

TENNESSEE DEPARTMENT OF EDUCATION - OFFICE OF TEACHER LICENSING

710 JAMES ROBERTSON PARKWAY 4TH FLOOR ANDREW JOHNSON TOWER NASHVILLE TN 37243

PRINT CLEARLY - Please provide full name - include any aliases					
United States SSN - required		First Name	Middle Name	Last Name	Maiden Name/other last name aliases
Date of Birth-required	Gender	Street/P.O. Box		City	State Zip Code
Telephone Number - include area code		E-mail address - where we can contact you if applicable			Cell Phone Number/Alternate Phone Number

INFORMATION NEEDED FOR FEDERAL REPORTING - COMPLETE BOTH ETHNICITY & RACE

1. Ethnicity - Choose one Hispanic or Latino _____ Not Hispanic or Latino _____

2. Race - Choose one or more American Indian or Alaska Native _____ Asian _____ Black or African American _____
 Native Hawaiian - Other Pacific Islander _____ White _____

PLEASE READ CAREFULLY BEFORE SIGNING - MUST BE COMPLETED

Personal Affirmation: Failure to complete this section will result in your application being returned without processing. False statements made in this application may constitute grounds to take action, revoke or deny a license. Check the appropriate block for each question. DO NOT include matters that the State Board of Education has already investigated and found "No Probable Cause" to take any disciplinary action.

- Have you been convicted of a felony, including conviction on a plea of guilty, a plea of nolo contendere or order granting pre-trial diversion? _____ YES _____ NO
- Have you been convicted of the illegal possession of drugs, including conviction on a plea of guilty, a plea of nolo contendere or an order granting pre-trial diversion? _____ YES _____ NO
- Have you had a teacher's certificate/license revoked, suspended or denied, or have you voluntarily relinquished a certificate/license allowing a license expire does not apply) _____ YES _____ NO
- Is there any action pending against your certificate/license or application in another state? _____ YES _____ NO

If you have answered "yes" to questions 1 or 2, please attach details of conviction, including date and place of conviction, and court certified copies of the judgment, conviction, and sentencing.

If you have answered "yes" to questions 3 or 4, attach details naming the state and/or issuing authority and explain circumstance.

Signature _____ **Date** _____

TRANSACTION (S) REQUESTED. (Check and complete following page(s) if applicable)

CHOOSE TYPE OF INITIAL TENNESSEE LICENSE DESIRED

(THIS SECTION ONLY APPLIES TO THOSE WHO HAVE NEVER HELD A TENNESSEE LICENSE OR DESIRING ADDITIONAL LICENSE TYPE)

_____ INITIAL LICENSE-TN Institutions Only (Apprentice, Apprentice Special Group, Beginning Administrator, or Instructional Leader) circle one

_____ OUT OF STATE LICENSE (Program completers outside of TN / USA or applying based upon interstate agreement)

_____ NON-PUBLIC SCHOOL LICENSE (Employment verification required)

_____ TRANSITIONAL LICENSE (Requires signature from TN Director of Schools and verification from approved institution/agency)

_____ INTERIM "B" LICENSE (Requires signature from Director of Schools, and verification from Dean of Education/Certification Officer at teacher preparation institution)

_____ INTERIM "D" LICENSE (Internship) (Requires signature of Dean of Education at teacher preparation institution)

_____ OCCUPATIONAL EDUCATION LICENSE (Apprentice Occupational)

_____ PERMIT (This is not a Tennessee teaching license and can only be applied for by a Tennessee Public School System)

_____ 3 YEAR INTERNATIONAL CREDENTIAL (Requires signature from Director of Schools, nonrenewable)

_____ JROTC LICENSE (Requires signature from TN Director of Schools)

_____ SPEECH/LANGUAGE PATHOLOGIST OR SPEECH/LANGUAGE TEACHER OR SCHOOL AUDIOLOGIST

_____ NATIONAL BOARD CERTIFICATION

ADVANCEMENT TO APPRENTICE LEVEL OR PROFESSIONAL LEVEL LICENSE

ONLY APPLICABLE IF HELD A PREDECESSOR TENNESSEE LICENSE

_____ ADVANCEMENT FROM APPRENTICE LEVEL TO PROFESSIONAL LEVEL (Professional, or Professional School Service Personnel) circle one

