

Advancing an ILL-A Administrator License:

Literacy Success Act

Beginning August 1, 2023, candidates seeking to renew or advance an Instructional Leader License (ILL) must demonstrate compliance with TLSA requirements when submitting licensure transactions*. Educators may elect to demonstrate compliance using one of the below pathways. Both of trainings and the assessment are free to all educators.

- [Early Reading Training](#) (formerly Reading 360)
- [Secondary Literacy Training](#)
- Pass the [Tennessee Early Literacy Assessment \(TELA\)](#)

Once you complete one of the pathways, you will need to upload the certificate of completion as an attachment on the Licensure tab of your TNCompass profile using the attachment type, "Literacy Success Act Training." The badge that should connect to your Canvas backpack does not appear to work, so you must upload the certificate.

**If you have already met this requirement, and the evidence is uploaded into your TNCompass account, you do not need to complete it again.*

In addition to the Literacy Success Act, to be able to advance an ILL, there are other requirements that need to be met:

1. Do you have the required 14 TASL credits for the cycles you were TASL-mandated? If you were not in a TASL-mandated position, you will see that your TASL status is N/A and no TASL credits are required.
2. Have you passed the School Leaders Licensure Assessment (SLLA)? And is the score showing in the preparation tab of your educator profile in TNCompass?

If you have answered yes to the above questions, you're ready to start a transaction to Advance your Instructional Leader License.

- Log into your [TNCompass account](#).
- From the HOME screen, click My Educator Profile.
- Click on the Transactions tab and click the button Start a new transaction.
- Choose Advance an active license and then select the license you are advancing, then click Start transaction.
- Click on the Program Status tab and check the box at the bottom verifying you have completed an educator preparation program
- Click Save and Continue
- On the Assessment tab, check the box confirming that your passing SLLA score is showing.
- Click Save and Continue
- On the Literacy Success Act tab, check the box confirming that you have completed the requirement.
- Click Save and Continue
- On the Out of State Attachments, there should not be anything you need to upload, so

check the box verifying that all required documents have been uploaded.

- Click Save and Continue
- On the Summary tab: Click Save and Continue
- Click Submit on the pop-out
- Answer the eight legal yes/no questions known as the Personal Affirmation Statement
- Place a checkmark in the box confirming your answers
- Click Submit
- Click Submit one more time

You should then see Pending OELP Review---this means your application is in the queue at the TDOE.

Once your application has been processed you'll receive an email stating something like "Congratulations...The Office of Educator Licensure and Preparation has processed your license application...." Forward that email to Anne Barbieri (Barbieri_Anne@hcde.org) and she will update your Employee Self Service licensure info.