



# Tennessee Department of Education – Office of Educator Licensing

710 James Robertson Parkway - Andrew Johnson Tower, 12<sup>th</sup> Floor - Nashville, TN 37243

The information on this page must accompany any request for licensure transactions in the State of Tennessee. Please complete using black ink. Required items are identified with an asterisk (\*). **The personal affirmation section must be completed.**

## SECTION 1. CONTACT AND DEMOGRAPHIC INFORMATION

This section must be completed. Please be certain to provide accurate information.

<b>First Name*</b>	<b>Middle Name*</b>	<b>Last Name*</b>	<b>(Maiden/Other Last Name)</b>	
<b>Date of Birth*</b> (MM/DD/YYYY)	<b>Street/P.O. Box*</b>	<b>City*</b>	<b>State*</b>	<b>Zip Code*</b>
<b>Primary Telephone Number*</b> (999) 999-9999	<b>Secondary Telephone Number</b> (999) 999-9999		<b>Social Security Number*</b> 999-99-9999	
<b>Primary Email Address*</b>	<b>Secondary Email Address</b>	<b>Gender</b>		

The following information is collected for the purposes of federal reporting requirements. Please provide responses for both ethnicity and race.

- Ethnicity – Choose one     Hispanic or Latino     Not Hispanic or Latino
- Race – Mark all that apply     American Indian or Alaska Native     Asian  
 Black or African American     Native Hawaiian/Other Pacific Islander  
 White
- Gender     Male  
 Female

## SECTION 2. PERSONAL AFFIRMATION\*

This section must be completed. False statements made in this application may constitute grounds to take action, revoke or deny a license. Check the appropriate response for each question. Do not include matters that the State Board of Education has previously investigated and found "No Probable Cause" to take any disciplinary action.

- Yes  No    1. Have you been convicted of a felony, including conviction on a plea of guilty, a plea of *nolo contendere* or granting pre-trial diversion?
- Yes  No    2. Have you ever 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    3. Have you had a teacher's certificate/license revoked, suspended or denied, or have you voluntarily relinquished a certificate/license. (Allowing a license to expire does not apply.)
- Yes  No    4. Is there any action pending against your certification/license or application in another state?

- If you have answered "Yes" to question 1 or 2, please attach details of conviction, include date and location of conviction, and court certified copies of the judgment, conviction, and sentencing.
- If you have answered "Yes" to question 3 or 4, please attach details naming the state and/or issuing authority and explain the circumstances.

## SECTION 3. SIGNATURE AND DATE

This section must be completed.

<b>Applicant Signature</b>	<b>Date</b>
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## SECTION 4. LICENSURE TRANSACTION REQUESTED

Please indicate the type(s) of licensure transaction(s) being requested. Mark all that apply.

- Initial Licensure     Licensure Advancement     Licensure Renewal     Reactivating an Inactive License     Waiver or Permit  
 Additional Endorsement     JROTC     International Teacher Exchange License     Other: \_\_\_\_\_

# APPLICATION FOR REACTIVATION OF A TRANSITIONAL, INTERIM B OR INTERIM D LICENSE

## Submit applications to:

Office of Educator Licensing, Department of Education, 710 James Robertson Parkway, 12<sup>th</sup> Floor Andrew Johnson Tower, Nashville, TN 37243

**Please note:** ALL DOCUMENTS SUBMITTED TO THE OFFICE OF EDUCATOR LICENSING BECOME THE PROPERTY OF THE TENNESSEE 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 APPROPRIATE ENTITY.

APPLICANT NAME \_\_\_\_\_

LICENSE NUMBER \_\_\_\_\_

Educators who have an expired Transitional, Interim B or Interim D License will be required to apply to reactive the license. After September 1, 2015 Transitional, Interim B and Interim D Licenses will no longer be issued. Educators reactivating one of these three licenses will be issued a Practitioner License.

### Reactivation of an **INACTIVE** Transitional, Interim B or Interim D License

This option is for educators holding an inactive Transitional, Interim B or Interim D License. If requirements are met, educators will convert to the Practitioner License. Based on information received, the Office of Educator Licensure will determine if the Practitioner License will be classified as a first or second issuance.

**Step 1:** Indicate expired license type: \_\_\_\_\_ Transitional (Complete steps 2,3 & 4) \_\_\_\_\_ Interim B (Complete steps 2 &3)  
\_\_\_\_\_ Interim D (Complete steps 2, 3 & 4)

**Step 2: Content Knowledge Verification:** Submit qualifying scores (not more than 5 years old) on all state-required specialty area assessments to the Office of Educator Licensing OR submit official transcripts as evidence of completion of an academic major in the content area. Passing scores must be submitted for any endorsements educators wish to have reactivated.

#### Please indicate below how content knowledge has been verified for reactivation of endorsements held

##### Submitted qualifying scores on required assessment(s) (check most applicable statement below):

- Scores have been sent from ETS to the TN Department of Education (SSN must be provided to ETS).
- Qualifying scores that are less than 5 years old are on file with the Office of Educator Licensing.
- A Designated Institution Score Report has been submitted by my educator preparation provider.
- There are no required specialty area assessments for my endorsement area (e.g. Social Worker or Dance).
- I have either not taken or have taken and not passed required content assessments.

##### Completed an Academic Major in the Content Area

- Official transcripts are on file as evidence of completion of an academic major in the content area.

**Step 3:** Submit an experience verification form for any teaching experience that is not already on file with the Office of Educator Licensing.

Yes  No  Experience verification form for additional experience not on file with Office of Educator Licensing attached

**Step 4:** You must verify enrollment or completion of an approved educator preparation program (Only for reactivating an Interim D or Transitional License).

#### TO BE COMPLETED BY AN APPROVED EDUCATOR PREPARATION PROVIDER

##### Please check one box below and submit requested information

- I certify the above stated individual **is currently enrolled in** an approved educator preparation program.
- OR**
- I certify that the above stated individual **has completed all requirements** for an educator preparation program approved for licensure in Tennessee.

**Note to recommending agency:** By signing below, you are indicating that the above stated individual is either currently enrolled in or has completed all requirements for an educator preparation program approved in Tennessee (SBE Rule 0520-02-03). You attest that the individual has met specialty area standards expectations by submitting official transcripts demonstrating a major in the content area or by submitting passing scores required specialty area assessments. In addition, you certify, to the best of your knowledge, that the individual is at least 18 years of age, possesses good moral character (Tenn. Code Ann. 49-5-101).

\_\_\_\_\_  
Educator Preparation Provider

\_\_\_\_\_  
Dean of Education (Print name)

\_\_\_\_\_  
Dean of Education (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Certification Officer (Print name)

\_\_\_\_\_  
Certification Officer (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address of Contact Person

\_\_\_\_\_  
Email Address of Contact Person