

Permit & Waiver Application Instructions for Districts

Account Registration & Staffing

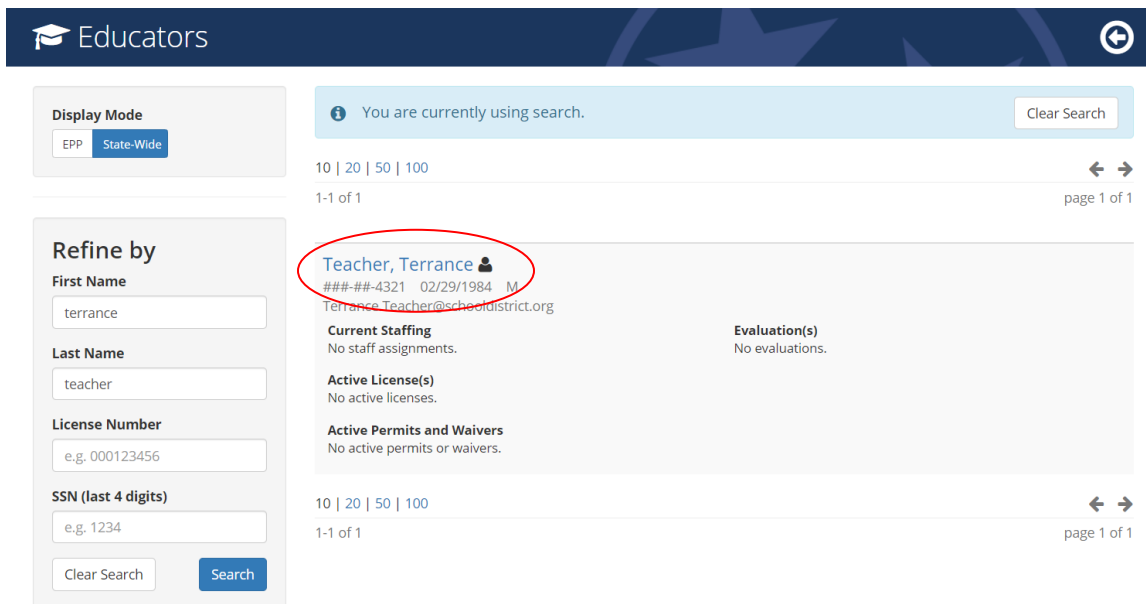
The individual will need to establish and/or register their TNCompass account if they have not already done so. District HR personnel can review detailed instructions for registering for an account in the section titled *Login or Register for a TNCompass Account*, within the *TNCompass User Guide*, located on the home page in TNCompass. To best support candidates, please be familiar with this information.

To apply for a permit or waiver for an individual, the individual must be staffed in the district in TNCompass. If the individual is not staffed, the option to start a permit or waiver transaction will not be available to the superintendent or their designee. Instructions for staffing an educator can also be found in the user guides on the home page in TNCompass. Please ensure that educators are staffed in the current academic year, which requires staffing them *after* annual roll-over has occurred. Staffing an educator in the prior academic year will generate an evaluation record for the prior year and, in addition to being inaccurate, could have negative downstream consequences for reporting purposes.

Completing the Application/Transaction for a Permit or Waiver

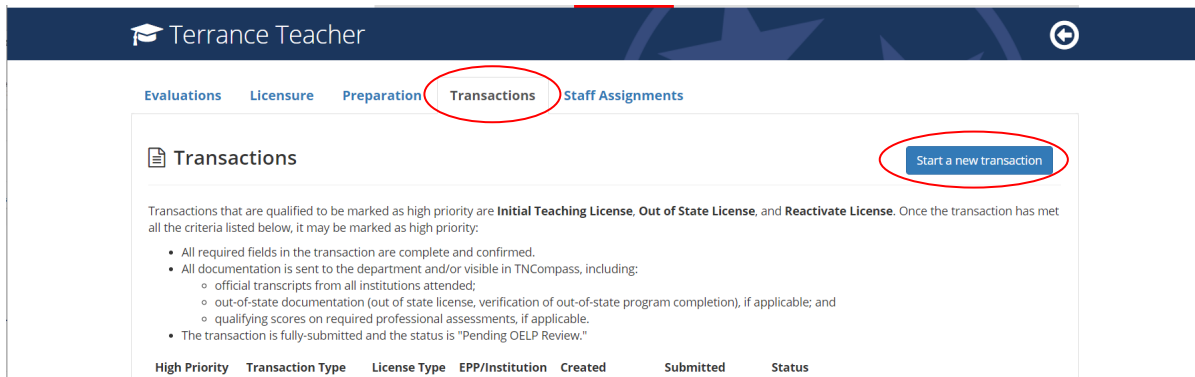
The ability to begin and complete a permit or waiver application is reserved for the superintendent or designee role in TNCompass. The example transaction that follows is a permit transaction, but the workflows are nearly identical in TNCompass.

