

BENCHMARKS FOR JOB-EMBEDDED LICENSE CANDIDATES

Benchmark #1: Submit License Application Information

Candidates are required to 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
- ____ 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
***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

Candidates are required to 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) 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 required Tk20 log (20 hours in CUED 6780 course).
- ____ 2. University Supervisor Evaluation in Year 1. Includes lesson plan and self-assessment within TK20.
- ____ 3. Upload information and copy of an evaluation completed by the district each year as a Job-Embedded candidate.

Benchmark #5: Program Completion

Application for Graduation: <https://www.tntech.edu/graduatestudies/forms.php>

- ____ 1. Successful completion of all coursework, Praxis testing requirements, and program requirements.
- ____ 2. Apply for University graduation prior to last semester of coursework.
- ____ 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 (see link in Benchmark #1).