TN Department of **Education**

TNCompass Licensure: Career and Technical

- How to register to apply for a practitioner occupational license
- Complete the industry content verification form
- After approval of the industry content verification form
- If the industry content verification form is not approved

How to register to apply for a practitioner occupational license

- On the TNCompass homepage, locate the link labeled *Register Now*.
- Select the link to advance to the registration page.

TN Department of **Education**   **Tr**   Login

⊘ TNCompass

Sign in to your Account

Username

Password

Log in   Forgot Password?
             Forgot Username?
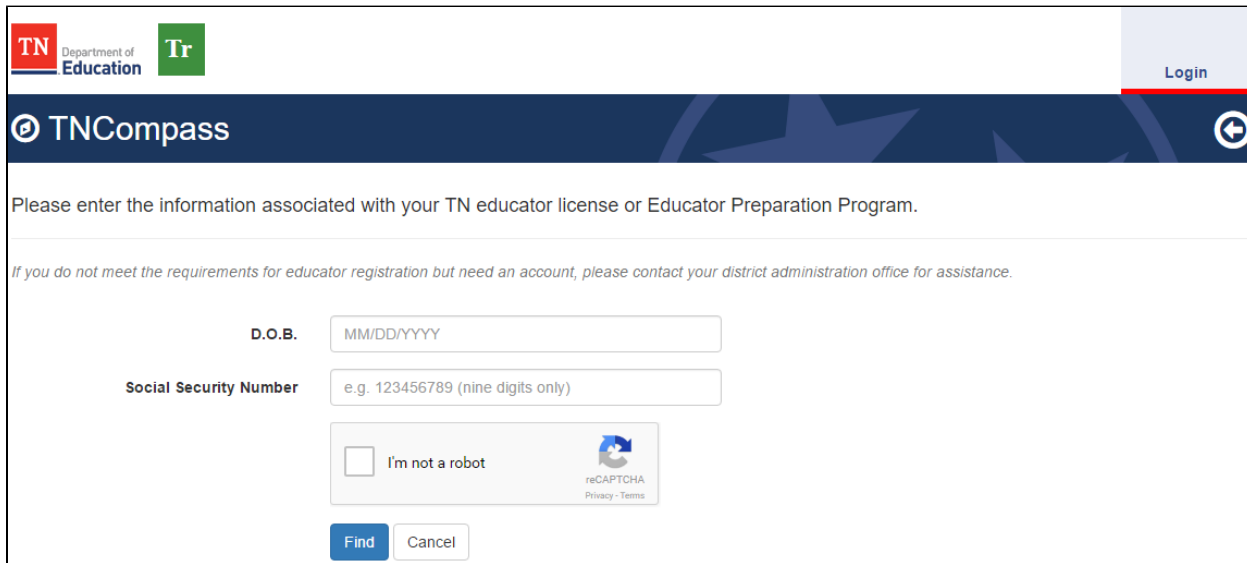   Viewing with Chrome (version 56)

Welcome, Tennessee educator.

Do you need an account? Register Now.

In order to register on the TNCompass site, you must have an educator license in the state of Tennessee or be enrolled in an educator preparation program.

- Enter the date of birth and social security number in the provided fields.
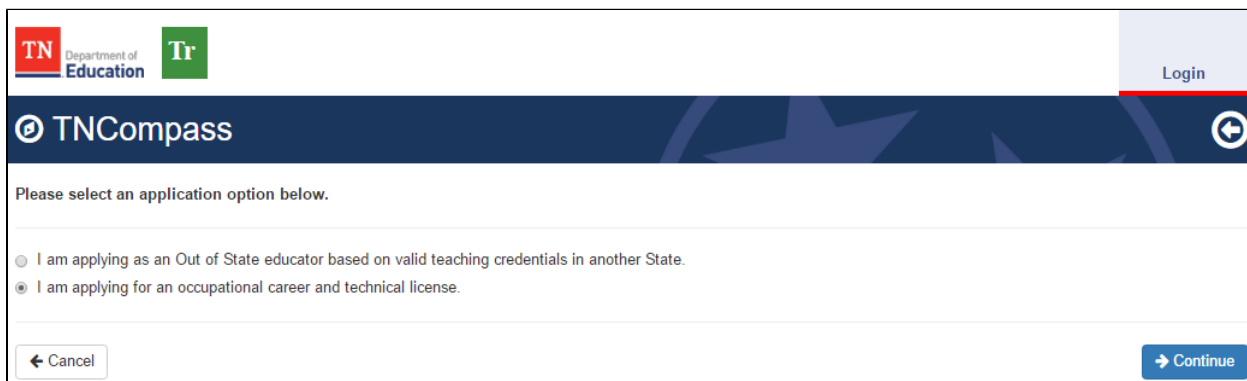- Click the captcha labeled **I'm not a robot** and select **Find**.