1. Find the educator using the TNCompass educator search and click on the educator’s name to be taken to their TNCompass educator profile.



Permit & Waiver Application Instructions for Districts

- Click on the *Transactions* tab, then click *Start a New Transaction*.



- Select the transaction type (this example uses a permit transaction, but the workflows are nearly identical in TNCompass).

If you are applying for a second year or third year permit or waiver, please use the *Reactivate Permit/Waiver* transaction type.

License Transaction Wizard - Initial Permit or Waiver

Which license would you like to select?

Permit
Waiver

← Back

Permit & Waiver Application Instructions for Districts

- The overview tab provides a summary of all application elements which must be completed in order to submit the transaction.

Terrance Teacher
+

Initial Permit or Waiver Transaction Status: Not submitted

Overview
 Recommendation
 Course Code
 Endorsement Selection
 Assessment
 Degrees
 Permit Attachments

Signatures
 Summary

Welcome to the Initial Permit or Waiver transaction wizard. Below is overview of the requirements for this transaction. Use the "Continue" button to begin stepping through the wizard.

Selected License

License Type	Status	Source	Issue Date	Effective Date	Expiration Date	Renewal Date	Renewal Count
Permit							

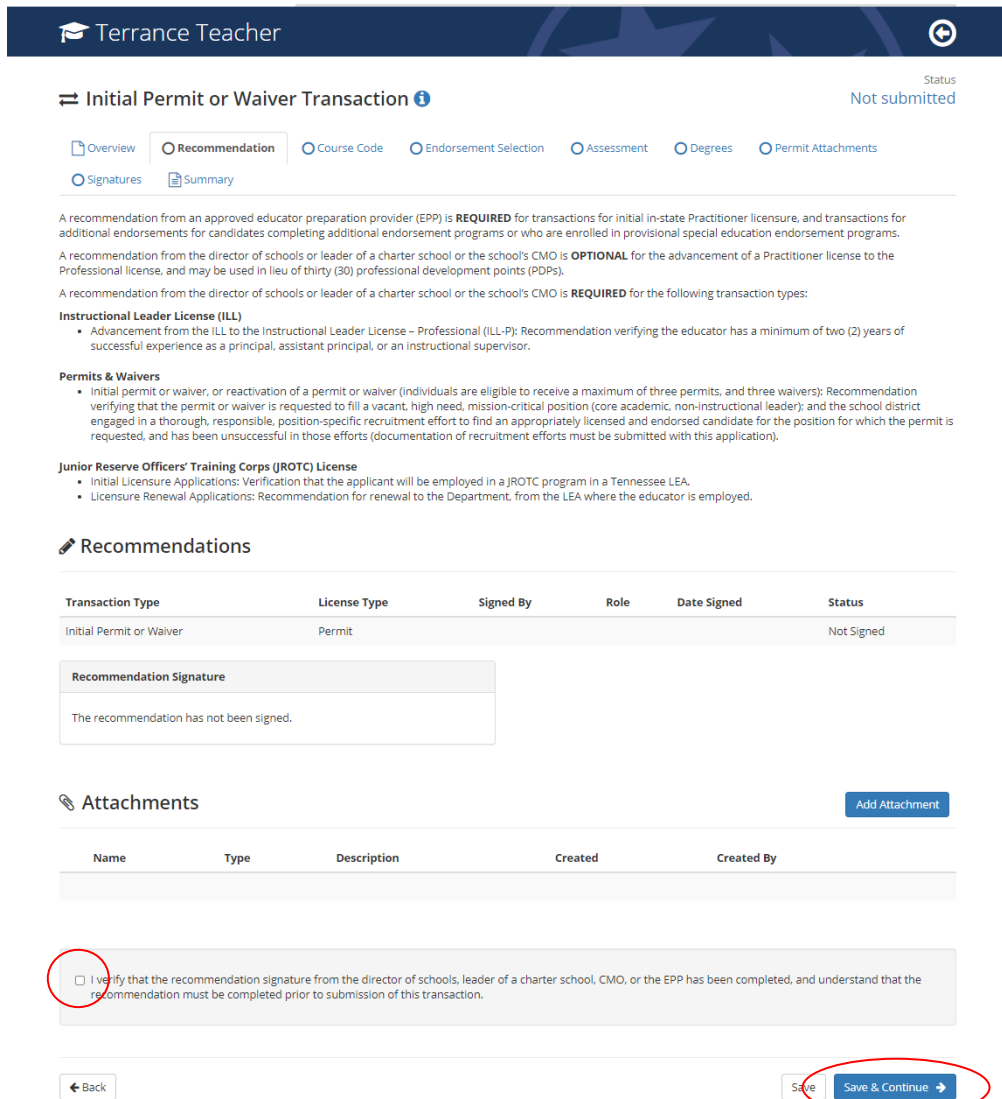
Requirements

Requirement	Ready for Submission
Recommendation	<input type="radio"/>
Course Code	<input type="radio"/>
Endorsement Selection	<input type="radio"/>
Assessment	<input type="radio"/>
Degrees	<input type="radio"/>
Permit Attachments	<input type="radio"/>
Signatures	<input type="radio"/>

Permit & Waiver Application Instructions for Districts

- The Recommendation must be completed by the director of schools. Recommendations must be completed prior to the full submission of the transaction. Once the transaction is fully-submitted, the director recommendation section will be locked and cannot be completed until the transaction is processed by a licensure specialist and marked with a deficient status.

Directors can access the recommendation function as they would for any other transaction type (e.g.; licensure advancement, JROTC, etc.). Once the recommendation is complete, check the verification box, and click *Save and Continue*.



Initial Permit or Waiver Transaction Status: Not submitted

Overview | **Recommendation** | Course Code | Endorsement Selection | Assessment | Degrees | Permit Attachments

