

**APPLICATION FOR RENEWAL OF PROFESSIONAL TEACHER OR
SCHOOL SERVICE PERSONNEL 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 APPLICANT

RENEWAL OPTIONS - INFORMATIONAL PURPOSES

OPTION A

Issued a Professional license prior to July 1, 1984 but did not teach in a Tennessee public school or appropriately accredited private school before that date or has not been renewed. Professional license will be converted to an Apprentice or Out of State License.

(Note- If Professional license has ever been renewed conversion is no longer an option)

Submit verification of out of state experience - if applicable (use experience verification form provided)

OPTION B

Professional license holders with less than a Masters degree OR a Masters degree or higher with less than five (5) years acceptable teaching experience within the ten (10) year validity period of license.

(ex: validity period may be 2000-2010)

MUST SUBMIT:

Official transcript(s) reflecting appropriate coursework for renewal purposes. (if applicable) (no photocopies or grade reports)

Completed computation sheet reflecting 90 renewal points (not needed if only course work was completed for renewal)

Supporting documentation for each activity attended (if applicable)(documentation must be authenticated by authorized official)
(Documentation required if not employed in a Tennessee Public School system at time of application)

OPTION C

Professional license holders with a Masters degree or higher and have accrued five (5) years acceptable teaching experience within the ten (10) year validity period of license.

(ex: validity period may be 2000-2010)

MUST SUBMIT:

Experience verification form signed by Director of schools to verify at least five (5) years of teaching experience in an approved school attached.**(NOT required if all experience was accrued in a Tennessee public school system)**