⚠️ The date of birth field must be formatted as MM/DD/YYYY and the social security number field should not contain dashes.

⚠️ Some browsers may attempt to auto-fill the date of birth and social security number field. If this occurs, delete the incorrect characters and type the appropriate data in the fields.

- Select the option labeled **I am applying for an occupational career and technical license**.
- Click **Continue** to advance to the applicant information collection page.

- Complete all fields and click the *Save My Information* to advance to the account creation page.

⚠️ TNCompass will not allow information to be saved if a required field is missing.

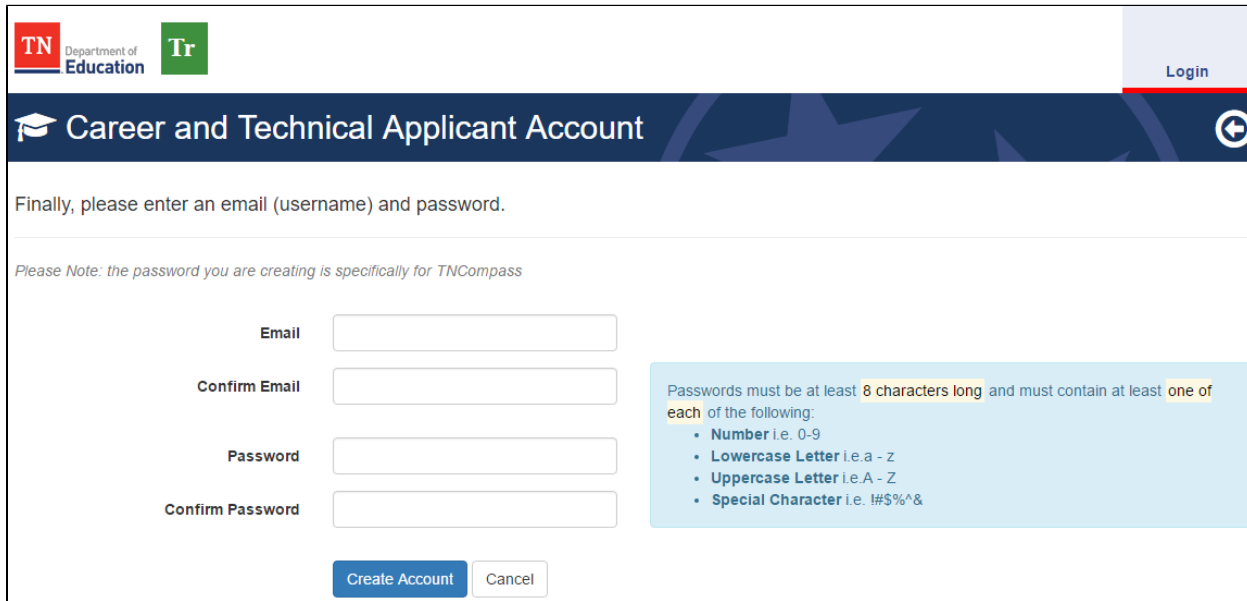**Career and Technical Applicant**

Login

ℹ️ Please enter your personal information to create your TNCompass account.
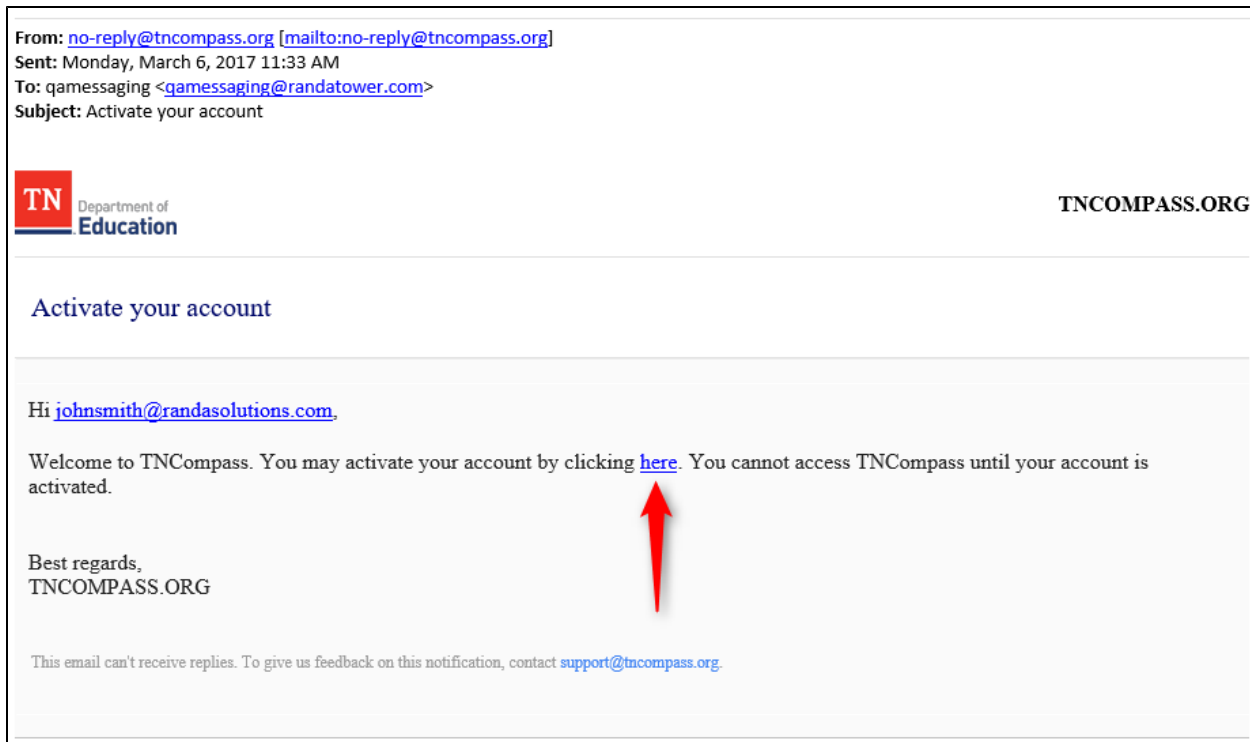
🎓 Save My Information

Field		Field	
Prefix		Secondary Email	
First Name		Address Line 1	
Middle Name		Address Line 2	
Last Name		Postal Code	
Maiden Name		City	
Suffix		State (Abbreviation)	e.g. TN
Date of Birth	MM/DD/YYYY	Primary Phone	
SSN	e.g. 123456789 (digits only)		

Social Security Numbers are always encrypted, and only the last four digits will be displayed on this website.

The following information is collected for the purposes of federal reporting requirements. Please provide responses for ethnicity, race and gender.

Gender: M or F

Ethnicity: ▾

Race:
- ☐ White
- ☐ Black or African American
- ☐ Asian
- ☐ American Indian or Alaska Native
- ☐ Native Hawaiian - Other Pacific Islander

- Enter a desired email address and password to create the TNCompass user account.
- Click *Create Account* to receive an activation email.

- Check the email address entered on the account creation page for the activation email.
- Select the link in the email to activate the TNCompass user account.

