

## BENCHMARKS FOR JOB-EMBEDDED LICENSE CANDIDATES

### Benchmark #1: Submit License Application Information

Complete Benchmarks 1 and 2 simultaneously.

License Application: <https://webforms.tntech.edu/CoEd/OTE/LicenseApp/default.aspx>  
ETS Tennessee Praxis Exams: <https://www.ets.org/praxis/tn/requirements>

- \_\_\_\_ 1. Submit an Intent to Hire letter showing you have been or will be hired as the teacher of record by a school district in which TTU holds a partnership and the endorsement area (with endorsement code) to Mr. Ethan Grissom [egrissom@tntech.edu](mailto:egrissom@tntech.edu)
- \_\_\_\_ 2. Complete a Teaching License Application.
- \_\_\_\_ 3. Proof of content knowledge: Bachelor's degree in subject area or passing Praxis scores\*. If applicable, passing test scores must be sent to TTU.  
\*Candidates seeking a math endorsement have the option of taking the NES exam.
- \_\_\_\_ 4. Have official college transcripts sent to Mr. Ethan Grissom, TTU Office of Teacher Education, Box 5092, Cookeville, TN 38505 or [egrissom@tntech.edu](mailto:egrissom@tntech.edu)  
**\*Note: OTE will forward your transcripts to the TTU Admissions Office for the university application. If you send transcripts directly to the TTU Admissions Office you will have to send a second copy to the TTU OTE office for licensure.**

### Benchmark #2: Admission to TTU

Complete Benchmarks 1 and 2 simultaneously.

Admission to TTU: <https://www.tntech.edu/graduatestudies/admissions.php>

- \_\_\_\_ 1. Complete admission application process/Obtain full admission status to Graduate Studies

### Benchmark #3 : Coursework

Tk20 by Watermark: <https://tntech.tk20.com/campustoolshighered/start.do>

- \_\_\_\_ 1. Return signed Job-Embedded Program of Study (pages 2 & 3).
- \_\_\_\_ 2. Purchase a TK20 account to submit course and program requirements.
- \_\_\_\_ 3. Complete and return the Guidelines and Expectations for Job Embedded Candidates form.
- \_\_\_\_ 4. Candidates must begin coursework the semester following admission. Contact Kimily Dement ([kdement@tntech.edu](mailto:kdement@tntech.edu)) for advisement each semester.
- \_\_\_\_ 5. Candidates must enroll and successfully complete advisor recommended courses each semester to continue in the program. Candidates should plan on taking one to two courses each semester until all coursework has been completed.

### Benchmark #4: Additional Requirements

- \_\_\_\_ 1. Complete Supplemental Placement activities and submit the assignment within Tk20 (20 hours in CUED 6780 course).
- \_\_\_\_ 2. Complete Two (2) University Supervisor Evaluations in Year 1. Includes lesson plans and self-assessments within TK20.
- \_\_\_\_ 3. Upload information and copy of two (2) evaluations completed by the district (submit through Qualtrics) during first year of the license.

### Benchmark #5: Program Completion

- \_\_\_\_ 1. Successful completion of all coursework, Praxis testing requirements, and program requirements.
- \_\_\_\_ 2. Apply for University graduation.
- \_\_\_\_ 3. Successful completion of at least 100 days of teaching experience as the teacher of record. All teaching experience must be uploaded in TN Compass.
- \_\_\_\_ 4. Complete a second teaching license application & required paperwork (see link in Benchmark #1).

**NOTE:** All job-embedded licensure program requirements must be completed within one year from coursework completion.