

TNCompass Licensure: Career and Technical

- How to register to apply for a practitioner occupational license
- Complete the industry content verification form
- After approval of the industry content verification form
- If the industry content verification form is not approved

How to register to apply for a practitioner occupational license

- On the TNCompass homepage, locate the link labeled **Register Now**.
- Select the link to advance to the registration page.

TN Department of **Tr** Education

Login

TNCompass

Sign in to your Account

Username

Password

Log in

[Forgot Password?](#)
[Forgot Username?](#)


Viewing with Chrome (version 56)


Welcome, Tennessee educator.

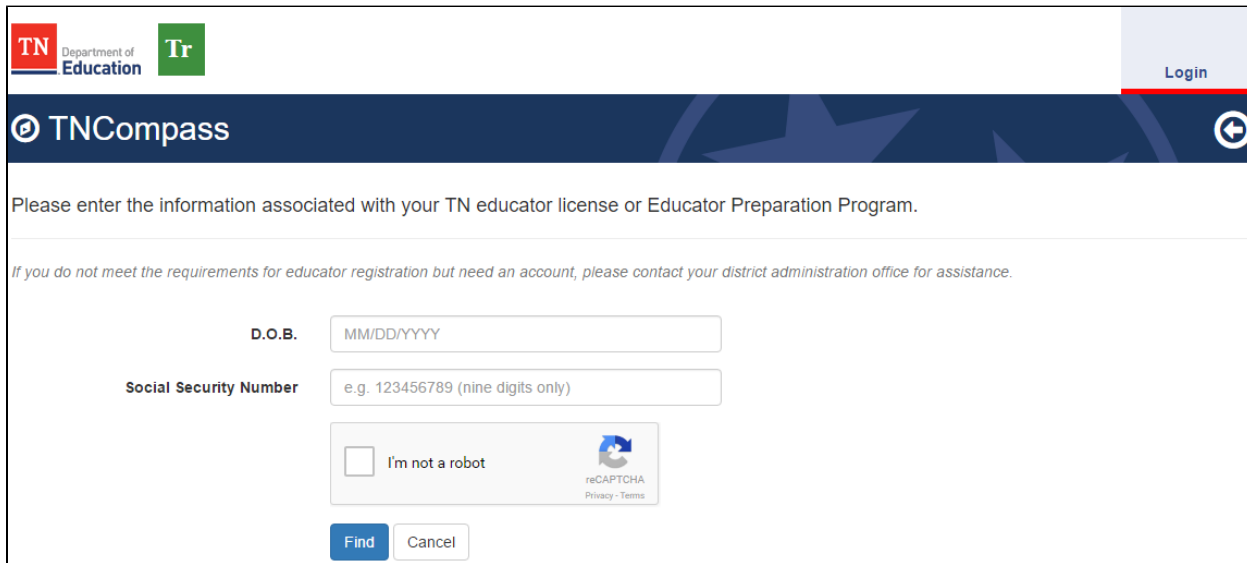
Do you need an account? [Register Now](#)

In order to register on the TNCompass site, you must have an educator license in the state of Tennessee or be enrolled in an educator preparation program.

- Enter the date of birth and social security number in the provided fields.
- Click the captcha labeled ***I'm not a robot*** and select ***Find***.

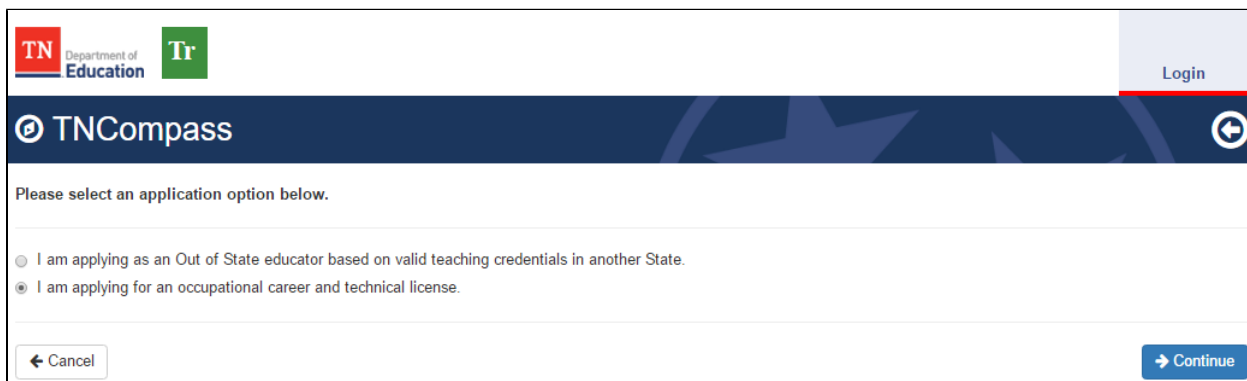
 The date of birth field must be formatted as MM/DD/YYYY and the social security number field should not contain dashes.

