

Job-Embedded Occupational Licensure Benchmark Form

Name:

T #:

Benchmark One: Occupational License Application

1. Create a TNCompass account and submit an Occupational License application. Select TN Tech as your university. Click here for [instructions](#) on this process.
2. Submit license application: [TTU: Teacher Education: Teaching License Application \(tntech.edu\)](#)
Mr. Ethan Grissom will follow up with additional information.

Benchmark Two: Admission to TN Tech University

1. Email an ***Intent to Hire*** letter that you have been/will be hired by a school district, which TN Tech holds a partnership, as the teacher of record in ____ occupational area to Elora Davis (eldavis@tntech.edu). *Please confirm with Elora Davis that your district holds a partnership prior.*
2. Send ALL official high school and college transcripts to Mr. Ethan Grissom at egrissom@tntech.edu or the following address:

TN Tech University
Office of Teacher Education
Box 5092
Cookeville, TN 38505

Transcripts must be sent to the Office of Teacher Education (OTE). Those sent to the Admissions Office will be required to send another copy to OTE. OTE will forward any transcripts received to the Admissions Office for your records.

3. Submit an admission application and obtain full admission to TN Tech. Occupational coursework can be taken at the undergraduate or graduate level. Please confirm the proper program information with Elora Davis (eldavis@tntech.edu) prior to applying. You will be given a “T number” upon admission.

Benchmark Three: Admission to OTE

1. Submit application to OTE: [TTU: Application to the Teacher Education Program \(tntech.edu\)](#)
You must have a T number to complete this step.
2. Submit the [Interview Request Form](#) and complete an interview. The interview will be held virtually.
3. Complete orientation with Occupational advisor, Elora Davis (eldavis@tntech.edu).

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

Benchmark Four: Prior to Beginning Occupational Coursework

1. Complete the Personal Affirmation Statement in TNCompass. *This is not available until you have been fully admitted to OTE and recommended by TN Tech.*
2. Purchase a TK20 account. TK20 is used to submit course and program requirements. You may purchase an account here.
3. Submit signed Guidelines and Expectations for Job Embedded Candidates form to Elora Davis (eldavis@tntech.edu). *Must be submitted by completion of first semester.*
4. Submit signed Program of Study to Elora Davis (eldavis@tntech.edu). *You will not be able to register until you submit a signed copy.*

Benchmark Five: Occupational Coursework & Program Requirements

Year One

1. Register for CUED 4780/6780. Candidates will complete 20 supplemental hours, out of 30 required, through course assignments. *Students are responsible for completing remaining 10 hours outside of the course.*
2. Successfully complete any occupational coursework attempted.
3. Schedule/complete an observation with a university clinical supervisor (*advisor assigned*). Will include uploading lesson plan and self-assessment into TK20 after observation.

Year Two (if applicable)

1. Successfully complete any occupational coursework attempted.
2. Upload professional evaluation from your school district in TK20.
3. Candidates will be required to attend an in-person professional development workshop during work hours at the Cookeville campus. The advisor will provide specific information as this requirement approaches.

Year Three (if applicable)

Requirements for “Year Two” are repeated for “Year Three”.

Benchmark Five: Program Requirements continued on next page...

Benchmark Five: Occupational Coursework & Program Requirements cont.

All of the following requirements must be complete by candidate's license application date (3 years from issuance). *Additional requirements will apply if pursuing graduate degree with occupational coursework.*

1. Successfully complete 14 hours of occupational licensure coursework designated on Program of Study.
2. Complete a total of 30 supplemental hours (20 hours in CUED 4780/6780 and 10 hours completed separately by candidate). ALL hours must be documented in TK20.
3. Complete a minimum of 100 days teaching experience as the teacher of record. All experience & evaluations must be recorded in TNCompass.
4. Submit a second license application once you have completed **ALL** of the occupational requirements outlined in Year One-Three: [TTU: Teacher Education: Teaching License Application \(tntech.edu\)](http://tntech.edu) *Mr. Ethan Grissom will follow up with additional information.*

Supplementary Information

- The TN Department of Education is responsible for reviewing industry experience/certification to determine eligibility for the Occupational License.
- Candidates who have attended TN Tech do not need to request university transcripts. The office can access those.
- Candidates must begin coursework the semester after admission.
- Candidates must be continuously enrolled, with the exception of summer. If a candidate has any lapse in enrollment, they must reapply for admission to the university prior to registration.
- Candidates must meet with the Occupational advisor each semester prior to registration for advisement.
- Many of the required courses in the program are online, but some courses have in-person components that require students to come to the Cookeville main campus.
- The Occupational Licensure program is viewed in year increments in which candidates are expected to complete specific requirements.

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