

Tennessee Department of Education Operating Procedures

5.502b Educator Licensure Policy

Experience Requirements for Licensure Advancement

To advance from an initial license (transitional, apprentice, practitioner) to the professional license, teachers and school service personnel must demonstrate 3 years of experience working in an appropriate pre-K-12 instructional setting. The table below identifies the options for meeting the experience requirements.

License Type to Advance	
Teacher	School Service Personnel
<ul style="list-style-type: none">• Classroom teacher or instructional leader experience qualifies for the advancement of a classroom teacher license• At least one year (10 months) of experience must have been within a Tennessee public or non-public school; 10 months does not have to be consecutive• Experience did not have to occur during validity period of the license• Must have 10 months of qualifying experience within the last 10 years	<ul style="list-style-type: none">• School service personnel or instructional leader experience qualifies for the advancement of a school service personnel license• At least one year (10 months) of experience must have been within a Tennessee public or non-public school; 10 months does not have to be consecutive• Experience did not have to occur during validity period of the license• Must have 10 months of qualifying experience within the last 10 years

Three Years of Experience: To meet the criteria for advancement, the educator must present documentation of three years of education work experience. The burden of proof rests with the educator. In total, the experience must be no less than twenty-five months of full-time work of which at least one year (10 months) must have been within a Tennessee public or approved non-public school. An educator must have held a valid license during the period when the experience was accrued. Substitute experience cannot be used for license advancement. Candidates who successfully complete a full school year internship clinical practice and hold a practitioner license shall receive credit for a year of teaching experience. These candidates must submit an experience verification form signed by both their Educator Preparation Provider, and the school system in which they completed their internship.

Out-of-State Experience: To receive credit for education work experience outside of Tennessee, the educator must have held a valid license while teaching in the state or country where the experience was accrued. Other types of experience may be used for the purposes of salary ratings. For example, a local education agency may elect to give an engineer credit for the years spent working in that field prior to becoming a teacher. However, that type of work experience is not counted for purpose of advancing to a professional license.

Acceptable Experience: Experience that may be counted for the purpose of licensure advancement:

1. Verified in a public school operated by a local education agency in the United States or United States Territories
2. Verified experience in public schools or non-public schools approved by recognized accrediting agencies; accrediting or approval agencies are the State Departments of Education and/or any accreditation division of AdvancED:
 - North Central Association Commission on Accreditation and School Improvement (NCA CASI)
 - Northwest Accreditation Commission (NWAC)
 - Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI)
 - Middle States Association of Colleges and Schools (MSA)
 - New England Association of Schools and Colleges (NEASC)
 - Western Association of Schools and Colleges (WASC)
 - any accrediting association recognized by the National Association of Independent Schools (NAIS) Commission on Accreditation (e.g., the Southern Association of Independent Schools (SAIS)) or the National Council for Private School Accreditation (NCPSA) according to the procedures and criteria established by the association)
3. Verified experience in pre-K–12 schools or any combination thereof operated by the United States government either within or outside the United States
4. Verified experience in an international public or private school (pre-K–12) approved or authorized by a foreign ministry of education (or equivalent entity)