Signatures | Summary

A recommendation from an approved educator preparation provider (EPP) is **REQUIRED** for transactions for initial in-state Practitioner licensure, and transactions for additional endorsements for candidates completing additional endorsement programs or who are enrolled in provisional special education endorsement programs.

A recommendation from the director of schools or leader of a charter school or the school's CMO is **OPTIONAL** for the advancement of a Practitioner license to the Professional license, and may be used in lieu of thirty (30) professional development points (PDPs).

A recommendation from the director of schools or leader of a charter school or the school's CMO is **REQUIRED** for the following transaction types:

Instructional Leader License (ILL)

- Advancement from the ILL to the Instructional Leader License – Professional (ILL-P): Recommendation verifying the educator has a minimum of two (2) years of successful experience as a principal, assistant principal, or an instructional supervisor.

Permits & Waivers

- Initial permit or waiver, or reactivation of a permit or waiver (Individuals are eligible to receive a maximum of three permits, and three waivers); Recommendation verifying that the permit or waiver is requested to fill a vacant, high need, mission-critical position (core academic, non-instructional leader); and the school district engaged in a thorough, responsible, position-specific recruitment effort to find an appropriately licensed and endorsed candidate for the position for which the permit is requested, and has been unsuccessful in those efforts (documentation of recruitment efforts must be submitted with this application).

Junior Reserve Officers' Training Corps (JROTC) License

- Initial Licensure Applications: Verification that the applicant will be employed in a JROTC program in a Tennessee LEA.
- Licensure Renewal Applications: Recommendation for renewal to the Department, from the LEA where the educator is employed.

Recommendations

Transaction Type	License Type	Signed By	Role	Date Signed	Status
Initial Permit or Waiver	Permit				Not Signed

Recommendation Signature

The recommendation has not been signed.

Attachments Add Attachment

Name	Type	Description	Created	Created By

I verify that the recommendation signature from the director of schools, leader of a charter school, CMO, or the EPP has been completed, and understand that the recommendation must be completed prior to submission of this transaction.