 Some browsers may attempt to auto-fill the date of birth and social security number field. If this occurs, delete the incorrect characters and type the appropriate data in the fields.



The screenshot shows the TNCompass login page. At the top left is the TN Department of Education logo and a 'Tr' logo. At the top right is a 'Login' button. Below the header is a dark blue navigation bar with the 'TNCompass' logo and a home icon. The main content area contains the following text: 'Please enter the information associated with your TN educator license or Educator Preparation Program.' Below this is a note: 'If you do not meet the requirements for educator registration but need an account, please contact your district administration office for assistance.' The form includes two input fields: 'D.O.B.' with a placeholder 'MM/DD/YYYY' and 'Social Security Number' with a placeholder 'e.g. 123456789 (nine digits only)'. Below these fields is a reCAPTCHA widget with the text 'I'm not a robot' and a 'reCAPTCHA Privacy - Terms' link. At the bottom of the form are 'Find' and 'Cancel' buttons.

- Select the option labeled ***I am applying for an occupational career and technical license.***
- Click ***Continue*** to advance to the applicant information collection page.



The screenshot shows the TNCompass application selection screen. At the top left is the TN Department of Education logo and a 'Tr' logo. At the top right is a 'Login' button. Below the header is a dark blue navigation bar with the 'TNCompass' logo and a home icon. The main content area contains the text: 'Please select an application option below.' Below this text are two radio button options: 'I am applying as an Out of State educator based on valid teaching credentials in another State.' and 'I am applying for an occupational career and technical license.' At the bottom left is a 'Cancel' button with a left arrow, and at the bottom right is a 'Continue' button with a right arrow.

- Complete all fields and click the **Save My Information** to advance to the account creation page.

TNCompass will not allow information to be saved if a required field is missing.

[Login](#)

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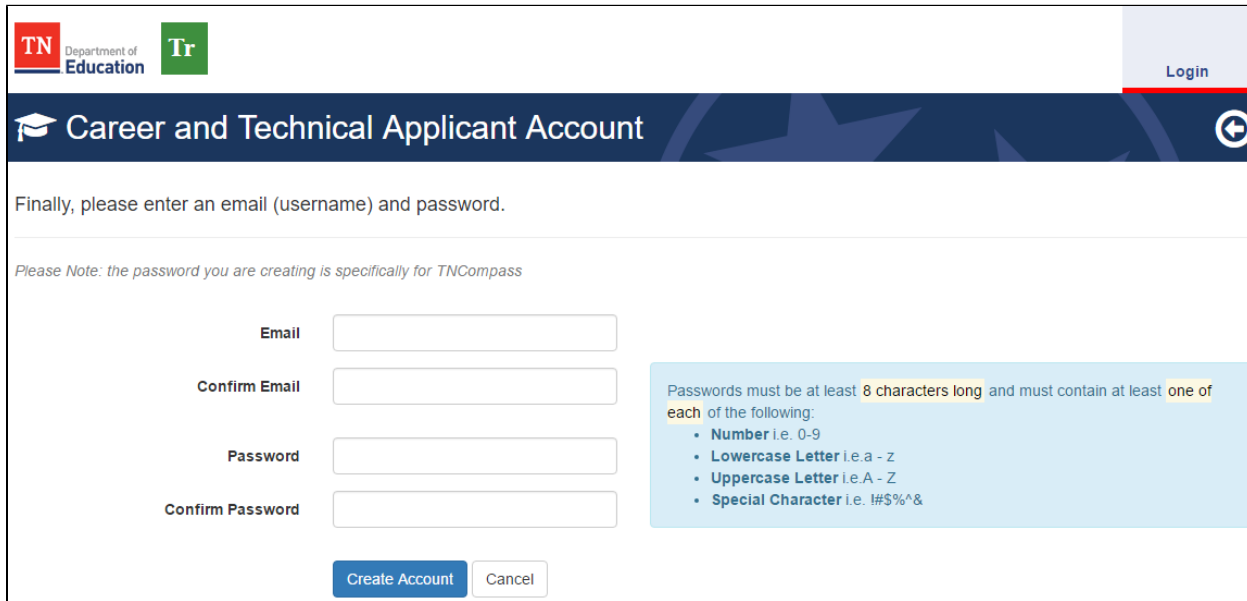
Career and Technical Applicant

Please enter your personal information to create your TNCompass account.

