

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.

🞓 Educators		1	G
Display Mode EPP State-Wide Refine by First Name terrance Last Name teacher License Number e.g. 000123456	 You are currently using search. 10 20 50 100 1-1 of 1 Teacher, Terrance ▲ #####-4321 02/29/1984 M Terrance Teacher@schooldustrict.org Current Staffing No staff assignments. Active License(s) No active licenses. Active Permits and Waivers No active permits or waivers. 	Evaluation(s) No evaluations.	Clear Search ← → page 1 of 1
SSN (last 4 digits) e.g. 1234 Clear Search Search	10 20 50 100 1-1 of 1		¢ > page 1 of 1



2. Click on the Transactionstab, then click Start a New Transaction.



3. 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.





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

🞓 Terrance Teacher	Θ
≓ Initial Permit or Waiver Transaction 🕄 💿	Status Not submitted
Oracle O Recommendation O Course Code O Endorsement Set O Signatures Summary	lection O Assessment O Degrees O Permit Attachments
Welcome to the Initial Permit or Waiver transaction wizard. Below is overview of the req the wizard.	uirements for this transaction. Use the "Continue" button to begin stepping through
Selected License	
License Type Status Source Issue Date Effective Date	Expiration Date Renewal Date Renewal Count
Permit Requirements	
Requirement	Ready for Submission
Recommendation	0
Course Code	0
Endorsement Selection	0
Assessment	0
Degrees	0
Permit Attachments	0
Signatures	0



5. The Recommendation must be completed by the director of schools. <u>Recommendations must be</u> <u>completed prior to the full submission of the transaction.</u> Once the transaction is fullysubmitted, 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*.

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Overview	ORecommendation	O Course Code	O Endorsement Selection	OAssessment	O Degrees	O Permit Attacr	iments
Osignatures	l≣ Summary						
A recommendation additional endors	on from an approved educa sements for candidates con	ator preparation provid npleting additional end	der (EPP) is REQUIRED for tra lorsement programs or who	nsactions for initial in are enrolled in provisi	-state Practitioner ional special educ	licensure, and tra ation endorsemen	nsactions for t programs.
A recommendation Professional licen	on from the director of sch use, and may be used in lieu	ools or leader of a char of thirty (30) professio	ter school or the school's CM onal development points (PE	IO is OPTIONAL for th Ps).	ne advancement o	f a Practitioner lice	ense to the
A recommendation	on from the director of sch	ools or leader of a char	ter school or the school's CN	IO is REQUIRED for th	e following transa	iction types:	
Advanceme successful e	ader License (ILL) ent from the ILL to the Instr experience as a principal, a	uctional Leader Licens ssistant principal, or ar	e – Professional (ILL-P): Reco n instructional supervisor.	mmendation verifying	; the educator has	a minimum of two	o (2) years of
 Permits & Waive Initial perm verifying th engaged in requested, 	ers it or waiver, or reactivation at the permit or waiver is r a thorough, responsible, p and has been unsuccessfu	of a permit or waiver equested to fill a vacan osition-specific recruit in those efforts (docu	(individuals are eligible to re it, high need, mission-critical ment effort to find an appro mentation of recruitment ef	ceive a maximum of th position (core acaden priately licensed and e forts must be submitte	nree permits, and nic, non-instructio ndorsed candidat ad with this applic	three waivers): Red nal leader); and the e for the position f ation).	commendation e school district or which the permit is
Junior Reserve C	Officers' Training Corps (IF	(OTC) License					
 Initial Licen Licensure R 	sure Applications: Verificat Renewal Applications: Reco	ion that the applicant w mmendation for renew	vill be employed in a JROTC val to the Department, from	program in a Tennesse the LEA where the edu	ee LEA. Icator is employed	i.	
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6. Click the Add Course Code button to open the course code menu.

