

**RULES
OF THE
STATE BOARD OF EDUCATION**

**CHAPTER 0520-02-03
EDUCATOR LICENSURE**

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0520-02-03-.01 GENERAL INFORMATION AND REGULATIONS.

- (1) Pursuant to T.C.A. § 49-1-302, the State Board of Education has the authority to adopt policies governing the qualifications, requirements, and standards of, and provide the licenses and certificates for, all public school teachers, principals, assistant principals, supervisors, and directors of schools.
- (2) No person shall be employed as a principal, teacher (including school services personnel), or supervisor of any public elementary or high school by any local education agency (LEA), or receive any pay for such services out of the public school funds of the LEA, until the person presents to the director of schools a valid license as prescribed by the State Board.
- (3) The Department of Education shall establish and publish all licensure application forms and timelines.
- (4) Each educator shall be individually responsible for securing a license, verifying its accuracy, maintaining its validity, registering it with the employing board of education, and meeting the requirements of T.C.A. § 49-5-101.
- (5) Pursuant to T.C.A. § 49-5-105, the holder of a license who changes or alters the holder's license in any way, or who permits any other person to change or alter the license, commits a Class C misdemeanor and shall have such holder's license revoked.
- (6) This rule sets the minimum standards and requirements for licensure to ensure that individuals who serve in Tennessee classrooms and schools are prepared and equipped to serve Tennessee students.

Authority: T.C.A. §§ 49-1-302, 49-5-101, 49-5-105, 49-5-108, and 49-5-403. **Administrative History:** Original rule filed November 16, 1989; effective February 28, 1990. Amendment filed November 30, 1990; effective February 27, 1991. Repeal and new rule filed March 16, 1992; effective June 29, 1992. Amendment filed May 12, 1992; effective August 29, 1992. Amendment filed November 22, 1993; effective March 30, 1994. Amended by Public Chapter No. 957 Acts of 1994; effective May 10, 1994. Amended by Public Chapter 251 Acts of 1995; effective May 19, 1995 (See Attorney General Opinion No 094-080.) Amendment filed January 31, 1995; effective May 31, 1995. Amendment filed May 31, 1996; effective September 27, 1996. Amendment filed May 28, 1999; effective September 28, 1999.

(Rule 0520-02-03-.01, continued)

Amendment filed March 29, 2000; effective July 28, 2000. Amendment filed December 19, 2002; effective April 30, 2003. Amendment filed June 30, 2003; effective October 28, 2003. Amendment filed May 19, 2005; effective September 28, 2005. Amendment filed March 23, 2007; effective July 27, 2007. Amendment filed July 31, 2008; effective November 28, 2008. Amendment filed October 20, 2009; effective March 31, 2010. Amendment filed September 6, 2013; effective February 28, 2014. Repeal and new rules filed December 18, 2014; effective March 18, 2015. A stay of the rules was filed January 28, 2015; new effective date June 1, 2015. Emergency rules filed August 27, 2015; effective through February 23, 2016. Repeal and new rules filed October 27, 2015; effective January 25, 2016. Amendments filed August 16, 2019; effective November 14, 2019.

0520-02-03-.02 EDUCATOR LICENSE TYPES.