← Back Save Save & Continue →

Permit & Waiver Application Instructions for Districts

6. Click the *Add Course Code* button to open the course code menu.

The screenshot shows the 'Terrance Teacher' application interface. At the top, the user's name 'Terrance Teacher' is displayed. Below this, the main heading is 'Initial Permit or Waiver Transaction' with a status of 'Not submitted'. A navigation bar contains several tabs: Overview, Recommendation, Course Code (selected), Endorsement Selection, Assessment, Degrees, Permit Attachments, Signatures, and Summary. A message states: 'Please enter the course code, title, and number of sections for all courses to which the individual will be assigned. Please note that K-12 special education courses may not be taught by individuals serving on permits or waivers, due to federal law.' Below this is a section titled 'Permits and Waivers' with a table that is currently empty, displaying the message 'This educator has no permits or waivers.' The table has columns for Type, Status, Effective Date, Expiration Date, and Endorsements. Below the table is a section titled 'Course Code' with a table that is also empty, with columns for Course Code, Course Title, and Number of Sections. A blue button labeled 'Add Course Code' is circled in red. At the bottom, there is a checkbox for 'I verify that the course information provided above is correct.' and navigation buttons for 'Back', 'Save', and 'Save & Continue'.

Terrance Teacher ⌂ ⌂

Initial Permit or Waiver Transaction ⓘ Status: Not submitted

[Overview](#) [Recommendation](#) [Course Code](#) [Endorsement Selection](#) [Assessment](#) [Degrees](#) [Permit Attachments](#)
[Signatures](#) [Summary](#)

Please enter the course code, title, and number of sections for all courses to which the individual will be assigned. Please note that K-12 special education courses may not be taught by individuals serving on permits or waivers, due to federal law.

Permits and Waivers

Type	Status	Effective Date	Expiration Date	Endorsements
This educator has no permits or waivers.				

Course Code Add Course Code

Course Code	Course Title	Number of Sections
-------------	--------------	--------------------

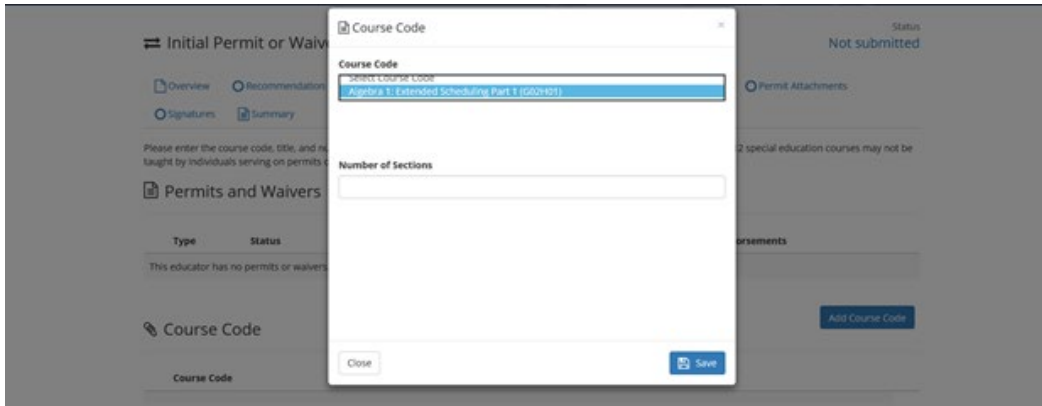
I verify that the course information provided above is correct.

[← Back](#) [Save](#) [Save & Continue →](#)

Permit & Waiver Application Instructions for Districts

7. Select the course from the list of options, and indicate the number of sections, then click *Save*.

Please refer to the [Course Code Management System](#) for current course codes and endorsement information.



8. Repeat steps 6 & 7, until all courses are listed. When finished, verify that the course information is correct, and click *Save and Continue*.

Overview
 Recommendation
 Course Code
 Endorsement Selection
 Assessment
 Degrees
 Permit Attachments

Signatures
 Summary

Please enter the course code, title, and number of sections for all courses to which the individual will be assigned. Please note that K-12 special education courses may not be taught by individuals serving on permits or waivers, due to federal law.

Permits and Waivers

Type	Status	Effective Date	Expiration Date	Endorsements
This educator has no permits or waivers.				

