

Licensure Advancement Applicants

Register for a TNCompass Account

1. Navigate to <http://tncompass.org> and click *Register Now*.
2. Provide your date of birth and social security number when prompted by the system.
3. Provide additional personal information when prompted.
4. Create a username and password. The username must be **a permanent email account that you access regularly**, as all communication regarding licensure will be sent to this email address.
5. Follow the prompts to verify your email account.

Apply to Advance a License

1. Log in to your TNCompass account and click 
2. Click *Advance a License*.
3. Select the license to advance.
4. Indicate if you are advancing your license based on:
 - a. a recommendation from your director of schools (If you choose to advance using a director of schools recommendation, your application will automatically be routed to the work queue of your director, or director’s designee, for electronic signature—please do not submit your application until the recommendation is electronically signed.),
 - or**
 - b. submission of 30 professional development points (PDPs).¹ (If you choose to advance using PDPs, verify submission of 30 PDPs on the PDP tab.)
5. Click the *Experience* tab and verify that you have three years (minimum of 25 months) of experience on file in TNCompass. Specific information about required experience can be found [here](#).

I verify that all required Professional Development information has been submitted to the Office of Educator Licensing and Preparation. If Professional Development Points are not being used to advance my license, I verify I am choosing to advance my license with a recommendation from my Director of Schools.

6. Check the verification box at the bottom of each page and click *Save & Continue*.
7. On the *Summary* page, click 
8. Click *Add Personal Affirmation* and complete the Personal Affirmation.

 This transaction is awaiting a personal affirmation before it can be submitted to OELP. [Add Personal Affirmation](#)

If the transaction status is *Pending OELP Review*, your application has been submitted. Applications are processed in the order in which they are received. Current processing times are listed [here](#).

¹Educators may use PDPs earned through evaluation. Additional PDPs can be approved by the district. Educators not staffed in a Tennessee public school may submit PDPs for approval by the office of educator licensure and preparation (OELP). Directions for submission of PDPs for approval can be found [here](#).