- (1) All educators in Tennessee shall hold one (1) of the following license types:
 - (a) The practitioner license is the first level license issued to applicants who meet the requirements set forth in this rule. There are three (3) types of practitioner licenses: practitioner teacher license, practitioner occupational teacher license, and practitioner school services personnel license.
 - (b) The professional license is issued to educators who have met licensure expectations at the practitioner level and who meet the requirements for advancement set forth in this Rule. There are three (3) types of professional licenses: professional teacher license, professional occupational teacher license, and professional school services personnel license.
 - (c) The JROTC license is issued to active or retired military personnel who seek to serve as Junior Reserve Officers' Training Corps (JROTC) teachers.
 - (d) The license for postsecondary educators (PSE) is issued to applicants who have been a full-time or part-time college professor or instructor and who meet the requirements set forth in this Rule.
 - (e) The adjunct license is issued to applicants seeking to teach no more than three (3) classes in a content area of critical shortage identified by the State Board who meet the requirements set forth in this Rule.
 - (f) The Instructional Leader License-Aspiring (ILL-A) is issued to applicants who hold a bachelor's degree, are enrolled in an instructional leadership preparation program approved by the State Board of Education, and meet the requirements set forth in this Rule.
 - (g) The Instructional Leader License (ILL) is issued to applicants who hold a bachelor's degree, have completed an instructional leadership preparation program approved by the State Board of Education, and meet the requirements set forth in this Rule.
 - (h) The Instructional Leader License-Professional (ILL-P) The ILL-P is issued to educators currently holding the ILL who meet the requirements for advancement set forth in this Rule.
- (2) The validity period of each license type shall be outlined in the SBE Educator Licensure Policy 5.502, however:
 - (a) The validity period of the practitioner license shall be no more than four (4) years;
 - (b) The validity period of the professional license shall be no more than seven (7) years;

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- (c) The validity period of the ILL-A shall be no more than four (4) years;
- (d) The validity period of the ILL shall be no more than four (4) years; and
- (e) The validity period of the ILL-P shall be no more seven (7) years.

Authority: T.C.A. §§ 49-1-302 and 49-5-108. **Administrative History:** Original rule filed July 31, 2008; effective November 28, 2008. Amendment filed July 17, 2009; effective December 29, 2009. Repeal and new rules filed December 18, 2014; effective March 18, 2015. A stay of the rules was filed January 28, 2015; new effective date June 1, 2015. Emergency rules filed August 27, 2015; effective through February 23, 2016. Repeal and new rules filed October 27, 2015; effective January 25, 2016. Amendments filed August 16, 2019; effective November 14, 2019.

0520-02-03-.03 REQUIREMENTS FOR TEACHER LICENSES.

- (1) Prospective educators seeking a practitioner teacher license shall meet the requirements of one (1) of the following pathways:
 - (a) Pathway 1. The prospective educator:
 - 1. Holds a bachelor's degree from a regionally-accredited college or university;
 - 2. Has completed a State Board-approved educator preparation program;
 - 3. Is recommended by the approved educator preparation provider; and
 - 4. Submits qualifying scores that are no more than five (5) years old on all required assessments as defined in the Professional Assessments for Tennessee Educators Policy.
 - (b) Pathway 2. The prospective educator:
 - 1. Holds a bachelor's degree from a regionally-accredited college or university;
 - 2. Is enrolled in a State Board-approved educator preparation program with a job-embedded clinical practice;
 - 3. Is recommended by the approved educator preparation provider; and
 - 4. Submits qualifying scores that are no more than five (5) years old on all required assessments as defined in the Professional Assessments for Tennessee Educators Policy.
- (2) Prospective educators from a state other than Tennessee seeking a practitioner teacher license shall meet the requirements of one (1) of the following pathways:
 - (a) Out-of-State Pathway 1. The out-of-state prospective educator:
 - 1. Holds a bachelor's degree from a regionally-accredited college or university;
 - 2. Has completed an educator preparation program approved by a state other than Tennessee;
 - 3. Is recommended by the approved educator preparation provider; and

