

Teacher Licensing:



[TnCompass](#)

TNCompass Educator Guide:

<https://tncompass.org/Attachment/ViewAttachment?attachmentGuid=7C73B098-F99A-4BE7-902F-B08BF14021F0>

Teaching Experience Verification Form:

https://www.tn.gov/content/dam/tn/education/forms/ExperienceVerificationForm_10.02.20.pdf

Teaching Experience Requirements for Licensure Advancement and Experience Verification Form:

<https://www.tn.gov/content/dam/tn/education/forms/Experience%20for%20Advancement%20Guidance.pdf>

New to Education: <https://www.tn.gov/education/licensing/educator-licensure/new-to-education.html>

Out-of-State Educators: <https://www.tn.gov/education/licensing/educator-licensure/out-of-state-educators.html>

Out-of-State Educators Checklist:

https://www.tn.gov/content/dam/tn/education/licensure/lic_out-of-state_app_checklist.pdf

Licensed Educators: <https://www.tn.gov/education/licensing/educator-licensure/licensed-educators.html>

Licensure Renewal Application Checklist:

https://www.tn.gov/content/dam/tn/education/licensure/lic_renewal_app_checklist.pdf

Licensure Advancement Application Checklist:

https://www.tn.gov/content/dam/tn/education/licensure/lic_renewal_app_checklist.pdf



DEGREE CHANGE

How to add a degree to current account in TNCompass:

Educators may add a degree from a [regionally accredited institution](#) to their license. To add a degree to a license, an educator must:

- complete a transaction in [TNCompass](#); and
- ensure that the department has official transcripts of all credits earned through an institution of higher education. The transcript must be submitted by the institution of higher learning to Educator.Licensure@tn.gov through an approved clearinghouse, or mailed to 710 James Robertson Parkway, 9th Floor, Nashville, TN 37243.

Tennessee Rules and Regulations degree change for pay purposes:

(Rule 0520-01-02-.02, continued) July, 2021 (Revised)

(5) If a local school board adopts a salary schedule based in part on training, the following shall apply:

(a) For college or university course work completed after the start of the current school year but before September 1, the salary rating shall be adjusted as of September 1 of the current school year. **The employee must notify the LEA of the employee's intent to complete course work prior to Aug. 31**, and the LEA must file documentation of changes to the employee's salary rating with the Department on or before October 15 of the current school year.

(b) For college or university course work completed after August 31, but before January 1 of the current school year, the salary rating shall be adjusted as of January 1 of the current school year. **The employee must notify the LEA of the employee's intent to complete course work prior to Jan. 1**. The LEA must file documentation of changes to the employee's salary rating with the Department on, or before, February 15 of the current school year