Course Code

Course Code	Course Title	Number of Sections
G02H01	Algebra 1: Extended Scheduling Part 1	4

I verify that the course information provided above is correct.

Permit & Waiver Application Instructions for Districts

- Complete the endorsement selection by searching for the endorsement which is aligned to the courses to which the individual will be assigned, and then selecting the appropriate endorsement from the list by checking the box immediately to the left of the endorsement name. To finalize this tab, verify that the selection is accurate, then click *Save and Continue*.

The screenshot shows the 'Terrance Teacher' profile page in the 'Initial Permit or Waiver Transaction' section. The status is 'Not submitted'. The 'Endorsement Selection' tab is active, showing a search for 'mathematics' and a list of options: '122 Middle Grades Mathematics 6-8', '413 Mathematics 7-12', and '125 mathematics 6-12'. The '125 mathematics 6-12' option is selected and circled in red. Below the list, a checkbox labeled 'I verify that the endorsement selection above is accurate.' is checked and circled in red. At the bottom right, the 'Save & Continue' button is circled in red.

Terrance Teacher

Initial Permit or Waiver Transaction Status: Not submitted

Overview Recommendation Course Code **Endorsement Selection** Assessment Degrees Permit Attachments

Signatures Summary

Please select the endorsement(s) you are requesting to add to or reactivate on this license.

Which endorsements would you like to select?
License Type: Permit
Please search for and select all applicable endorsements for this transaction.

mathematics

122 Middle Grades Mathematics 6-8
 413 Mathematics 7-12
 125 mathematics 6-12 ✕

I verify that the endorsement selection above is accurate.

Back Save **Save & Continue** →

Permit & Waiver Application Instructions for Districts

10. Assessments are not required for permit or waiver issuance during the 2021-22 academic year. In order to continue, verify that *if* professional assessments are required, those scores are on file by checking the box and then clicking *Save and Continue*.

Terrance Teacher +

Initial Permit or Waiver Transaction ? Status: Not submitted

[Overview](#) [Recommendation](#) [Course Code](#) [Endorsement Selection](#) [Assessment](#) [Degrees](#) [Permit Attachments](#)

[Signatures](#) [Summary](#)

On this page, educators may view professional assessment scores which are on file with the Office of Educator Licensure. Assessment scores will only be accepted if they are submitted to the office directly from the assessment administrator (ETS, Pearson/NES, TN Language Center/ALTA). Scores may not be submitted by the educator, district, or educator preparation provider.

Please confirm that any required assessment scores are on file with the Office of Educator Licensure.

Assessments

Date Taken	Source	Passed	Assessment	Code	Score	Passing Score	Series
------------	--------	--------	------------	------	-------	---------------	--------

Attachments

[Add Attachment](#)

Name	Type	Description	Created	Created By
• Required Assessments and Cut Scores				

I verify that if professional assessment scores are required for this transaction, the scores on file above are the most current and accurate, or updated scores have been requested to be sent to the Office of Educator Licensure directly from the assessment administrator (ETS, Pearson/NES, Alta/Tennessee Language Center).

[← Back](#) [Save](#) [Save & Continue →](#)

Permit & Waiver Application Instructions for Districts

- Please ensure that transcripts have been requested to be sent to the department, in accordance with academic transcript operating procedures. Degrees do not need to be listed, nor do transcripts need to be attached in TNCompass prior to submission of the transaction. However, delays in transcript receipt may cause an application to be marked deficient. Deficient transactions can be re-submitted, as the process is designed to be iterative.

Verify that any required transcripts are either on file or requested to be sent to the department, by checking the box, then click *Save and Continue*.

Terrance Teacher
↻

Initial Permit or Waiver Transaction Status: Not submitted

Overview
Recommendation
Course Code
Endorsement Selection
Assessment
Degrees
Permit Attachments

Signatures
Summary

Official transcripts from all institutions attended are required and must be sent by the issuing institution through an online clearinghouse to Educator.Licensure@tn.gov or mailed directly to:

Office of Educator Licensure & Preparation
710 James Robertson Parkway, 9th Floor
Nashville, TN 37243

Electronic transcripts are not accepted from individuals through email. Hard-copy transcripts must be submitted in an envelope sealed by the issuing institution with no evidence of tampering.

Approved Tennessee educator preparation providers may upload official transcripts directly in TNCompass.

