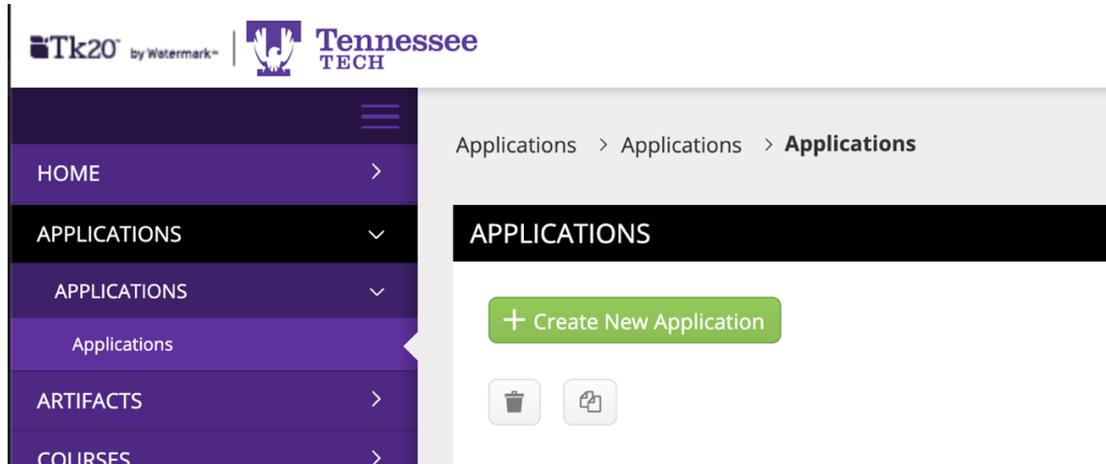
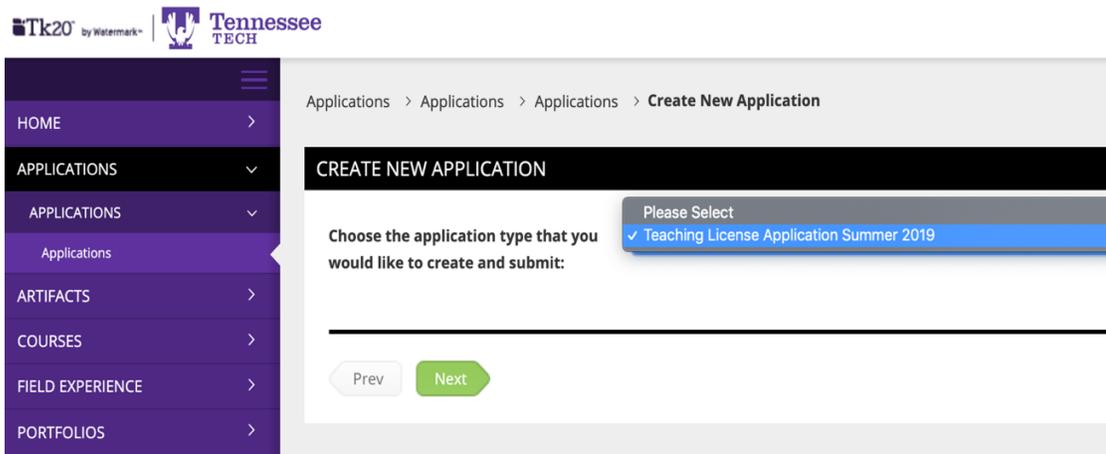


Completing a Teaching License Application - In a Purchased and Activated Student Account -

