

Renew a Practitioner School Service 1st Issuance* License

Before you start the transaction to Renew your license, let's make sure you have met all requirements.

1. Is the Educator Preparation Program status (on the Preparation tab of your TNCompass account) showing as "Completed"?
2. *If you are renewing a Practitioner School Service license (meaning you've already renewed your Practitioner 1st Issuance), then you also need 30 PDPs to renew. You DO NOT need 30 PDPs to renew a Practitioner 1st Issuance.
3. Are you sure you want to RENEW your license and not ADVANCE it? It's in your best interest to ADVANCE your license to a professional level license. Renewing your license will keep you at a Practitioner level license. [Here](#) is a link to the instructions to ADVANCE your license so you can check to see if you've met those requirements.

If you answered Yes to ALL of the above questions, you're ready to start a transaction to Renew your School Service license and can follow the steps below:

- Log into your TNCompass account (<https://tdoe.tncompass.org/>)
- From Home, click My Educator Profile
- Choose the Transactions tab
- Click Start a new transaction
- Choose Renew License
- Select your license
- Choose Continue or Start transaction
- Click on the Program Status tab and check the box verifying that you have completed a educator preparation program
- Click Save and Continue
- On the Assessment tab, check the box at the bottom verifying that all required assessments have been passed and are showing
- Click Save and Continue
- On the Summary page, click Save and Continue
- Click Submit
- Answer the personal affirmation statement (eight legal yes/no questions), then check in the box to confirm your answers
- Click Submit
- Click Submit
- You will now see that the status is pending OELP review. This means it is in queue to be approved by the TDOE. You will get an email once the transaction has been processed.