

## Occupational Licensure Benchmark Form



### Benchmark #1: Submit License Application Information

Complete Benchmarks 1 & 2 simultaneously.

- \_\_\_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, academic year, and the occupational area to Ethan Grissom ([egrissom@tntech.edu](mailto:egrissom@tntech.edu)).
- \_\_\_2. Complete a [Teaching License Application](#).
- \_\_\_3. Have official transcripts sent to Mr. Ethan Grissom, TTU Office of Teacher Education, Box 5092, Cookeville, TN 38505 or [egrissom@tntech.edu](mailto:egrissom@tntech.edu).\*
- \_\_\_4. Create a TN Compass account and submit an "Occupational License" application. Select "TN Tech" as your university. You can find further instructions [here](#).

\*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

- \_\_\_1. Complete admission application process/Obtain full admission status to Tennessee Tech. Consult with Elora Davis ([eldavis@tntech.edu](mailto:eldavis@tntech.edu)) prior to determine if you will need to apply as an [undergraduate](#) or [graduate](#) student.



### Benchmark #3: Admission to OTE

- \_\_\_1. Submit [application](#) to OTE. You must have a student T Number to do so (given upon admission to the university).
- \_\_\_2. Submit the [Interview Request Form](#), schedule, and complete the virtual admission interview.
- \_\_\_3. Schedule an orientation with Occupational Advisor, Elora Davis ([eldavis@tntech.edu](mailto:eldavis@tntech.edu)).



### Benchmark #4: Coursework

- \_\_\_1. Complete "Personal Affirmation" Statement in TN Compass.
- \_\_\_2. Sign and return Program of Study **AND** the Guidelines and Expectation forms.
- \_\_\_3. Candidates must begin coursework the semester following admission. Contact Elora Davis ([eldavis@tntech.edu](mailto:eldavis@tntech.edu)) for advisement prior to each semester.\*

\*Candidates must enroll and successfully complete advisor-recommended courses each semester to continue in the program. Candidates should plan on taking at least one course per semester.



## Benchmark #5: Additional Requirements

- \_\_\_1. Complete “Supplemental Placement” hours (20 hours in CUED 4780/6780).
- \_\_\_2. Complete two (2) university supervisor evaluations in Year 1. Includes lesson plan and self-assessment submission.
- \_\_\_3. Upload information and a copy of two (2) professional evaluations completed by the district during Year 1.
- \_\_\_4. Complete professional development requirements in Year 2 & 3 (if applicable).



## Benchmark #6: Program Completion

All requirements must be complete by the license expiration date.

- \_\_\_1. Successful completion of all coursework and program requirements (supplemental hours, observations, and professional development).
- \_\_\_2. Complete a second license application (link found in “Benchmark 1”).