⚠️ If an activation email is not received, be sure to check spam filters and junk mail. The activation email may be resent by attempting to login on the TNCompass home page.

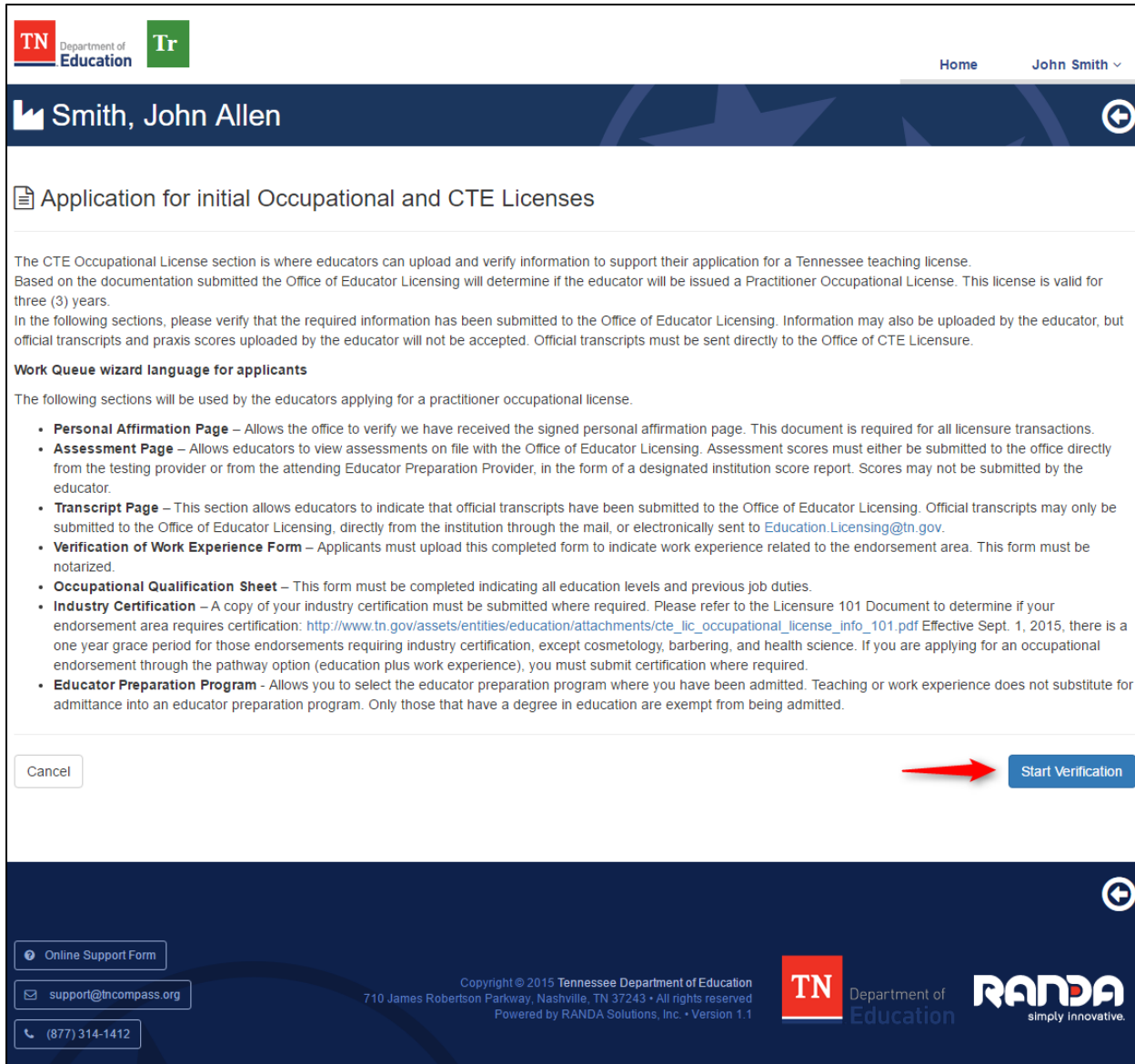## Complete the industry content verification form

The applicant must complete the industry content verification form and be approved by the Office of Educator Licensure and Preparation for recommendation by an educator preparation provider before the license application may be started.

