignments	Transactions		Obstance	ew transactio
Transaction	ns			1		ew transactio
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
<ul> <li>Waiting for pers</li> <li>Deleted - The transmission</li> <li>Pending OEL re</li> <li>Approved - The</li> <li>Deficient - The formation</li> </ul>	The transaction has conal affirmation - 1 ansaction has been o view - The transacti transaction has been transaction has been	deleted by the reques	een submitted, but is waiting ter ed and the affirmation comple OEL by TDOE OEL		e the personal affirmation	