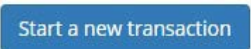


Licensure Renewal Applicants

☐ **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 Renew a License**

1. Log in to your TNCompass account and click *My Educator Profile*.
2. Click the *Transaction* tab, then click 
3. Click *Renew License*.
4. Select the license to renew.
5. If you are renewing a license because you do not meet advancement criteria,¹ you will see additional required tabs for verifying information based on the license type you are renewing.
6. To renew a professional license with 60 professional development points (PDPs), you must submit the PDPs in TNCompass with corresponding documentation. If you are employed in a Tennessee public school, the PDPs will be approved by your district. If you are not employed in a Tennessee public school, PDPs will be approved by the office of educator licensure and preparation (OELP).
7. Check the verification box at the bottom of each page and click *Save & Continue*.

☒ I verify that all acceptable teaching experience has been submitted to the Office of Educator Licensing and Preparation.

8. On the *Summary* page, click 
9. 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](#).

¹ To advance to a professional license, educators must submit three years of acceptable experience and either 30 professional development points, or the recommendation of their director of schools. Specific license types may have additional advancement requirements. Please visit our [website](#) for specific details.