[🎓 Save My Information](#)

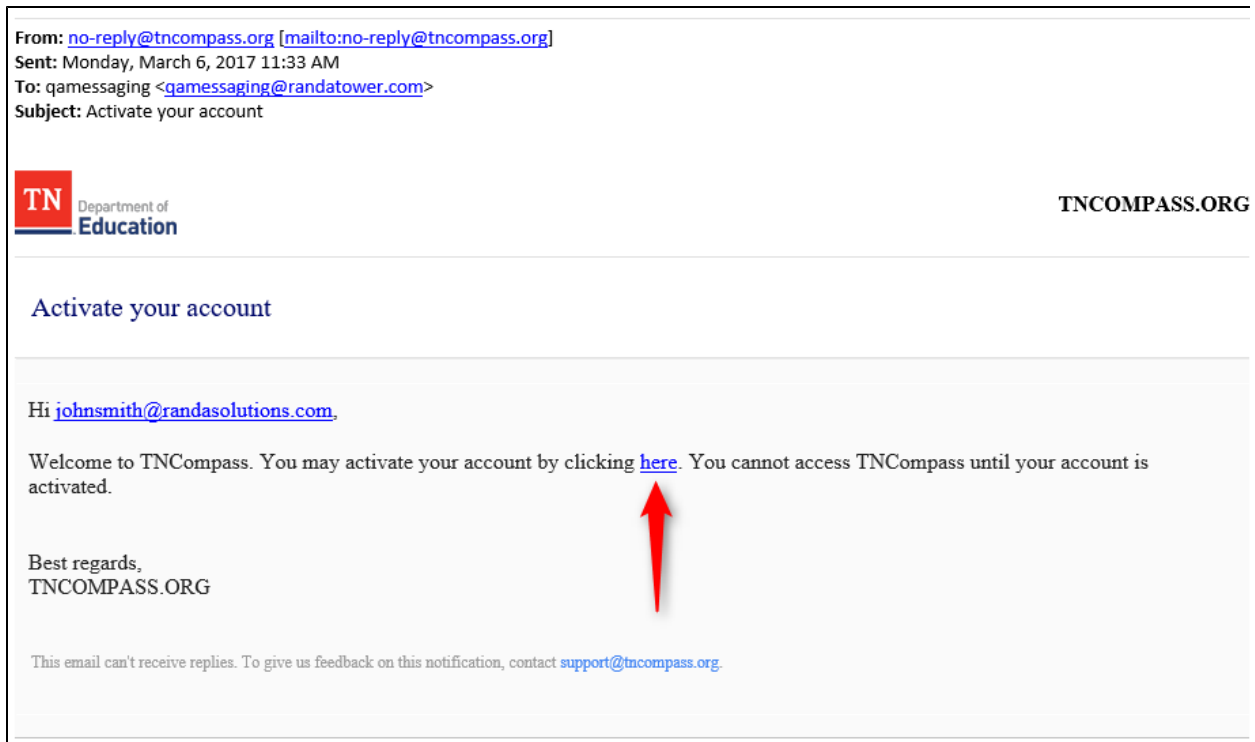
<p>Prefix <input style="width: 100%;" type="text"/></p> <p>First Name <input style="width: 100%;" type="text"/></p> <p>Middle Name <input style="width: 100%;" type="text"/></p> <p>Last Name <input style="width: 100%;" type="text"/></p> <p>Maiden Name <input style="width: 100%;" type="text"/></p> <p>Suffix <input style="width: 100%;" type="text"/></p> <p>Date of Birth <input style="width: 100%; text-align: center;" type="text" value="MM/DD/YYYY"/></p> <p>SSN <input style="width: 100%;" type="text" value="e.g. 123456789 (digits only)"/></p> <p style="font-size: 0.8em; margin-top: 5px;">Social Security Numbers are always encrypted, and only the last four digits will be displayed on this website.</p>	<p>Secondary Email <input style="width: 100%;" type="text"/></p> <p>Address Line 1 <input style="width: 100%;" type="text"/></p> <p>Address Line 2 <input style="width: 100%;" type="text"/></p> <p>Postal Code <input style="width: 100%;" type="text"/></p> <p>City <input style="width: 100%;" type="text"/></p> <p>State (Abbreviation) <input style="width: 100%;" type="text" value="e.g. TN"/></p> <p>Primary Phone <input style="width: 100%;" type="text"/></p> <p style="font-size: 0.8em; margin-top: 10px;">The following information is collected for the purposes of federal reporting requirements. Please provide responses for ethnicity, race and gender.</p> <p>Gender <input style="width: 100%;" type="text" value="M or F"/></p> <p>Ethnicity <input style="width: 100%;" type="text"/></p> <p>Race</p> <ul style="list-style-type: none"> <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian - Other Pacific Islander
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- Enter a desired email address and password to create the TNCompass user account.
- Click **Create Account** to receive an activation email.



- Check the email address entered on the account creation page for the activation email.
- Select the link in the email to activate the TNCompass user account.

