JOB-EMBEDDED LICENSURE CANDIDATE BENCHMARKS

Benchmark #1: Submit License Application Information

Complete Benchmarks 1 and 2 simultaneously.

_____1. Submit an Intent to Hire letter showing you have been or will be hired as the teacher or 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**.

_____2. Complete a **Teaching License Application**.

_____3. Proof of content knowledge: Bachelor's degree in subject area or passing content licensure exam on file*. If applicable, passing test scores must be sent to TTU.
*Praxis: **https://praxis.ets.org/state-requirements/tennessee-tests.html**
*NES: **https://www.nestest.com/state/tn**

_____4. Have official college transcripts sent to Mr. Ethan Grissom, TTU Office of Teacher Education, Box 5092, Cookeville, TN 38505 or **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

https://www.tntech.edu/graduatestudies/admissions/index.php

_____1. Complete admission application process / Obtain full admission status to Graduate Studies

Benchmark #3: Coursework

_____1. Return signed Job-Embedded Program of Study (pages 2 & 3).

_____2. Complete and return the Guidelines and Expectations for Job Embedded Candidates form.

_____3. Candidates must begin coursework the semester following admission. Contact Kimily Dement (**kdement@tntech.edu**) for advisement each semester.

_____4. 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 (20 hours in CUED 6780 course).

_____2. Complete two (2) University Supervisor Evaluations during first year on license. Includes lesson plans and self-assessments.

_____3. Upload information and copy of two (2) evaluations completed by the district during the first year of the license.

Benchmark #5: Program Completion

_____1. Successful completion of all coursework, 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 TNCompass.

_____4. Complete a second teaching license application and required paperwork (see link in Benchmark #1).

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