- After completing account registration, login to TNCompass.
- On the home page, locate and select *Apply for CTE*.

- After reading the requirements, click **Start Verification** to begin the form.

Tr

Home   John Smith ⌄

📊 Smith, John Allen

📄 Application for initial Occupational and CTE Licenses

The CTE Occupational License section is where educators can upload and verify information to support their application for a Tennessee teaching license.
Based on the documentation submitted the Office of Educator Licensing will determine if the educator will be issued a Practitioner Occupational License. This license is valid for three (3) years.
In the following sections, please verify that the required information has been submitted to the Office of Educator Licensing. Information may also be uploaded by the educator, but official transcripts and praxis scores uploaded by the educator will not be accepted. Official transcripts must be sent directly to the Office of CTE Licensure.

Work Queue wizard language for applicants

The following sections will be used by the educators applying for a practitioner occupational license.

- **Personal Affirmation Page** – Allows the office to verify we have received the signed personal affirmation page. This document is required for all licensure transactions.
- **Assessment Page** – Allows educators to view assessments on file with the Office of Educator Licensing. Assessment scores must either be submitted to the office directly from the testing provider or from the attending Educator Preparation Provider, in the form of a designated institution score report. Scores may not be submitted by the educator.
- **Transcript Page** – This section allows educators to indicate that official transcripts have been submitted to the Office of Educator Licensing. Official transcripts may only be submitted to the Office of Educator Licensing, directly from the institution through the mail, or electronically sent to Education.Licensing@tn.gov.
- **Verification of Work Experience Form** – Applicants must upload this completed form to indicate work experience related to the endorsement area. This form must be notarized.
- **Occupational Qualification Sheet** – This form must be completed indicating all education levels and previous job duties.
- **Industry Certification** – A copy of your industry certification must be submitted where required. Please refer to the Licensure 101 Document to determine if your endorsement area requires certification: http://www.tn.gov/assets/entities/education/attachments/cte_lic_occupational_license_info_101.pdf Effective Sept. 1, 2015, there is a one year grace period for those endorsements requiring industry certification, except cosmetology, barbering, and health science. If you are applying for an occupational endorsement through the pathway option (education plus work experience), you must submit certification where required.
- **Educator Preparation Program** - Allows you to select the educator preparation program where you have been admitted. Teaching or work experience does not substitute for admittance into an educator preparation program. Only those that have a degree in education are exempt from being admitted.

Cancel   **Start Verification**

🛈 Online Support Form

✉ support@tncompass.org

☎ (877) 314-1412

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- Select the desired occupational endorsements.
- Add attachments for industry credentials and work experience.
- If applicable, indicate if the application does not require industry certification.

Smith, John Allen

📄 Industry Verification Form ⓘ   Status **Not Submitted**

Endorsement Selection

Please select all applicable endorsement areas.

Which endorsements would you like to select?

License Type: Practitioner Occupational 1st Issuance

Please search for and select all applicable endorsements for this transaction.

> Search...

- ☐ ~~501 Collision Repair Technology~~
- ☐ **508 Automotive Technology**
- ☐ **512 Aircraft Maintenance**
- ☐ **524 Concrete/Masonry**
- ☐ **527 Plumbing**
- ☐ **531 Drafting/CAD**

[522 Carpentry ✖] [523 Electricity ✖]

Work Experience and Industry License

Please upload all work experience and related industry licenses. If you are applying for an endorsement that does not require industry certification, please indicate below:

☐ I am applying for an occupational teaching license that does not require industry certification.

🔗 Attachments   [Add Attachment]

Name	Type	Description	Created	Created By

- Scroll down on the form and select the educator preparation provider to notify for the license recommendation.
- Notes to the Office of Educator Licensure and Preparation may be submitted by typing in the space provided and clicking **Add to Notes**.