⚠ If an activation email is not received, be sure to check spam filters and junk mail. The activation email may be resent by attempting to login on the TNCompass home page.



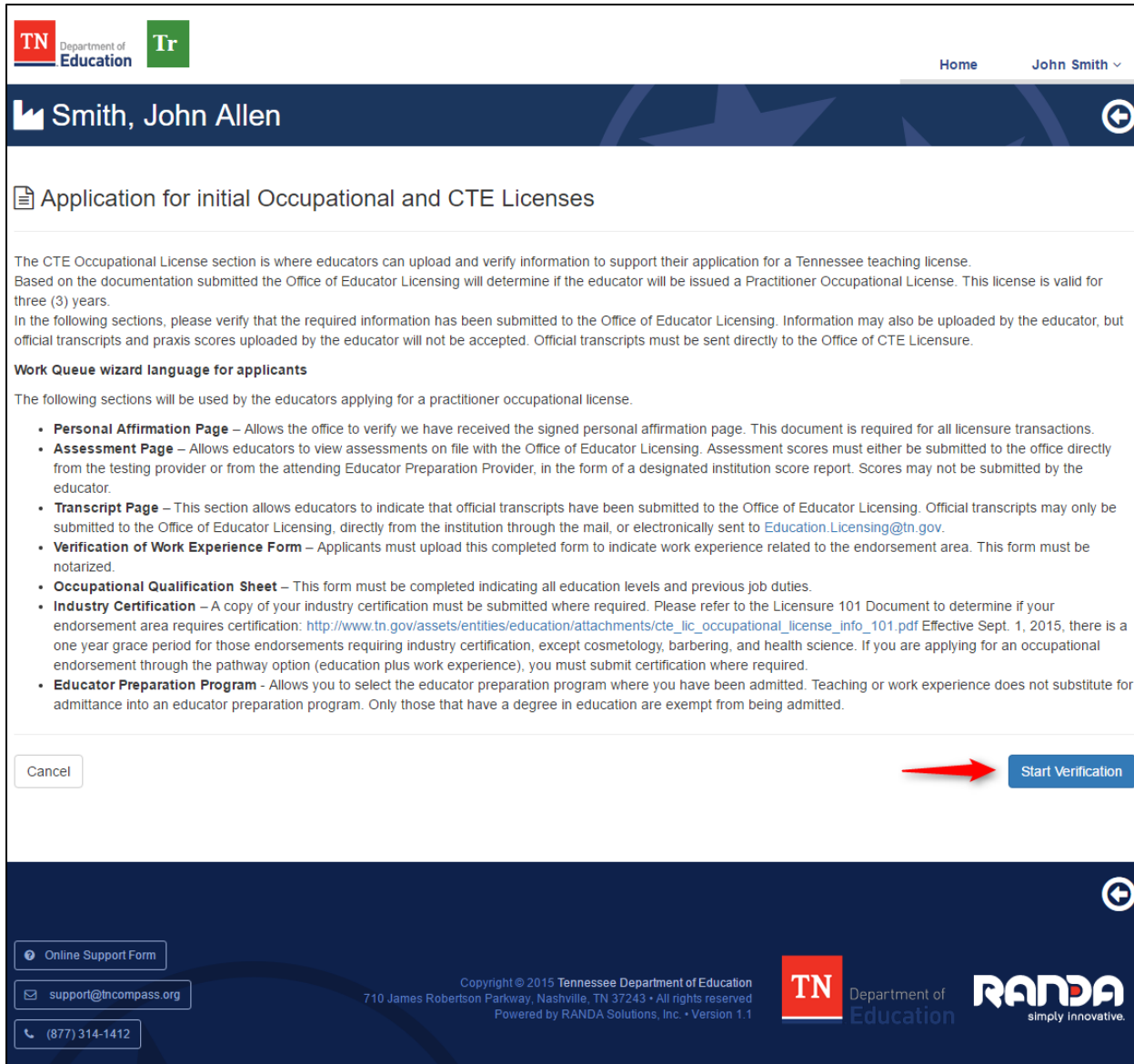
Complete the industry content verification form

The applicant must complete the industry content verification form and be approved by the Office of Educator Licensure and Preparation for recommendation by an educator preparation provider before the license application may be started.

- After completing account registration, login to TNCompass.
- On the home page, locate and select **Apply for CTE**.

The screenshot shows the TNCompass user interface. At the top left is the TN Department of Education logo. To the right, there are navigation links for 'Home' and 'John Smith'. Below the navigation bar is a 'Home' header with a star graphic. The main content area features a 'Welcome to TNCompass!' message and a notification stating 'There are no announcements.' On the right side, there are three panels: 'Application Quick Links' containing 'My Educator Profile', 'Account Information', and 'Apply for CTE' (highlighted with a red arrow); 'Transactions' showing 'No transactions have been initiated for the educator.'; and 'Resources' listing various guides and support pages. The footer contains contact information, copyright details for 2015, and logos for TN Department of Education and RANDA.