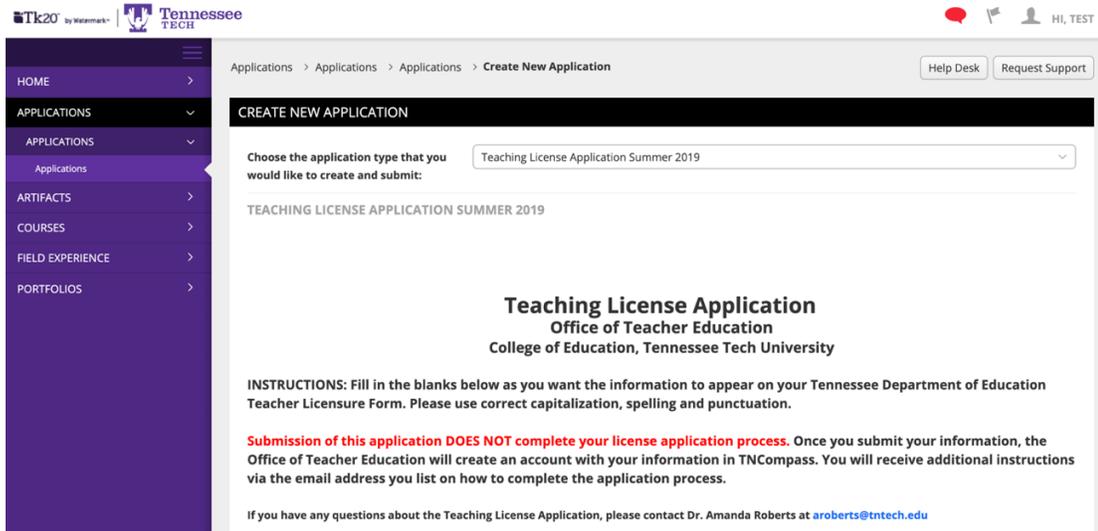
- Click **Applications** in the left side menu.
- Click **Create New Application**.



- Click the drop-down box and select the **Teaching License Application**.
- Click the green **Next** button.

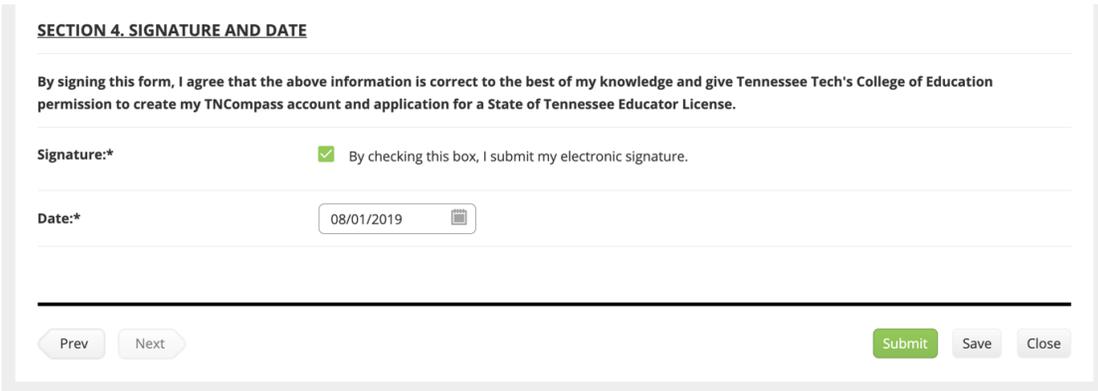


- Complete the Teaching License Application.



The screenshot shows the 'CREATE NEW APPLICATION' page in the Tk20 by Watermark system. The breadcrumb trail is 'Applications > Applications > Applications > Create New Application'. The page title is 'CREATE NEW APPLICATION'. A dropdown menu is set to 'Teaching License Application Summer 2019'. The main heading is 'Teaching License Application' from the 'Office of Teacher Education, College of Education, Tennessee Tech University'. Instructions state: 'Fill in the blanks below as you want the information to appear on your Tennessee Department of Education Teacher Licensure Form. Please use correct capitalization, spelling and punctuation.' A red warning states: 'Submission of this application DOES NOT complete your license application process. Once you submit your information, the Office of Teacher Education will create an account with your information in TNCompass. You will receive additional instructions via the email address you list on how to complete the application process.' A contact link for Dr. Amanda Roberts is provided at the bottom.

- After reviewing the form to ensure you have completed all of the fields, click the green **Submit** button.



The screenshot shows 'SECTION 4. SIGNATURE AND DATE'. It includes a consent statement: 'By signing this form, I agree that the above information is correct to the best of my knowledge and give Tennessee Tech's College of Education permission to create my TNCompass account and application for a State of Tennessee Educator License.' There is a 'Signature:*' field with a checked checkbox and the text 'By checking this box, I submit my electronic signature.' Below it is a 'Date:*' field with a date picker set to '08/01/2019'. At the bottom, there are 'Prev' and 'Next' buttons on the left, and 'Submit', 'Save', and 'Close' buttons on the right.

- Once submitted, a link to the application with a status of “Review in Progress” should appear on the page to show it has successfully been submitted

Please contact Amanda Roberts at aroberts@tntech.edu if you have questions about the application process.