Degrees / Majors Add Degree / Major

Name	Date Conferred	Institution Name	Degree/Major Type

Attachments

Name	Type	Description	Created	Created By

Transcripts Add Transcript

Name	Type	Institution	Source	Created	Created By

I verify that all required official transcripts are on either on file, or have been requested to be sent to the Office of Educator Licensure directly from the higher education institution.

← Back
Save Save & Continue →

Permit & Waiver Application Instructions for Districts

12. The *Permit Attachments* tab (or *Waiver Attachments* tab) allows the district to upload the required recruitment documentation to support the application for an emergency credential. Use the *Add Attachment* button to upload the required files.

Terrance Teacher Status: Not submitted

Initial Permit or Waiver Transaction

Overview Recommendation Course Code Endorsement Selection Assessment Degrees **Permit Attachments** Signatures Summary

This transaction must be accompanied by documentation of that the district engaged in a thorough, responsible, position-specific recruitment effort to find an appropriately licensed and endorsed candidate for the position for which the permit or waiver is requested.
Please select the "Recruitment documentation for Permit or Waiver" attachment type from the dropdown menu.

Attachments Add Attachment

Name	Type	Description	Created	Created By
------	------	-------------	---------	------------

Please verify all information has been submitted

I verify that the Office of Educator Licensure has received all required documentation to issue the requested waiver.

Confirmed for submittal on 07/13/2021 1:01:14 PM by Olmstead, Eric

Back Save Save & Continue

Permit & Waiver Application Instructions for Districts

13. Choose the file to be uploaded, provide a description of the file/attachment, and select the attachment type of *Recruitment documentation for Permit or Waiver*, then click *Save*.

The screenshot shows a web application interface for the Tennessee Department of Education. A modal window titled "Attachment" is open, allowing a user to add a document to their application. The modal contains the following fields:

- Attachment:** A file selection button labeled "Choose File" followed by the text "Recruitment Documentation.docx".
- Attachment Description:** A text input field containing the text "Recruitment for Math Teacher".
- Attachment Type:** A dropdown menu with the selected option "Recruitment documentation for Permit or Waiver".

At the bottom of the modal are "Close" and "Save" buttons. The background shows a blurred view of the application page, including a sidebar with navigation options like "Overview", "Recommendation", "Signatures", and "Summary", and a main content area with a status indicator "Not submitted" and an "Add Attachment" button.

Permit & Waiver Application Instructions for Districts

14. To finalize the *Attachments* tab, verify that all required documentation is provided in support of the application by checking the box, then click *Save and Continue*.

Terrance Teacher

Initial Permit or Waiver Transaction Status: Not submitted

[Overview](#) [Recommendation](#) [Course Code](#) [Endorsement Selection](#) [Assessment](#) [Degrees](#) [Permit Attachments](#)

[Signatures](#) [Summary](#)

This transaction must be accompanied by documentation of that the district engaged in a thorough, responsible, position-specific recruitment effort to find an appropriately licensed and endorsed candidate for the position for which the permit or waiver is requested.
Please select the "Recruitment documentation for Permit or Waiver" attachment type from the dropdown menu.

Attachments [Add Attachment](#)

Name	Type	Description	Created	Created By	
Recruitment Documentation.docx	Recruitment documentation for Permit or Waiver	Recruitment for Math Teacher	7/13/2021 12:30:23 PM	Eric Olmstead	

Please verify all information has been submitted

I verify that the Office of Educator Licensing and Preparation has all required documentation, and signatures from all required parties to issue the requested permit.

[← Back](#) [Save](#) [Save & Continue →](#)

Permit & Waiver Application Instructions for Districts

15. The signatures page displays the department personnel signatures which are on file for the application. There is no action needed from the district on this tab, except for the verification check box at the bottom of the screen. Once this is checked, click *Save and Continue*.

Terrance Teacher +

Initial Permit or Waiver Transaction i Status
Not submitted

Overview Recommendation Course Code Endorsement Selection Assessment Degrees Permit Attachments

Signatures Summary

Please complete the required signature. The permit or waiver cannot be issued until all required parties have electronically signed.
By signing below, you are verifying that the individual is eligible for a permit or waiver, in accordance with all applicable state laws, rules, and policies.