- After reading the requirements, click **Start Verification** to begin the form.



TN Department of Education **Tr**

Home John Smith ▾

Smith, John Allen

Application for initial Occupational and CTE Licenses

The CTE Occupational License section is where educators can upload and verify information to support their application for a Tennessee teaching license. Based on the documentation submitted the Office of Educator Licensing will determine if the educator will be issued a Practitioner Occupational License. This license is valid for three (3) years.

In the following sections, please verify that the required information has been submitted to the Office of Educator Licensing. Information may also be uploaded by the educator, but official transcripts and praxis scores uploaded by the educator will not be accepted. Official transcripts must be sent directly to the Office of CTE Licenseure.

Work Queue wizard language for applicants

The following sections will be used by the educators applying for a practitioner occupational license.

- **Personal Affirmation Page** – Allows the office to verify we have received the signed 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.
- **Transcript Page** – This section allows educators to indicate that official transcripts have been submitted to the Office of Educator Licensing. Official transcripts may only be submitted to the Office of Educator Licensing, directly from the institution through the mail, or electronically sent to Education.Licensing@tn.gov.
- **Verification of Work Experience Form** – Applicants must upload this completed form to indicate work experience related to the endorsement area. This form must be notarized.
- **Occupational Qualification Sheet** – This form must be completed indicating all education levels and previous job duties.
- **Industry Certification** – A copy of your industry certification must be submitted where required. Please refer to the Licensure 101 Document to determine if your endorsement area requires certification: http://www.tn.gov/assets/entities/education/attachments/cte_lic_occupational_license_info_101.pdf Effective Sept. 1, 2015, there is a one year grace period for those endorsements requiring industry certification, except cosmetology, barbering, and health science. If you are applying for an occupational endorsement through the pathway option (education plus work experience), you must submit certification where required.
- **Educator Preparation Program** - Allows you to select the educator preparation program where you have been admitted. Teaching or work experience does not substitute for admittance into an educator preparation program. Only those that have a degree in education are exempt from being admitted.



Cancel **Start Verification**

Online Support Form
support@tncompass.org
(877) 314-1412

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TN Department of Education **RANDA** simply innovative.

- Select the desired occupational endorsements.
- Add attachments for industry credentials and work experience.
- If applicable, indicate if the application does not require industry certification.

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Industry Verification Form
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Status Not Submitted

Endorsement Selection

Please select all applicable endorsement areas.

Which endorsements would you like to select?

License Type: Practitioner Occupational 1st Issuance

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

- 507 Collision Repair Technology
- 508 Automotive Technology
- 512 Aircraft Maintenance
- 524 Concrete/Masonry
- 527 Plumbing
- 531 Drafting/CAD

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522 Carpentry ✕

523 Electricity ✕

Work Experience and Industry License

Please upload all work experience and related industry licenses. If you are applying for an endorsement that does not require industry certification, please indicate below:

I am applying for an occupational teaching license that does not require industry certification.

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Attachments

Add Attachment

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

- Scroll down on the form and select the educator preparation provider to notify for the license recommendation.
- Notes to the Office of Educator Licensure and Preparation may be submitted by typing in the space provided and clicking **Add to Notes**.

i Helpful links to forms and additional information are provided near the bottom of the form.

i After the form is approved, a notification to enroll the applicant and provide a license recommendation will be made to the selected educator preparation provider.

Educator Preparation Provider

Please select the Educator Preparation Provider (Institution/Organization) to notify for the license recommendation.

Select a preparation program... ▼

Helpful Links

[Licensure 101](#)
[Verification of Work Experience](#)
[Occupational Qualification Sheet](#)


Note: date and time of notes are in central time.





No note entries.

Add note Add to Notes...

Close Save Submit

- After completing all required fields, click **Submit**.


 Attachments [Add Attachment](#)

Name	Type	Description	Created	Created By	
Work Experience.pdf	Career and Technical Work Experience Verification		3/6/2017 2:22:43 PM	John Smith	 
Industry License.pdf	Industry Certification		3/6/2017 2:22:34 PM	John Smith	 



Educator Preparation Provider
Please select the Educator Preparation Provider (Institution/Organization) to notify for the license recommendation.

Helpful Links
[Licensure 101](#)
[Verification of Work Experience](#)
[Occupational Qualification Sheet](#)

Note: date and time of notes are in central time.

 **John Smith**
3/6/2017 2:34 PM

Thank you for reviewing my industry verification form.

[Add to Notes...](#)

[Close](#)
[Save](#)
Submit

- To complete the form submission, sign with an electronic PIN and click **Save**.
- For easy retrieval of the PIN, click **Show PIN**.