_____ ADVANCEMENT FROM ALTERNATIVE "A" or ALTERNATIVE "C" OR ALTERNATIVE "E" TO APPRENTICE LEVEL (Apprentice or Out of State) circle one

_____ ADVANCEMENT FROM INTERIM "B" TO APPRENTICE LEVEL (Apprentice or Out of State) circle one

_____ ADVANCEMENT FROM INTERIM "D" TO APPRENTICE LEVEL

_____ ADVANCEMENT FROM ALTERNATIVE "I" OR ALTERNATIVE "II" (Apprentice or Out of State or Professional) circle one

_____ ADVANCEMENT FROM TRANSITIONAL (Interim B, Apprentice or Professional) circle one

_____ ADVANCEMENT FROM APPRENTICE OCCUPATIONAL TO PROFESSIONAL OCCUPATIONAL LICENSE

_____ CONVERSION FROM TENNESSEE TEACHING LICENSE TO SCHOOL SERVICE PERSONNEL LICENSE (Speech/Language only)

_____ ADVANCEMENT TO PROFESSIONAL LEVEL ADMINISTRATOR LICENSE

RENEWAL OF OR AMENDMENT TO AN EXISTING LICENSE

ONLY APPLICABLE IF AMENDING AN EXISTING TENNESSEE LICENSE

_____ RENEWAL OF LICENSE (Check one)

_____ 5 Year License (Apprentice/Apprentice Special Group/Out of State) _____ JROTC _____ 10 Year License (Professional/Professional Special Group)

_____ Administrator License (Beginning/Professional) _____ 5 Year Apprentice Occupational License _____ 10 Year Professional Occupational License

_____ Alternative A (Speech Lang. only) _____ Interim B _____ Interim D _____ Transitional _____ National Board Certification

_____ AMENDMENT TO ADD ADDITIONAL DEGREE TO TEACHING LICENSE (Check one of the following and attach official transcripts)

_____ Masters Degree _____ Master's Degree +30 semester graduate hours _____ Education Specialist _____ Doctorate Degree

_____ AMENDMENT TO ADD ENDORSEMENT AREA (S) TO TEACHING LICENSE (Identify area to be added) _____

_____ NAME CHANGE (Requires a notarized copy of the marriage license, divorce decree, or court order that has generated the legal name change) Social Security card n/a

_____ ADDRESS CHANGE NOTIFICATION

_____ DUPLICATE LICENSE (Current valid Tennessee license only) (Requires second page of application to be notarized)

**APPLICATION FOR SCHOOL ADMINISTRATION LICENSURE
BEGINNING ADMINISTRATOR, PROFESSIONAL ADMINISTRATOR, & INSTRUCTIONAL LEADER LICENSES**

APPLICANT NAME _____

SOCIAL SECURITY NUMBER _____

ALL DOCUMENTS SUBMITTED TO THE OFFICE OF TEACHER LICENSING BECOME THE PROPERTY OF THE STATE DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED TO THE APPLICANT NOR WILL THE DEPARTMENT PROVIDE COPIES OF DOCUMENTS TO THE APPLICANT OR THIRD PARTIES.

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE SCHOOL SYSTEM OR INSTITUTION

Check Appropriate Option and Obtain Signatures Indicated

Option 1 **Initial License - Tennessee College/University programs only** (include official transcripts when required)
 _____ BAL _____ ILL-B or _____ ILL-A (assistant principal only)

Approved Program Requirements Met	TASL Required Position (ILL-A License only)
_____	_____
TN Dean of Education Date	TN Director of Schools (for ILL-A license only) Date
_____	_____
TN Certification Officer Date	State TASL Director (for ILL-A license only) Date

I certify the above applicant possesses good moral character and has completed the requirements for this license.