Director Signature:

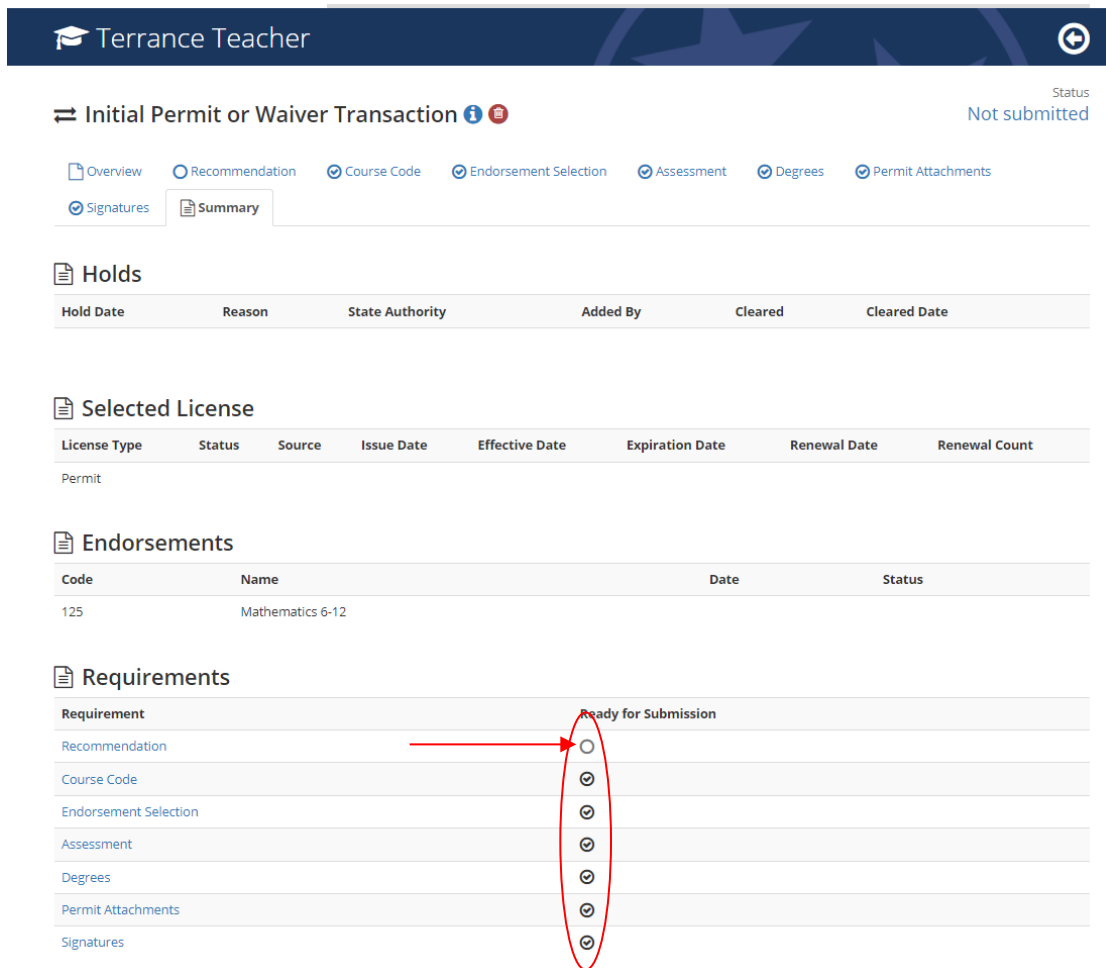
Assistant Commissioner:

Commissioner of Education:

The permit or waiver is requested to fill a vacant, high need, mission-critical position (core academic, non-instructional leader); and the school district engaged in a thorough, responsible, position-specific recruitment effort to find an appropriately licensed and endorsed candidate for the position for which the permit is requested, and has been unsuccessful in those efforts (documentation of recruitment efforts must be submitted as an attachment with this application).

Permit & Waiver Application Instructions for Districts

16. The final *Summary* page provides an overview of all application elements. Please ensure all elements are ready for submission prior to submitting the transaction, including the director recommendation. Once the transaction is fully-submitted, the director recommendation section will be locked and cannot be completed until the transaction is processed by a licensure specialist and marked with a deficient status.