Please confirm... ✕

Once you submit this form, you will no longer be able to make changes to it. Are you sure that you wish to continue? Enter your PIN below and click "Save" to confirm.

Show PIN

Cancel

Save

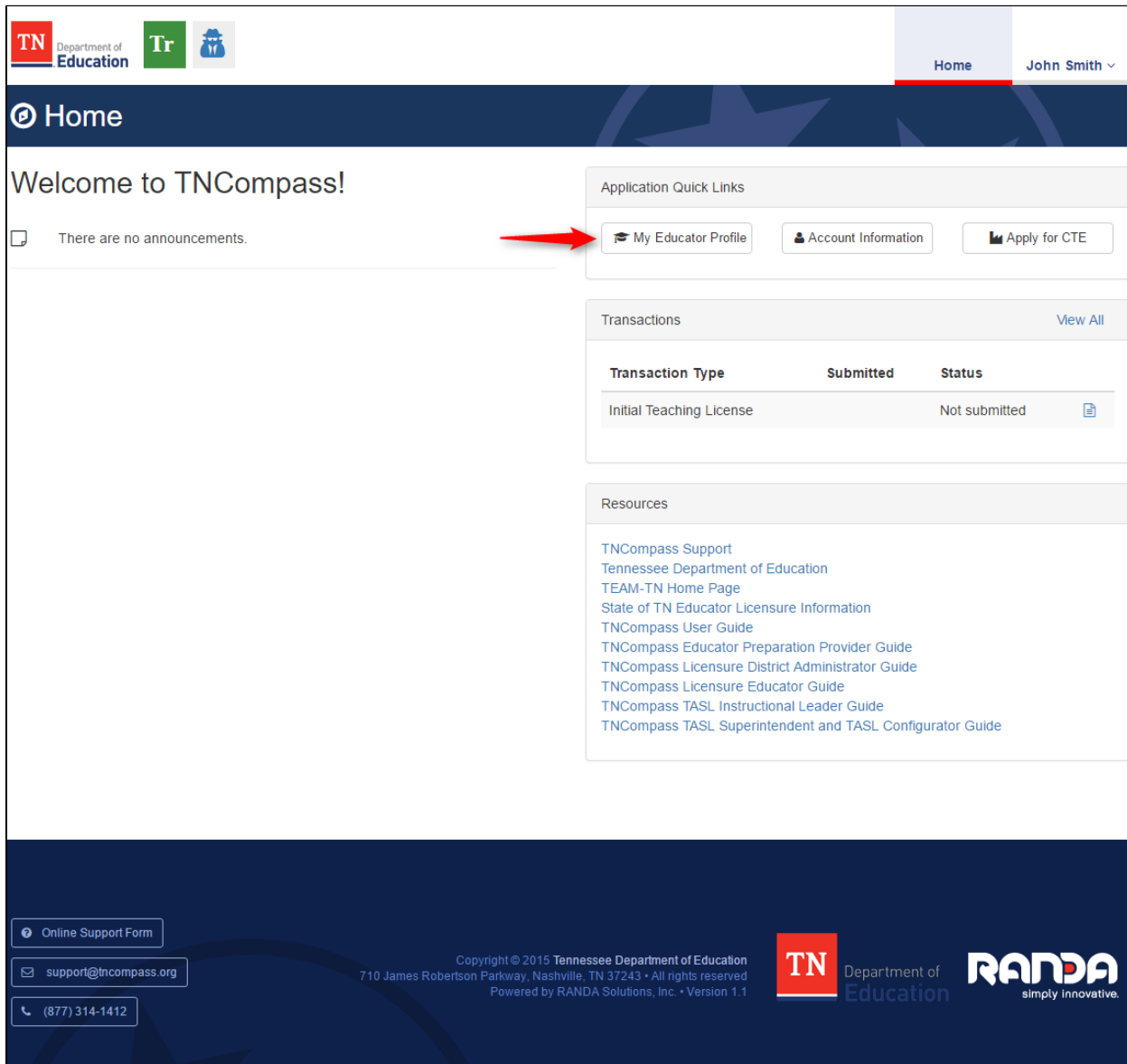
i The status of the form will change to Pending Approval. The form is now queued for review by the Office of Educator Licensure and Preparation. Upon approval or denial of the form, the applicant will be notified by email.