ℹ️ Helpful links to forms and additional information are provided near the bottom of the form.

ℹ️ After the form is approved, a notification to enroll the applicant and provide a license recommendation will be made to the selected educator preparation provider.

Educator Preparation Provider

Please select the Educator Preparation Provider (Institution/Organization) to notify for the license recommendation.

Select a preparation program...   ▾

Helpful Links

Licensure 101
Verification of Work Experience
Occupational Qualification Sheet

Note: date and time of notes are in central time.
No note entries.

Add note   Add to Notes...

Close   💾 Save   Submit

- After completing all required fields, click **Submit**.

- To complete the form submission, sign with an electronic PIN and click **Save**.
- For easy retrieval of the PIN, click **Show PIN**.
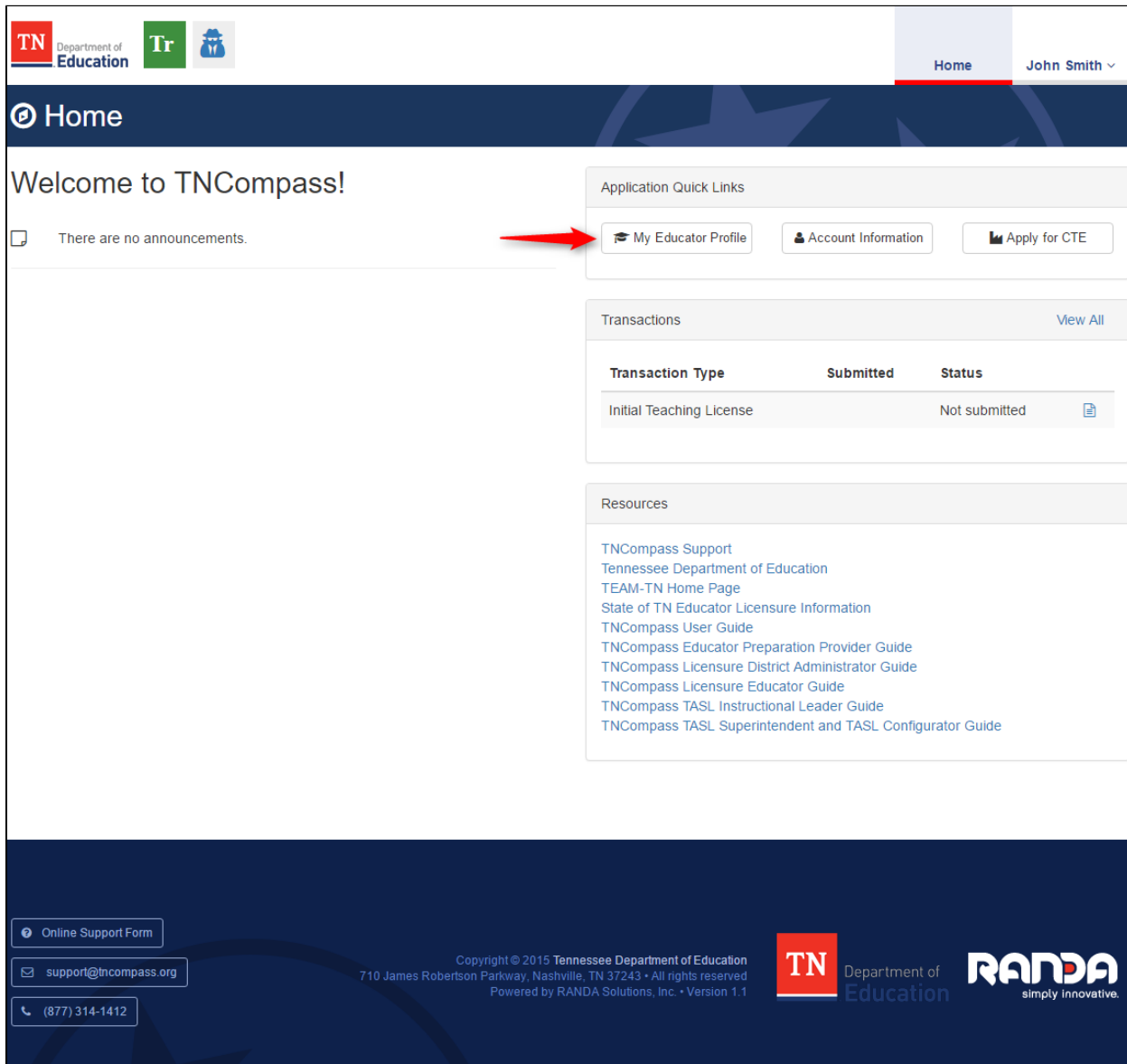
ℹ️ The status of the form will change to Pending Approval. The form is now queued for review by the Office of Educator Licensure and Preparation. Upon approval or denial of the form, the applicant will be notified by email.