Terrance Teacher Status: Not submitted

Initial Permit or Waiver Transaction Info Help

Overview Recommendation Course Code Endorsement Selection Assessment Degrees Permit Attachments Signatures **Summary**

Holds

Hold Date	Reason	State Authority	Added By	Cleared	Cleared Date

Selected License

License Type	Status	Source	Issue Date	Effective Date	Expiration Date	Renewal Date	Renewal Count
Permit							

Endorsements

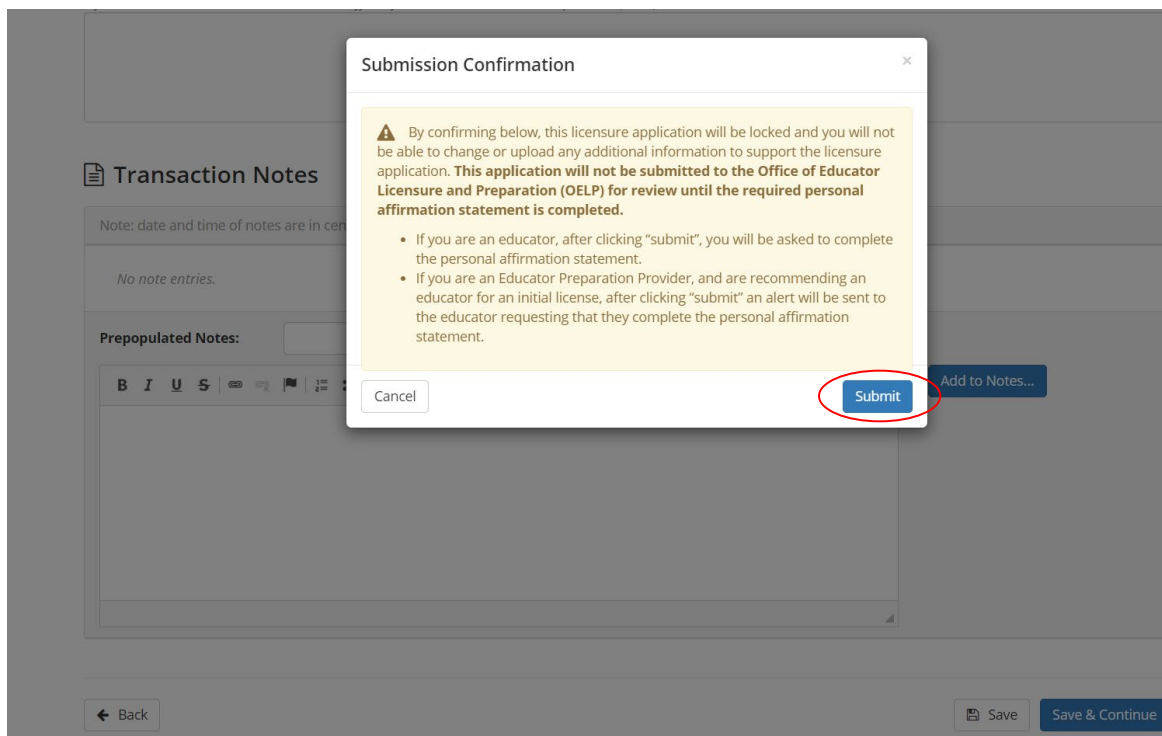
Code	Name	Date	Status
125	Mathematics 6-12		

Requirements

Requirement	Ready for Submission
Recommendation	<input type="radio"/>
Course Code	<input checked="" type="radio"/>
Endorsement Selection	<input checked="" type="radio"/>
Assessment	<input checked="" type="radio"/>
Degrees	<input checked="" type="radio"/>
Permit Attachments	<input checked="" type="radio"/>
Signatures	<input checked="" type="radio"/>

Permit & Waiver Application Instructions for Districts

17. You will be asked to confirm the submission, by clicking *Submit*. This action deploys the personal affirmation to the individual to complete. Once the personal affirmation is submitted, then the transaction is in the department's queue for processing. More information about personal affirmation completion is available in the user guides on the TNCompass home page.



General information about permit and waiver requirements can be found in the *Educator Licensure Operating Procedures for Districts* guidance document, located on the [Resources](#) page of the educator licensure [website](#).

Questions regarding permits and waivers, including how to apply, should be directed to Eric.Olmstead@tn.gov.