Status **Pending Approval**

After approval of the industry content verification form

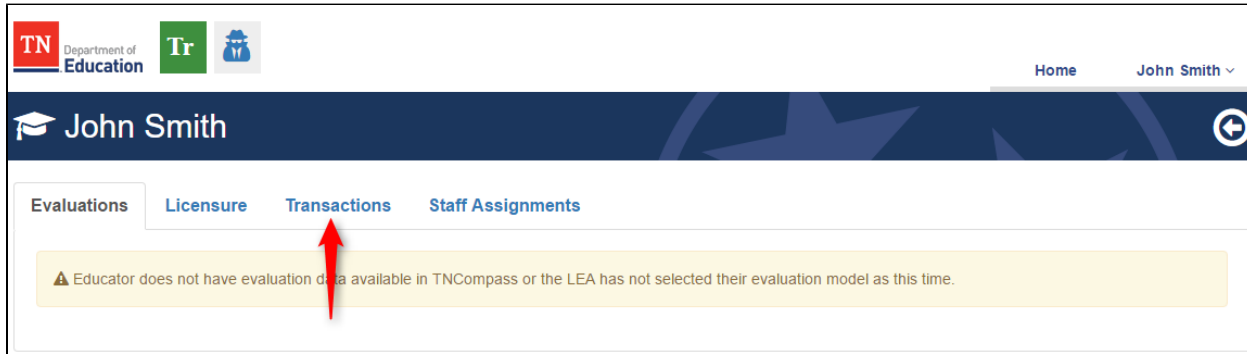
The applicant may view the initial license transaction for the practitioner occupational license. The educator preparation provider owns the responsibility to complete the enrollment of the applicant and provide a recommendation for a license.

- From the homepage, click the **My Educator Profile** button.