Option 2 **Renewal of License (not currently employed as Tennessee assistant principal, principal or instructional supervisor.)**
 Renew: _____ BAL _____ PAL _____ ILL-B _____ ILL-P _____ ILL-E
 _____ ILL-B, ILL-P, or ILL-E, renewal requirements met (see attachments below)

NOTE: Renewal and advancement option 3 & 4 below, must be signed by the Director of Schools and submitted to the Tennessee Academy for School Leaders, Department of Education, 5th Floor Andrew Johnson Tower, Nashville, TN 37243. The State TASL Director will review and submit the application to the Office of Teacher Licensing after verifying TASL requirements and Tennessee Instructional Leadership Standards (TILS) for renewal or advancement are met.

Option 3 **Renewal of License (employed as TN assistant principal, principal, or instructional supervisor not seeking license advancement) ****
 Renew: _____ BAL _____ PAL _____ ILL-B _____ ILL-P _____ ILL-E

Option 4 **Advancement/Transition of License (employed as a TN assistant principal, principal or instructional supervisor) ****
 Advance to: _____ BAL _____ PAL _____ ILL-B _____ ILL-P _____ ILL-E

Option 3 and 4 Signatures: Name of TN School System (Public or Non-Public) _____

Verification of Performance and Evaluations at the above level of the TILS for the last two years	Verification of Professional Development Completed at the above level of the TILS and TASL requirements met
_____	_____
Print Name TN Director of Schools Signature TN Director of School Date	Signature State TASL Director Date

Attachments for the renewal and advancement
 Required verification of license Renewal or Advancement (check items to be attached)
 _____ Professional Learning Plan or TASL Beginning Administrator Induction Academy for BAL or ILL-B advancement (see page 3)
 _____ ILL-B, ILL-P, or ILL-E renewal documentation (see page 3)
 _____ ILL-E advancement documentation (see guidelines)

** Licensed School Administrators employed in TN non-public schools must provide verification of administrator experience, successful evaluations, and/or professional learning plan based upon TILS completed with TN approved college/university.

ATTACHMENT FOR SCHOOL ADMINISTRATION LICENSURE APPLICATION RENEWAL OR LICENSE ADVANCEMENT

APPLICANT NAME _____ SOCIAL SECURITY NUMBER _____
(complete and attach as applicable for License Renewal or Advancement)

LICENSE ADVANCEMENT ONLY

Educators Employed in TN Administrative Position (Assistant Principal, Principal, or Instructional Supervisor)

Level of TILS Professional Learning Completed (Indicate Level of TILS and Option A or B)

Check Level of TILS: _____ Beginning _____ Professional _____ Exemplary

Option A

Professional Learning Plan Completed

_____ Plan must be developed by educator and Director of Schools with input from mentor administrator and completed in cooperation with and verified by an approved TN college/university

_____ Attach 1-2 page outline/summary of Plan showing focus on TILS completed at the appropriate level above

_____ TASL credit hour requirements also met

Name of TN College/University: _____

TN Dean of Education or Certification Officer

Date

Option B

TASL Beginning (Induction) or Advanced Administrator Academy Completed

_____ Academy completed (Check one): _____ Assistant Principal _____ Principal _____ Supervisor

_____ TASL credit hour requirements also met

INSTRUCTIONAL LEADERSHIP LICENSE RENEWAL ONLY

Educators Not Employed in TN Administrative Position (Assistant Principal, Principal, or Instructional Supervisor)

ILL-B, ILL-P, or ILL-E license Only (Does not apply to BAL or PAL licenses)

Option A

ILL-B
(check if documentation on file in p
system or attach to application)

- _____ Attendance at TASL Refresher Academy, and
- _____ Updated TILS Competency Log & current Professional Development Plan related to TILS, and
- _____ Evidence of success in meeting student learning goals, and
- _____ Current, valid TN teaching license

Option B

ILL-B
(check if documentation on file in p
system or attach to application)

- _____ Evidence of continued competency development of TILS, and
- _____ Evidence of meeting pre-set student improvement goals, and
- _____ Attendance at TASL approved professional development related to TILS, and
- _____ Current, valid TN teaching license

Option C

ILL-P or ILL-E
(check documentation required)

- _____ Current, valid TN teaching license

Name of TN (Public or Non-Public) School System

TN Director of Schools Date

State TASL Director Date