🞓 Terra	nce Teacher				1			•
≓ Initial P	ermit or Waive	er Transactio	n 🚯				_{st} Not submit	atus t ed
Overview O Signatures	○ Recommendation Summary	O Course Code	O Endorsement Selection	O Assessment	O Degrees	O Permit Attach	ments	
Please enter the co taught by individua	ourse code, title, and num als serving on permits or v	ber of sections for <u>all</u> vaivers, due to federa	courses to which the individual I law.	will be assigned. Ple	ease note that K-1	2 special education	n courses may not	be
Permits	and Waivers							
Туре	Status	Effective Date	Expiration	Date	End	orsements		
🗞 Course (Code					\langle	Add Course Code	
Course Cod	e	Course Title	2	Number of Section	ons			
I verify that t	he course information pro	ovided above is corre	Ξt.					
◆ Back						Save	Save & Continue	>



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

Please refer to the <u>Course Code Management System</u> for current course codes and endorsement information.

ㄹ Initial Permit or Waiv	Course Code	Status Not submitted
O Recommendation	Course Code Select Course Code Algebra 1: Extended Scheduling Part 1 (G00H01)	O Permit Attachments
O Signatures Summary		2 stretch education courses may not be
taught by individuals serving on permits	Number of Sections	
Type Status		orsements
This educator has no permits or waivers		
% Course Code		Add Course Code
Course Code	Close 🔁 Save	

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	O Recommendation	O Course Code	O Endorsement Selection	OAssessment	O Degrees	O Permit Attachments
O Signatures	Summary					
ease enter the cught by individu	ourse code, title, and nu lals serving on permits of and Waivers	mber of sections for <u>al</u> r waivers, due to feder	courses to which the individua al law.	l will be assigned. Pl	ease note that K-	12 special education courses may not be
Туре	Status	Effective Date	Expiration	Date	End	dorsements
his educator ha	s no permits or waivers.					
Course	Code					Add Course Code
Course Coo	de Course Ti	itle		Nu	mber of Section	15
G02H01	Algebra 1:	: Extended Scheduling	Part 1	4		2
I verify that	t the course information	n provided above is cor	rect.			
F Back						Save Save & Continue 🗲

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9. 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*.

Overview	O Recommendation	O Course Code	O Endorsement Selection	OAssessment	O Degrees	O Permit Attachments	
O Signatures	Summary						
lease select the	endorsement(s) you are r	equesting to add to o	r reactivate on this license.				
Vhich endor	sements would you	like to select?					
lease search for	r and select all applicable e	ndorsements for this	transaction.				
mathematics							
122 Middle (Grades Mathematics 6-8						
□ 122 Middle (□ 413 Mathem	Grades Mathematics 6-8 natics 7-12						
122 Middle (13 Mathem	Grades Mathematics 6-8 natics 7-12						
122 Middle (13 Mathem 125 mathema	Grades Mathematics 6-8 natics 7-12 tics 6-12 X						
122 Middle (1413 Mathem 125 mathema	Grades Mathematics 6-8 natics 7-12 tics 6-12 X						



10. Assessments are <u>not</u> 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*.

Terranc	e Teacher				1			œ
Initial Per	mit or Waive	r Transactio	on 🚯				Not subn	Status nitteo
Overview O	Recommendation	O Course Code	O Endorsement Selectio	n O Assessment	O Degrees	O Permit Atta	chments	
this page, educator mitted to the office cator preparation p	s may view profession directly from the asse provider.	al assessment score essment administrate	s which are on file with the vr (ETS, Pearson/NES, TN La	Office of Educator Licen nguage Center/ALTA). S	sure. Assessment cores may not be	scores will only t submitted by the	be accepted if the educator, distric	y are t, or
se confirm that an	y required assessmen	t scores are on file w	ith the Office of Educator Li	censure.				
Assessme	115							
ate Taken	Source	Passed Asses	isment Co	de Score	Passing Sco	re	Series	
Attachmer	nts _{Type}	Descriptio	n	Created	Crea	ted By	Add Attachr	nent
Required Assess	ments and Cut Scores							
2 I verify that if pro been requested	ofessional assessment to be sent to the Office	scores are required e of Educator Licensu	for this transaction, the sco ire directly from the assess	res on file above are the ment administrator (ETS	e most current an 5, Pearson/NES, Al	d accurate, or up ita/Tennessee Lar	dated scores hav nguage Center).	e
Back						Save	Save & Contin	ue 🔺
							Save & contain	



11. 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*.

