

Job-Embedded Occupational Licensure Benchmark Information and Tracking Form

Student Name:

Student ID:

License Expiration:

County/Content Area:

Benchmark 1: Submit Occupational License Application

We recommend working on Benchmarks 1 and 2 simultaneously and beginning Benchmark 3 as soon as a T# is received.

1. Create a TN Compass account [here](#) and submit an *Occupational License* application. Select "Tennessee Technological University" as your university of choice.
(It is important that you login regularly to check the status of your application.)
2. Create a free TK20 account and submit a teaching license application. Candidates can create a free account [here](#).

Benchmark 2: Admission to TTU

Processing period of 2-3 weeks upon completion.

1. Email an *Intent to Hire* letter stating that the candidate **has been** or **will be** hired as the **teacher of record**, by a school district, in which TTU **holds a partnership**, and in an **occupational teaching area** to Elora Davis (eldavis@tntech.edu). *Please confirm with Elora Davis that your district holds a partnership.*
2. Send all official high school and/or college transcripts to aroberts@tntech.edu or at the following address at the attention of Dr. Amanda Roberts:

TTU
Office of Teacher Education
Attn: Dr. Amanda Roberts
Box 5092
Cookeville, TN 38505

The Office of Teacher Education (OTE) will forward transcripts for a candidate's admission application. IF a candidate sends transcripts directly to the Admissions Office or Graduate Studies, they will be required to submit additional copies to OTE for licensure purposes.

3. Submit an online **undergraduate admission application** to obtain full admission status to TTU. Please designate the program information as the following: **undergraduate, teacher certificate, non-degree**. Candidates will receive a student ID, a T number, upon admission.

*If you have previously earned a bachelors degree and are interested in applying occupational coursework towards a graduate degree, please contact Elora Davis prior to submitting a **graduate admission application**.*

Benchmark 3: Admission to the Teacher Education Program (TEP)

Processing period of 2-3 weeks upon completion of steps 1-3.

1. Submit an online application to TEP [here](#).
2. Submit the *Interview Request* form and complete the TEP interview process. The interview will take place **in-person**, at the **Cookeville main campus**. **Note: Interviews are temporarily being conducted virtually due to the current pandemic.*
3. Complete orientation with advisor, Elora Davis, in conjunction with TEP interview.

If you have any questions at all during the process of admission or during your program, please contact Elora Davis at eldavis@tntech.edu or (931) 372-3860.

Benchmark 4: Prior to Beginning Occupational Coursework

1. Complete the Personal Affirmation Statement in TN Compass.
The Personal Affirmation Statement is not available until a candidate has been fully admitted into the TEP and recommended for licensure by TTU.
2. Purchase a TK20 account to submit course and program requirements. Candidates may purchase an account [here](#).
3. Complete and submit a signed *Program of Study* (PoS) to Elora Davis (eldavis@tntech.edu).
Candidates will not be able to register until the signed PoS has been received.
4. Complete and submit the *Guidelines and Expectations for Job Embedded Candidates* form to Elora Davis (eldavis@tntech.edu). *Due by the end of the first semester.*

Benchmark 5: Occupational Coursework & Program Completion

Candidates must begin coursework the following semester after admission. Candidates must contact their occupational licensure advisor, Elora Davis, for advisement and to obtain an alternate pin # prior to the beginning of each semester. Candidates must also plan to take one to two courses each semester until all occupational coursework has been completed. If a candidate has any lapse in enrollment, excluding summer semesters, they will be required to reapply for admission to the university. Some courses have in-person components which will require visits to the Cookeville main campus.

Year One

1. Candidates should register for CUED 4850/6920 during their first semester. Candidates will complete 20 supplemental hours, out of a required 30, through course assignments. *It is the candidate's responsibility to complete the remaining 10 hours.*
2. Successfully complete any/all occupational coursework attempted.
3. Schedule and complete an observation with an assigned university clinical supervisor. Upload lesson plan and self-assessment into TK20 after observation.

Year Two (if applicable)

1. Successfully complete any/all occupational coursework attempted.
2. Upload a professional evaluation from your school district in TK20.
3. Candidates will be required to take off one day from teaching to complete a professional workshop. Your advisor will provide more information regarding this requirement.

Year Three (if applicable)

1. Successfully complete any/all occupational coursework attempted.
2. Upload a professional evaluation from your school district in TK20.
3. Candidates will be required to take off one day from teaching to complete a professional workshop. Your advisor will provide more information regarding this requirement.

By Completion of Program

ALL requirements must be complete by candidate's license expiration date.

1. Successfully complete 14 hours of occupational licensure coursework designated on PoS.
Additional university requirements will apply if pursuing graduate degree with occupational coursework.
2. Complete 10 supplemental hours, in addition to the 20 supplemental hours completed in CUED 4850/6920 through assignments, resulting in a total of 30 supplemental hours. All experience should be documented in TK20.
3. Pass the **Praxis: 5624, PLT 7-12**. Candidates can find more information about the exam [here](#).
4. Complete a *minimum of 100 days teaching experience* as the teacher of record. All experience must be recorded in TNCompass.
5. Complete a second teaching license application in TK20.