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4. Submits qualifying scores that are no more than five (5) years old on all required assessments as defined in the Professional Assessments for Tennessee Educators Policy.
- (b) Out-of-State Pathway 2. The out-of-state prospective educator:
1. Holds a bachelor's degree from a regionally-accredited college or university;
 2. Holds a valid initial level license from a state other than Tennessee;
 3. Has completed an educator preparation program approved by a state other than Tennessee; and
 4. Is recommended by the approved educator preparation provider.
- (c) Out-of-State Pathway 3. The out-of-state prospective educator:
1. Holds a bachelor's degree from a regionally-accredited college or university; and
 2. Holds a valid professional level license from a state other than Tennessee.
- (d) Out-of-State Pathway 4. The out-of-state prospective educator:
1. Holds a bachelor's degree from a regionally-accredited college or university;
 2. Is enrolled in an educator preparation program with job-embedded clinical practice that is approved by a state other than Tennessee that has a state-recognized partnership with a Tennessee local education agency (LEA);
 3. Is recommended by the approved educator preparation provider; and
 4. Submits qualifying scores that are no more than five (5) years old on all required assessments as defined in the Professional Assessments for Tennessee Educators Policy.
- (3) At the time of application for a Tennessee license, out-of-state prospective educators who hold a valid certification from the National Board for Professional Teaching Standards shall be issued a professional level teacher license.
- (4) Out-of-state prospective educators who are military spouses and who hold an active license (initial or professional) from a state other than Tennessee shall be issued the practitioner license upon providing documentation of active military dependent status.
- (5) A practitioner license may be renewed once upon completion of an approved educator preparation program and submission of qualifying scores on all State Board-required assessments as defined in the Professional Assessments for Tennessee Educators Policy prior to the end of the validity period of the first (1st) issuance of the practitioner license.
- (6) If the requirements for practitioner license renewal are not met prior to the end of the validity period of the first (1st) issuance of the practitioner license, the license shall become inactive.
- (7) An educator with a practitioner teacher license may seek to advance to a professional teacher license. In order to advance from a practitioner license to a professional license, an educator shall meet the following requirements:

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- (a) Completed an approved educator preparation program and submitted qualifying scores on all State Board-required assessments as defined in the Professional Assessments for Tennessee Educators Policy prior to the end of the validity period of the first (1st) issuance of the practitioner license;
 - (b) Obtained three (3) years of qualifying experience as an educator as defined by the Department; and
 - (c) Earned thirty (30) professional development points.
- (8) If the requirements for licensure advancement are not met prior to the end of the validity period of the second (2nd) issuance of the practitioner license, the license shall become inactive.
- (9) Educators who obtained the practitioner teaching license through the out-of-state pathway 3 shall not be required to submit qualifying scores on State Board-required assessments to advance if:
- (a) The educator has been employed in a Tennessee public school in the candidate's area of endorsement; and
 - (b) The educator earned a level of overall effectiveness (LOE) score of "above expectations" or "significantly above expectations" in each of the first two (2) years immediately following the issuance of the individual's initial practitioner license.
- (10) To renew the professional license, an educator shall earn sixty (60) qualifying professional development points as indicated in SBE Educator Licensure Policy 5.502.
- (11) If the educator has not met the requirements for renewal at the end of the validity period of the professional license, then the license shall become inactive.
- (12) In order to reactivate a license and endorsements held, an educator shall submit to the Department evidence of completion of an approved educator preparation program and shall submit qualifying scores on all State Board-required assessments that are not more than five (5) years old.

Authority: T.C.A. §§ 49-1-302 and 49-5-108, Executive Order No. 14 of 2020 (and applicable, subsequent Executive Orders addressing COVID-19 relief), and Public Chapter 652 of 2020.
Administrative History: Repeal and new rules filed December 18, 2014; effective March 18, 2015. A stay of the rules was filed January 28, 2015; new effective date June 1, 2015. Emergency rules filed August 27, 2015; effective through February 23, 2016. Repeal and new rules filed October 27, 2015; effective January 25, 2016. Amendments filed October 16, 2017; effective January 14, 2018. Amendments filed August 16, 2019; effective November 14, 2019. Emergency rules filed April 16, 2020; effective through October 13, 2020. Amendments filed April 16, 2020; effective July 15, 2020.

0520-02-03-.04 REQUIREMENTS FOR OCCUPATIONAL TEACHER LICENSES.