🖻 Terra	nce Teacher					G
≓ Initial P	ermit or Waiv	er Transactio	on 🕄			Status Not submitted
Overview	O Recommendation	O Course Code	O Endorsement Selection	O Assessment	O Degrees	O Permit Attachments
O Signatures	Summary					
Official transcripts mailed directly to:	from all institutions atte	nded are required and	I must be sent by the issuing ir	nstitution through an	online clearingho	use to Educator.Licensure@tn.gov or
Office of Educator 710 James Roberts Nashville, TN 3724	Licensure & Preparation son Parkway, 9th Floor I3					
Electronic transcrip evidence of tampe	pts are not accepted fron ering.	n individuals through	email. Hard-copy transcripts m	ust be submitted in a	an envelope sealed	d by the issuing institution with no
Approved Tenness	see educator preparation	providers may upload	d official transcripts directly in	TNCompass.		
Degrees	s / Majors					Add Degree / Major
Name	Date Conferred		Institution Name	Deg	ree/Major Type	
🗞 Attachn	nents					
Name	Туре	Descriptio	n	Created	Creat	ted By
Transcri	ipts					Add Transcript
Name	Туре	Institution	Source	Created	Create	ed By
I verify that a education in	all required official transc stitution.	ripts are on either on	file, or have been requested to	b be sent to the Office	e of Educator Lice	nsure directly from the higher
verify that a education in	all required official transc stitution.	ripts are on either on	file, or have been requested to	b be sent to the Office	e of Educator Licer	nsure directly from the higher

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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.

🞓 Terrano	e Teacher							€
≓ Initial Per	mit or Waiv	er Transacti	on 🚯				Not subr	_{Status}
Overview C ⊘ Signatures	Recommendation	⊘ Course Code	⊘ Endorsement Selection	⊘ Assessment	⊘ Degrees	⊘ Permit Atta	achments	
This transaction must licensed and endorsed Please select the "Recr	be accompanied by c d candidate for the po ruitment documentat	documentation of tha osition for which the p cion for Permit or Wai	t the district engaged in a thor permit or waiver is requested. ver" attachment type from the	ough, responsible, po dropdown menu.	sition-specific re	cruitment effort to	find an appropr	iately
🗞 Attachme	nts						Add Attach	ment
Name	Туре	Descriptio	on	Created	Cre	ated By		
Please verify all inform	nation has been subn	nitted						
I verify that the	Office of Educator Lic	ensure has received a	all required documentation to	issue the requested v	vaiver.			
				Confir	med for submittal	l on 07/13/2021 1:0	1:14 PM by Olmst	tead, Eric
← Back								nue 🔺



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*.

TN Department of Education	Attachment ×	Help Eric Olmstead ~
🞓 Terrance Teache	Attachment Choose File Recruitment Documentation.docx	e
≓ Initial Permit or Wai	Attachment Description Recruitment for Math Teacher	Status Not submitted
Overview ORecommendation Osignatures Summary	Attachment Type Recruitment documentation for Permit or Waiver	O Permit Attachments
This transaction must be accompanied b licensed and endorsed candidate for the Please select the "Recruitment documen & Attachments		uitment effort to find an appropriately Add Attachment
Name Type	Close Save	ted By
Please verify all information has been su	bmitted	
I verify that the Office of Educator	Licensing and Preparation has all required documentation, and signatures from all required	d parties to issue the requested permit.
€ Back		Save Save & Continue 🔶



