

How to Register for a TNCompass Account and Out of State Practitioner License Application

Registering for a TNCompass Account:

1. In a web browser, go to <https://tdoe.tncompass.org/Account/Login?ReturnUrl=%2f>.
2. Click “Register Now”.
3. On the next screen, enter your Date of Birth and Social Security Number, check the box next to “I’m not a robot”, then click “Find”.
4. On the new screen, select “I am applying as an Out of State educator based on valid teaching credentials in another State” and click “Continue”.
5. On the new screen, select “No” to question 1 and “Yes” to questions 2 and 3, then click “Continue”.
6. On the new screen, enter your personal reference information and click “Save My Information”.
7. Enter and confirm your email address and desired password. Be sure to enter an email address to which you have current access, since an account creation confirmation email, with a link you’ll need to click to confirm the account’s creation, will be sent to that email address when you click the “Create Account” button.
8. Open the confirmation email and click the link. It should take you to your TNCompass account homepage.

Applying for a Practitioner License as an Out of State Candidate

1. On your TNCompass homepage, click “Apply for License”.
2. On the new screen, select “Out of State Educator”.
3. On the new screen, select “Practitioner Teacher - 1st Issuance”.
4. On the new screen, read the information then click “Start Transaction”.

5. On the new screen, select the “Assessment” link. If you selected the Tennessee Department of Education as an official score recipient when you registered for your all of your Praxis Exams, they should be listed in the Assessments section of this page.

If you did not, please refer to step 2 of the [TN Teacher Certification Application Information and Instructions](#) article in the student handbook. If you are submitting your edTPA assessment in lieu of the Praxis Principles of Learning and Teaching pedagogy exam, please also refer to step 3.

Once all the necessary assessments have been recorded by the TN DOE in the Assessments section, click the box that verifies “that all required Praxis scores are on file with the Office of Educator Licensing and Preparation”.

Click “Save & Continue”.

6. On the new screen, you should see all of the official transcripts that you have submitted to the TN DOE under the Transcripts heading.

If you did not submit official transcripts, please refer to step 4-6 of the [TN Teacher Certification Application Information and Instructions](#) article in the student handbook.

Once all the necessary transcripts have been recorded by the TN DOE in the Degrees section, click the box that verifies “that the Office of Educator Licensing has all official transcripts on file.”

Then click “Save & Continue”.

7. On the new screen, you can attach your completed Out of State Practitioner License Application by clicking the “Add Attachments” button.

If you have not yet completed an Out of State Practitioner License Application, please refer to step 7 and 8 of the [TN Teacher Certification Application Information and Instructions](#) article in the student handbook.

Once your application has been attached, click the box that verifies “that all required documents to support the Out of State license request have been uploaded and attached to this application.”

Then click “Continue”.

8. On the new screen, verify all application information is correct and complete. Once you submit it your licensure application will be locked and you will not be able to change or upload any additional information to support the licensure application.

9. Click the "Save & Continue" button, then click the "Submit" to submit your application.
10. Follow all prompts and complete the required personal affirmation statement.