

Adding a Degree for Salary Purposes

Information for Certified Teachers

To qualify for a salary increase due to advanced training, you must add the advanced degree or training to your Tennessee teaching license.

Visit <https://tdoe.tncompass.org/> and select the "**Adding Degrees**" tab for detailed instructions and the online application process. Be sure to upload **official transcript(s)** with your application.

1. Processing & Notification

- After the Tennessee Teacher Licensing office processes your request, you will receive an **email notification** confirming the update to your license.
- The State **no longer issues paper licenses**. Please **forward your email notification** to Cheryl Allen at:
challen@bradleyschools.org.
- Processing time is usually **about 1 week**, but may be longer during peak periods (such as August).

2. Pay Increases for Spring or Summer Training

- If you complete advanced training in the **spring or summer** and forward the notification email **before September payroll processing**, your salary increase will begin in **September**.
- If the email notification is received **after September payroll is processed**, your pay will be **retroactively adjusted** on the next scheduled payroll after the email is received.

3. Pay Increases for Mid-Year Training

- If you complete advanced training in **December**, you will receive a pay increase for the **final six paychecks of the school year (March–August)**.
- To qualify, the notification email **must be forwarded before March payroll processing**.

Need Assistance?

For questions or help with the process, contact:

Cheryl Allen

Email: challen@bradleyschools.org

(423) 476-0620 ext 2030

Please complete each step promptly to avoid delays in salary adjustments.