Status **Pending Approval**

After approval of the industry content verification form

The applicant may view the initial license transaction for the practitioner occupational license. The educator preparation provider owns the responsibility to complete the enrollment of the applicant and provide a recommendation for a license.

- From the homepage, click the *My Educator Profile* button.

- Then, click the **Transactions** tab.

- Alternately, the transaction may be opened by clicking **View All** in the **Transactions** widget.

- On the transactions tab, click *View* to open the transaction.

The applicant may view the status of the requirements for the initial teaching license. The endorsement selection, industry certification, and work experience will appear as pre-approved by the Office of Educator Licensure and Preparation from the industry content verification form. After the educator preparation provider completes the data entry for the program enrollment, recommendation, and degrees, the applicant will be notified to complete the electronic statement of personal affirmation. The Office of Educator Licensure and Preparation will review the transaction to issue the practitioner occupational license.

Home   John Smith ⌄

🎓 John Smith

⇄ Initial Teaching License Transaction ℹ️

Status
Not submitted

📄 Overview   ○ Program Status   ✅ Endorsement Selection   ○ Recommendation   ✅ Industry Certification   ✅ Experience   ○ Degrees

📄 Summary

Welcome to the Initial Teaching License transaction wizard. Below is overview of the requirements for this transaction. Use the "Continue" button to begin stepping through the wizard.

📄 Selected License

License Type	Status	Source	Issue Date	Effective Date	Expiration Date	Renewal Date	Renewal Count
Practitioner Occupational 1st Issuance							

📄 Requirements

Requirement	Ready for Submission
Program Status	○
Endorsement Selection	⊘
Recommendation	○
Industry Certification	⊘
Experience	⊘
Degrees	○

📄 Submission Notes

Information entered will be shared with the Office of Educator Licensure and Preparation (OELP).
No notes to display

⚠️ You must confirm all requirements before you may submit this transaction.

← Back   Continue →

If the industry content verification form is not approved

- The status of the form will change to ***Not Approved.***
- The form will unlock and allow the applicant to make changes or submit additional documentation.
- The applicant may resubmit the form when finished.

ℹ️ Consider reviewing the notes from the licensing specialist prior to making corrections to the form.

TNCompass Licensure: Educator Search

Search for an educator *State Wide* or within an *EPP.*

State Wide Educator Search

- Select the *Educators* tab.
- Under *Display Mode,* select the *State Wide* button.
- Under the *Refine by* section of the form, enter some or all of the information about the educator.
- Click the *Search* button.
- A list of educators matching the information entered will display.
- To clear the information from the *Refine by* section of the form, select the *Clear Search* button.

EPP Educator Search

- Select the *Educators* tab.
- Under *Display Mode,* select the *EPP* button.
- Select the desired *EPP* from the list.
- Select the *Enrollment Status* from the list.
- Click *Apply.*
- The educator name is a hyperlink to the educators information. Click the educator's name to display the educator informaiton.
- To filter the search, under the *Refine by* section of the form, enter some or all of the information about the educator.
- Click the *Search* button to filter the list.
- To clear the *Refine by* information click the *Clear Search* button.