

<b>University Schools</b>			
Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>Classification and Qualifications</b>	Descriptor Code: <b>5.102</b>	Issued Date: <b>June 2025</b>
		Rescinds: <b>303</b>	Issued:

This policy applies to all full-time faculty members employed by University Schools and adheres to T.C.A. § 49-1-302 and the Rules of Tennessee State Board of Education Chapter 0520-02-03 on Educator Licensure. In order to be employed as a full-time faculty member and teacher of record at a K-12 University School, faculty members must hold a current Tennessee Teaching License with an endorsement that matches their teaching responsibility. A valid copy of each faculty member's current Tennessee Teaching License must be kept on file with the University's Office of Human Resources.

### ***Educator's Obligation to Staying Current Professionally***

In order to advance or renew a TN Teaching License, an educator must earn a certain number of Professional Development Points (PDPs) during the validity period of their teaching license. To earn PDPs, an activity must be related to improving educator effectiveness by 1. developing content knowledge, pedagogical knowledge, or pedagogical content knowledge; or 2. enhancing educator effectiveness (e.g., world language courses for those working with students for whom English is a second language, or coursework that supports understanding and use of data).

### ***Advancing a TN Teaching License***

To advance to a practitioner/apprentice license, educators must have 1) 25 months of teaching experience and 2) one of the following: a recommendation of the director of schools or 30 PDPs earned during the validity period of the license. Educators may apply to advance the license as soon as requirements are met. TNCompass access is provided to all teachers, where they can procedurally apply to an advanced license status as it is their own responsibility to do as such. Once a Practitioner/Apprentice license is advanced, please inform the Chief Academics and Operations Officer and Office of Human Resources, so the new expiration date and type of license can be documented.

### ***Requirements to Renew a Professional License***

To renew a professional license, educators must submit 60 PDPs during the validity period of the license. Educators may apply to renew the license beginning September 1 of the year preceding the expiration date on the license. TNCompass access is provided to all teachers in the district where they can procedurally apply to renew their professional license status as it is their own

responsibility to do as such. Once a Professional license is renewed, please inform the Chief Academics and Operations Officer and Office of Human Resources, so your current license will be on file.