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 Tea	cher		1		œ
➡ Initial Permit or	Waiver Transaction 🟮				_{Status} Not submitted
Coverview O Recommen O Signatures	adation O Course Code O Endorsemen	nt Selection O Assessm	ent O Degrees	O Permit Attach	nents
his transaction must be accompa censed and endorsed candidate f	nied by documentation of that the district engag for the position for which the permit or waiver is	ed in a thorough, responsib requested.	le, position-specific recru	uitment effort to fin	d an appropriately
Nease select the "Recruitment doc	umentation for Permit or Waiver" attachment ty	pe from the dropdown men	μ.		Add Attachment
Name	Туре	Description	Created	Created By	
Recruitment Documentation.docx	Recruitment documentation for Permit or Walver	Recruitment for Math Teacher	7/13/2021 12:30:23 PM	Eric Olmstead	2 🔒 🔒
lease verify all information has be lease verify that the Office of Edu	een submitted cator Licensing and Preparation has all required	documentation, and signatu	ures from all required pa	rties to issue the re	quested permit.
← Back				Save	iave & Continue 🔶



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				Θ
≓ Initial Permit or Waiv	er Transaction 🕄			Status Not submitted
Overview Recommendation Signatures Summary Please complete the required signature. Th	Course Code C Endor	rsement Selection OAssess	electronically signed	Permit Attachments
By signing below, you are verifying that the	individual is eligible for a permit	or waiver, in accordance with all	applicable state laws, rules, ar	nd policies.
Director Signature:	Sign	Forgot your PIN?		
Assistant Commissioner:	Sign	Forgot your PIN?		
Commissioner of Education:	Sign	Forgot your PIN?		
he permit or waiver is requested to thorough, responsible, position-speci requested, and has been unsuccessfu & Back	fill a vacant, high need, mission-ci fic recruitment effort to find an a J in those efforts (documentation	ritical position (core academic, no ppropriately licensed and endors n of recruitment efforts must be :	on-instructional leader); and t ied candidate for the position submitted as an attachment w	he school district engaged in a for which the permit is vith this application).



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.

🞓 Terra	nce Teacher						Θ
≓ Initial F	Permit or Waive	r Transactio	n 🕄 🗐				Status Not submitted
Overview	Recommendation	⊘ Course Code	⊘ Endorsement Selection	on 🕢 Assessment	: O Degrees	⊖ Permit Atta	achments
🖹 Holds							
Hold Date	Reason	State Authority	/ A	dded By	Cleared	Cleared Da	te
License Type Permit	Status Source	e Issue Date	Effective Date	Expiration Date	Renewa	al Date	Renewal Count
Permit							
Endors	ements						
Code	Name			Da	te	Status	
125	Mathematics	6-12					
🖹 Require	ements						
Requirement			^	ady for Submission			
Recommendatio	n		0				
Course Code			6)			
Endorsement Se	election		6				
Degrees			6				
Segrees			e				
Permit Attachme	ents		Ø				



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.

Transaction Notes	By confirming below, this licensure application will be locked and you will able to change or upload any additional information to support the licensur olication. This application will not be submitted to the Office of Educato ensure and Preparation (OELP) for review until the required personal irmation statement is completed.	not e r		
No note entries. Prepopulated Notes: B I U 5 @ @ P 2 Can	 If you are an educator, after clicking "submit", you will be asked to complete personal affirmation statement. If you are an Educator Preparation Provider, and are recommending an educator for an initial license, after clicking "submit" an alert will be sent the educator requesting that they complete the personal affirmation statement. 	ete to	Add to Notes	

General information about permit and waiver requirements can be found in the *Educator Licensure Operating Procedures for Districts* guidance document, located on the <u>Resources</u> page of the educator licensure <u>website</u>.

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