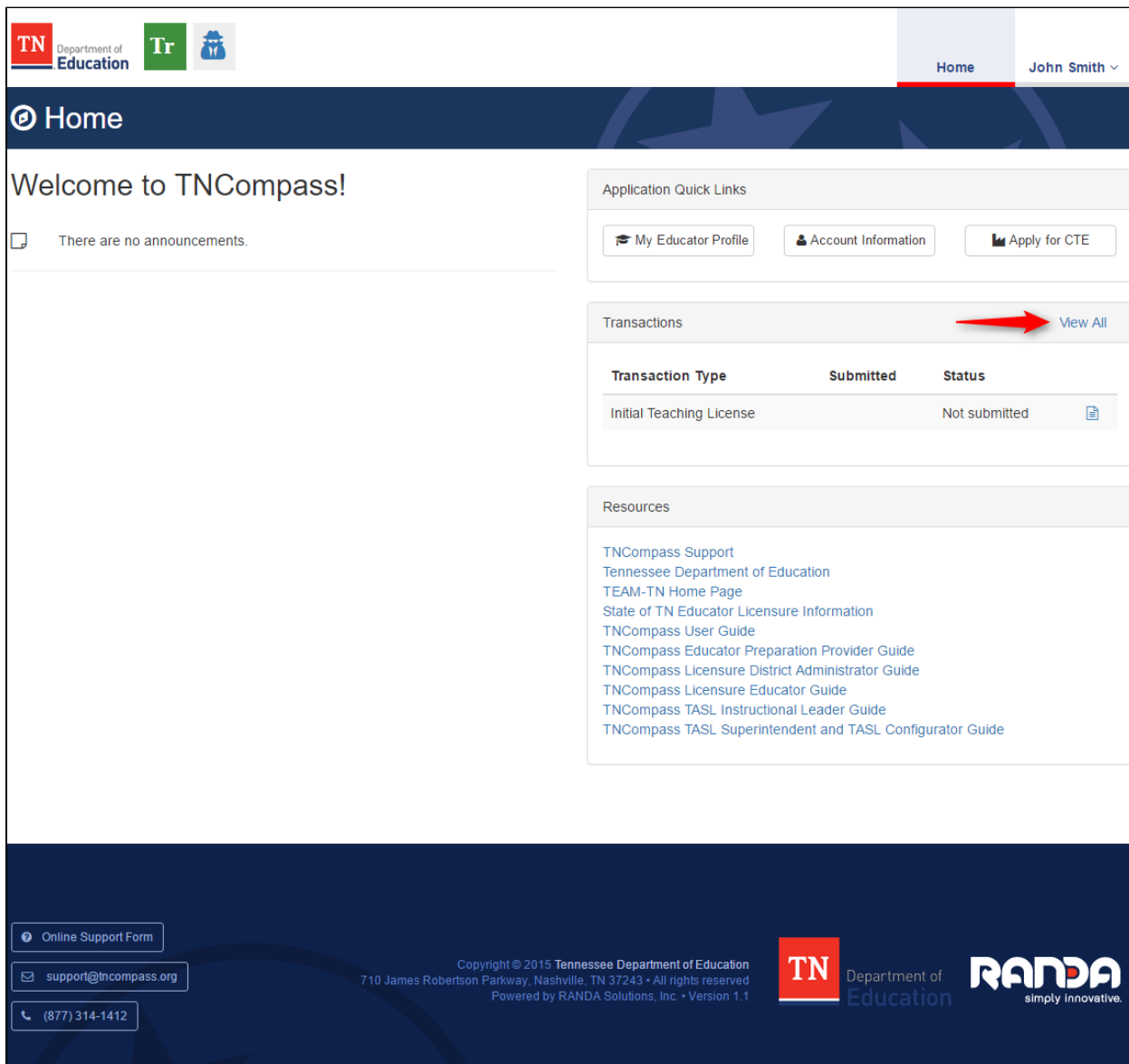


The screenshot shows the TNCompass homepage. At the top left is the TN Department of Education logo. To the right are navigation links for 'Home' and 'John Smith'. Below the navigation is a 'Home' button. The main content area says 'Welcome to TNCompass!' and 'There are no announcements.' On the right side, there is an 'Application Quick Links' section with three buttons: 'My Educator Profile', 'Account Information', and 'Apply for CTE'. A red arrow points to the 'My Educator Profile' button. Below this is a 'Transactions' table with one entry: 'Initial Teaching License' with a status of 'Not submitted'. At the bottom, there is a 'Resources' section with various links for support and guides.

- Then, click the **Transactions** tab.



- Alternately, the transaction may be opened by clicking **View All** in the **Transactions** widget.



- On the transactions tab, click **View** to open the transaction.

Home John Smith

John Smith

Evaluations Licensure **Transactions** Staff Assignments

Transactions Start a new transaction

Transaction Type	License Type	EPP/Institution	Created	Submitted	Status
Initial Teaching License	Practitioner Occupational 1st Issuance		3/6/2017 2:41:57 PM		Not submitted View

Recommendations

Transaction Type	License Type	Signed By	Role	Date Signed	Status
Initial Teaching License	Practitioner Occupational 1st Issuance				Not Signed

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 OELP review** - The transaction has been submitted and the affirmation completed
- **Approved** - The transaction has been approved by TDOE OELP
- **Deficient** - The transaction has been found to be deficient by TDOE OELP
- **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
- **Deficient - Archived** - The transaction has been found to be deficient by TDOE OELP and was archived
- **Deficient - Resubmitted** - The transaction has been found to be deficient by TDOE OELP and was resubmitted

The applicant may view the status of the requirements for the initial teaching license. The endorsement selection, industry certification, and work experience will appear as pre-approved by the Office of Educator Licensure and Preparation from the industry content verification form. After the educator preparation provider completes the data entry for the program enrollment, recommendation, and degrees, the applicant will be notified to complete the electronic statement of personal affirmation. The Office of Educator Licensure and Preparation will review the transaction to issue the practitioner occupational license.

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John Smith
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Initial Teaching License Transaction Status: Not submitted

Overview

Program Status
 Endorsement Selection
 Recommendation
 Industry Certification
 Experience
 Degrees

Summary

Welcome to the Initial Teaching 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
Practitioner Occupational 1st Issuance							

Requirements

Requirement	Ready for Submission
Program Status	<input type="radio"/>
Endorsement Selection	<input checked="" type="radio"/>
Recommendation	<input type="radio"/>
Industry Certification	<input checked="" type="radio"/>
Experience	<input checked="" type="radio"/>
Degrees	<input type="radio"/>

Submission Notes

Information entered will be shared with the Office of Educator Licensure and Preparation (OELP).

No notes to display

You must confirm all requirements before you may submit this transaction.

← Back

Continue →

If the industry content verification form is not approved

- The status of the form will change to **Not Approved**.
- The form will unlock and allow the applicant to make changes or submit additional documentation.
- The applicant may resubmit the form when finished.

i Consider reviewing the notes from the licensing specialist prior to making corrections to the form.

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Industry Verification Form **i**
Status **Not Approved**

Endorsement Selection
Please select all applicable endorsement areas.

Which endorsements would you like to select?
License Type: Practitioner Occupational 1st Issuance
Please search for and select all applicable endorsements for this transaction.

150 Agricultural Education 6-12
 151 Agriscience 6-12
 152 Business Education 6-12
 153 Business Technology 6-12
 154 Family & Consumer Science 6-12
 155 Fine Arts 6-12

522 Carpentry ✕ 523 Electricity ✕

Work Experience and Industry License
Please upload all work experience and related industry licenses. If you are applying for an endorsement that does not require industry certification, please indicate below:

I am applying for an occupational teaching license that does not require industry certification.

Attachments Add Attachment

Name	Type	Description	Created	Created By	
Industry License.pdf	Industry Certification		3/23/2017 9:33:21 AM	John Smith	
Work Experience.pdf	Career and Technical Work Experience Verification		3/23/2017 9:34:06 AM	John Smith	

Educator Preparation Provider
Please select the Educator Preparation Provider (Institution/Organization) to notify for the license recommendation.

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