TN Department of Education

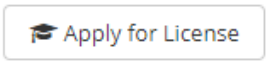
Educator Licensure Application Checklist

Out-of-State Applicants

☐ *Register for a TNCompass Account*

1. Navigate to http://tncompass.org and click *Register Now*.
2. Provide your date of birth and social security number when prompted by the system.
3. Respond to three questions to verify that an out-of-state application is appropriate.
4. Provide additional personal information when prompted.
5. Create a username and password. The username must be **a permanent email account that you access regularly**, as all communication regarding licensure will be sent to this email address.
6. Follow the prompts to verify your email account.

☐ *Apply for an Out-of-State License*

1. Log in to your TNCompass account and click 

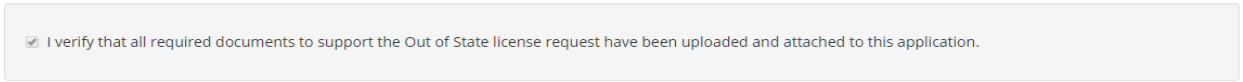
2. Select a license type (teachers select *Practitioner License*; counselors, speech pathologists, and other school service personal select *Practitioner School Service*). Licensure requirements are listed here and are displayed in TNCompass once a license type is selected.

3. Click the *Assessment* tab and:
   a. verify that Praxis® scores have been sent to the office of educator licensure and preparation (OELP) directly from Educational Testing Service (ETS), **or**
   b. verify that you are applying with an active professional level license from another state (Praxis® scores may not initially be required).

4. Click the *Transcript* tab and verify that transcripts will be submitted directly to the OELP by all institutions attended. Transcripts must be sent directly from institutions to the address at the bottom of this document, or through an electronic clearinghouse to Educator.Licensure@tn.gov. Educators may not submit transcripts to the OELP or upload transcripts in TNCompass.

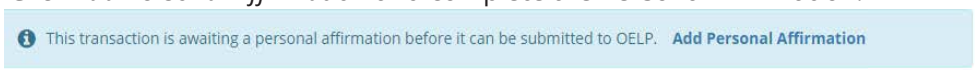
5. Click the *Attachment* tab to upload out-of-state licenses, recommendation forms, or experience verification forms.

6. Check the verification box at the bottom of each page and click *Save & Continue.*



7. On the *Summary* page, click

8. Click *Add Personal Affirmation* and complete the Personal Affirmation.



If the transaction status is *Pending OELP Review,* your application has been submitted. Applications are processed in the order in which they are received. Current processing times are listed here.