

Renewing Your 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 the 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.*

Once you determine you meet the qualifications to renew, please follow the steps below:

- Log into your TNCompass account (<https://tdoe.tncompass.org/>)
- From the Home Screen, click on My Educator Profile
- Choose the Transactions tab
- Click the Start a new transaction button
- Choose Renew License
- Select your license
- Click Start transaction
- On the Overview tab, click on the TASL tab
- On the TASL tab you will have to check the box confirming that all required TASL credits have been completed. Please expand to Show All TASL Cycles to confirm all 14 TASL credits have been earned each Academic cycle (if in a TASL-mandated position). If your Status is Not Applicable for a cycle, then it is okay to have zero TASL credits showing for that cycle.
- Click Save and Continue
- On the Literacy Success Act tab, scroll down and check the box verifying you have met the requirements of the Tennessee Literacy Success Act Requirements.
- Click Save and Continue
- On the Summary tab: Scroll down and click Save and Continue
- Click Submit on the pop out
- Answer the eight legal yes/no questions referred to as the Personal affirmation, then check the box at the bottom to confirm your answers
- Click Submit
- Click Submit one last time on the pop out

You should see that the status is “Pending OELP Review.” This means you have submitted it successfully and your transaction is in queue with the consultants at the TDOE to process and approve. You will get an email once the TDOE has processed the transaction.