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**OCCUPATIONAL LICENSURE**

**Student Name: District are you teaching in:**

**E#: Endorsement Area:**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ READ 4437/5437 – Reading in the Middle and Secondary School OR 4657/5657 – Disciplinary Literacy: Assessing and Instructing Adolescents (3 Credits) SUMMER

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SPED 2300 – Exceptional Learners in Schools and Communities (3 Credits) UG **OR**

SPED 5500 – Histories, Issues and Trends in Special Education (3 Credits) G

FALL/SPRING/SUMMER

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MEDA 4307/5307 – Educational Technology in Career & Technical Education (2 Credits) FALL/SUMMER

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CUAI 4777/5777 – Career & Technical Education Curriculum, Assessment, and Classroom Organization (2 Credits) FALL ONLY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CUAI 4887/5887 – Career & Technical Educational Clinical Practice & Seminar (1 Credit) Repeatable, Required in BOTH FALL & SPRING ONLY

Upon completion of program, obtain signatures below:

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Student Signature Program Coordinator Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Signature Certification Analyst Signature

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*Entrance and Exit Requirements:*

The 12-hour program for the proposed Occupational License is above. The courses are offered on-line. You should follow the steps listed below for the Occupational License.

1. Submit an application for CTE licensure through TN Compass, select ETSU as your university of choice. If you haven’t done so, you will need to create an account through TN Compass (<https://tdoe.tncompass.org/Account/Register>). Kevin Fee ([Kevin.Fee@tn.gov](mailto:Kevin.Fee@tn.gov)) in the CTE Office at the TN Department of Education will verify your work experience through TN Compass. If you have questions you can also contact [Educator.Licensure@tn.gov](mailto:Educator.Licensure@tn.gov). Please communicate that you have applied to seek your Occupational Teaching license at ETSU. Once your work experience is approved the state will communicate with us regarding verification of your work experience.
2. Apply to ETSU as a **SPECIAL** - Non-Degree Seeking Student. You should choose “Personal Enrichment.” Use this link to start the application if you DO NOT currently hold a bachelor’s degree OR if you do not wish the classes you take to apply to a Graduate Degree program - [Undergraduate Non-Degree Seeking Candidate](https://www.etsu.edu/admissions/apply/nondegree/). Use this link to start the application if you hold a bachelor’s degree AND you want the courses to apply to a Graduate Program of Study - [Graduate Non-degree Seeking Candidate](https://www.etsu.edu/gradschool/applynow.php). If you are unsure ask Dr. Keith.
3. Obtain an Intent to Hire (attached) from a school district. The Occupational Licensure program is a job-embedded program meaning that you **must** have a teaching job prior to entering the program. You should send the Intent to Hire to [keithkj@etsu.edu](mailto:keithkj@etsu.edu) .
4. Once your work is verified by the state and you are admitted to ETSU you will receive an E# and a username for your e-mail. Please contact Dr. Karin Keith, [keithkj@etsu.edu](mailto:keithkj@etsu.edu) for advisement. You will need to provide Dr. Keith with your E# so that she can issue permits for you to register for classes.
5. After you have been advised by Dr. Keith, contact the Certification Coordinator, Clemmer College, Box 70685, Johnson City TN 37614 or Telephone (423) 439-7562 or Email: [TEACHERLICENSURE@mail.etsu.edu](mailto:TEACHERLICENSURE@mail.etsu.edu) located in Room 305 Warf-Pickel Bldg. The Certification Coordinator will ask you to complete a [Declaration of Intent](https://www.etsu.edu/coe/educator-preparation/documents/declaration_of_intent_to_add_rev_feb_2019.pdf) to seek the Occupational License. The Certification Coordinator will also make a recommendation to the state Office of Educator Licensing and Preparation (OELP) through TNCompass. Once this recommendation is made, the state will send an e-mail asking you to complete the Personal Affirmation section.
6. If you do not receive an e-mail, you can access TNCompass and submit the Personal Affirmation on [TNCompass](https://tdoe.tncompass.org/Account/Login?ReturnUrl=%2f).
7. An occupational license is recommended in TNCompass when the individual is approved as a CTE Candidate for licensure by the Tennessee State Department of Education and is enrolled in an ETSU class.  If ETSU procedures prevent the occupational program applicant from enrolling in a class prior to accepting a teaching position, the occupational license may be recommended in TNCompass if the following criteria are met:

* The applicant is approved as a CTE Candidate in TNCompass
* The applicant submitted an ETSU application
* The program coordinator interviews the applicant and recommends approval to the department chair.
* Certification Coordinator recommends applicant for initial licensure upon approval of department chair.

The following definitions will apply to candidates seeking the Occupational License:

* **Enrolled on track**:  continuous enrollment in occupational endorsement courses for the full fall, spring, or summer term.
* **Enrolled off track**: not continuously enrolled in occupational endorsement courses for the full fall, spring, or summer term or not continuously enrolled during subsequent semesters.  TNCompass does not permit progression of the license until the enrollment status is returned to “enrolled on track.”
* **No longer affiliated**: not enrolled in an occupational endorsement course for two consecutive semesters (i.e., Fall/Spring; Spring/Summer; Summer/Fall) and/or failure to pass courses for two consecutive semesters.  Status cannot be returned to “enrolled on track” until the candidate reapplies to ETSU. Enrollment is not guaranteed. Enrollment is based on successful completion of coursework attempted. At the time the candidate reapplies to ETSU and is granted enrollment, a new enrollment record will be created in TNCompass when the candidate returns to ETSU.

1. You have 3 years to complete your licensure. Upon completion of your coursework, you will be required to pass the Praxis PLT to receive the Occupational License. Go to <https://www.ets.org/praxis/tn> for current Praxis information for Tennessee. When registering for the tests, be sure to designate East Tennessee State University, Recipient Code 1198, and Tennessee Dept. of Education, Recipient Code 8190, to receive a copy of your score report. Also, note that Tennessee requires a Social Security number to process educator certification paperwork.
2. When courses and Praxis tests are complete, please contact the Certification Coordinator at the phone number above to have the college recommendation for submitted to your account on TNCompass.

If you want to seek financial aid, you need to complete an [Educational Plan](https://www.etsu.edu/finaid/documents/general/educational_plan_form.pdf) (attached). You may not be able to complete every section of this form. Complete what you can and send the completed form to Dr. Karin Keith ([keithkj@etsu.edu](mailto:keithkj@etsu.edu)). You can also contact Financial Aid Counselors (<https://www.etsu.edu/finaid/counselors.php>).

For information about fees, please access the Tuition and Fee tables (<https://www.etsu.edu/bf/bursar/tuitioninfo/calendar.php>) or contact the Bursar’s Office ([bursar@etsu.edu](mailto:bursar@etsu.edu)).

If you have additional questions please let me know.