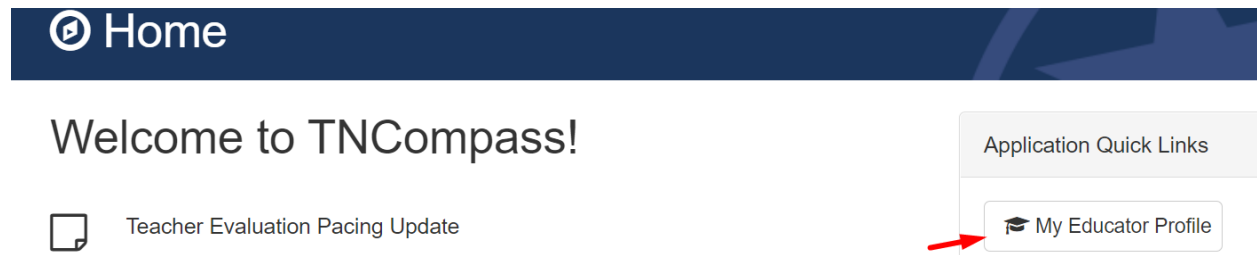


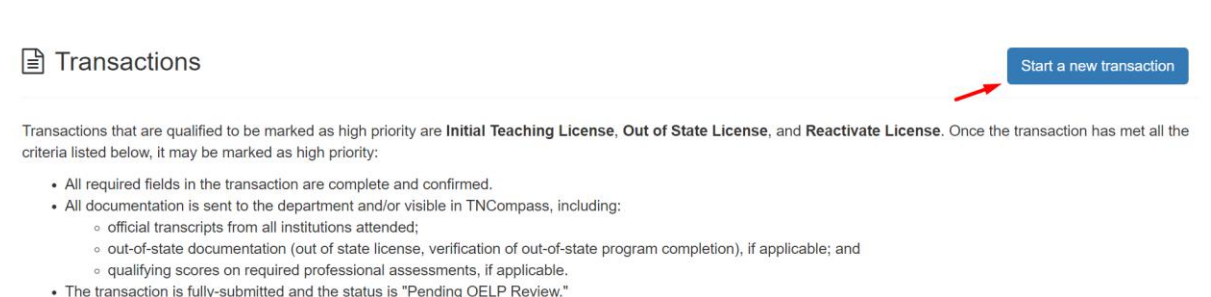
STEP 1: Log into TNCompass and click the “My Educator Profile” button



STEP 2: Click the “Transactions” Tab



STEP 3: Click the “Start a new transaction” button



STEP 4: Click on “Renew License” if you are just renewing your professional license or “Advance an Active License” if you are advancing from a practitioner license to a professional license.

Transaction Wizard

Welcome to the TNCompass licensing wizard. Below you will find available license transactions to submit to the Office of Educator Licensure and Preparation (OELP).
Out of State Applicants: Please select Out of State Educator from the list below to apply for Teacher, Administrator, or School Services Personnel (school counselor, speech-language pathologist, food service supervisor, etc.) licensure through the out-of-state pathway.

Please select a desired option:

- [Add Degree](#)
- [Add Endorsement](#)
- [Advance an Active License - No Applicable Licenses](#)
- [Advance an Inactive License - No Applicable Licenses](#)
- [Apply for JROTC](#)
- [Name Change](#)
- [National Board Certification](#)
- [Out of State Educator](#)
- [Reactivate License](#)
- [Renew License](#)

STEP 5: Follow the Renewal Wizard from this point on to complete the transaction. **Make sure you click on the Blue continue button as you move from page to page in the application.