- (1) Prospective educators seeking a practitioner occupational teacher license shall meet the following requirements:
 - (a) Hold a high school diploma or higher;
 - (b) Be enrolled in a State Board-approved educator preparation program with a job-embedded clinical practice;
 - (c) Be recommended by the approved educator preparation provider;

(Rule 0520-02-03-.04, continued)

- (d) Have a minimum of five (5) years of relevant work experience, completed within the last ten (10) years, in the area of endorsement or equivalent education attainment as defined by the Department; and
 - (e) Hold an active industry license or credential for the area of endorsement as defined by the Department, if applicable.
- (2) A practitioner occupational teacher license may be renewed once upon completion of an approved educator preparation program prior to the end of the validity period of the first (1st) issuance of the practitioner license.
- (3) If the requirements for practitioner license renewal are not met prior to the end of the validity period of the first (1st) issuance of the practitioner license, the license shall become inactive.
- (4) In order to advance from a practitioner occupational teacher license to a professional occupational teacher license, an educator shall meet the following requirements:
- (a) Complete three (3) years of qualifying experience as an educator as defined by the Department;
 - (b) Complete a State Board-approved educator preparation program;
 - (c) Earn thirty (30) professional development points, a minimum of twenty (20) which shall come from new teacher training provided by the Department as indicated by SBE Educator Licensure Policy 5.502;
 - (d) Hold an active industry license or credential for the area of endorsement as defined by the Department, if applicable; and
 - (e) For educators that received the practitioner occupational teacher license on or after July 1, 2018, submit qualifying scores on all required assessments as defined in the Professional Assessments for Tennessee Educators Policy.
- (5) If the requirements for licensure advancement are not met prior to the end of the validity period of the second (2nd) issuance of the practitioner occupational teacher license, the license shall become inactive.
- (6) In order to renew the professional occupational teacher license educators must meet the following requirements:
- (a) Earn sixty (60) professional development points as indicted by SBE Educator Licensure Policy 5.502;
 - (b) Provide verification of an active industry license or credential for the area of endorsement as defined by the Department, if applicable; and
- (7) If the educator has not met the requirements for renewal at the end of the validity period of the professional license, then the license shall become inactive.
- (8) Teachers who hold an active professional occupational teacher license may add additional occupational endorsements through one (1) of the following pathways:
- (a) Hold an active industry license or credential, as determined by the Department, for the area of endorsement, if applicable; or

(Rule 0520-02-03-.04, continued)

- (b) If the endorsement area does not require a license or credential, then have a minimum of five (5) years of relevant work experience, completed within the last ten (10) years, in the area of endorsement or equivalent education attainment as defined by the Department.
- (9) A practitioner or professional occupational teacher license may be reactivated by completion of both of the following:
- (a) Meeting one (1) of the following requirements:
 - 1. Hold an active industry license or credential, as determined by the Department, for the area of endorsement, if applicable; or
 - 2. If the endorsement area does not require a license or credential, then have a minimum of five (5) years of relevant work experience, completed within the last ten (10) years, in the area of endorsement or equivalent education attainment as defined by the Department; and
 - (b) Submit qualifying scores that are no more than five (5) years old on all required assessments as defined in the Professional Assessments for Tennessee Educators Policy.

Authority: T.C.A. §§ 49-1-302 and 49-5-108. **Administrative History:** Repeal and new rules filed December 18, 2014; effective March 18, 2015. A stay of the rules was filed January 28, 2015; new effective date June 1, 2015. Emergency rules filed August 27, 2015; effective through February 23, 2016. Repeal and new rules filed October 27, 2015; effective January 25, 2016. Amendments filed October 7, 2016; effective January 5, 2017. Amendments filed August 16, 2019; effective November 14, 2019.

0520-02-03-.05 REQUIREMENTS SCHOOL SERVICES PERSONNEL LICENSES.

- (1) School services personnel licenses are available in the following areas:
- (a) School speech-language pathologist;
 - (b) School audiologist;
 - (c) School psychologist;
 - (d) School counselor;
 - (e) School social worker; and
 - (f) School educational interpreter.
- (2) School speech-language pathologists shall hold a school services personnel license with the school speech-language pathologist endorsement. Candidates seeking a practitioner school services personnel license as a school speech-language pathologist shall meet the following requirements:
- (a) Submit qualifying scores that are no more than five (5) years old on all required assessments as defined in the Professional Assessments for Tennessee Educators Policy and meet one (1) of the following:
 - 1. Hold an advanced degree in speech-language pathology from a regionally-accredited institution of higher education with a speech-language program

(Rule 0520-02-03-.05, continued)

- approved by the Council on Academic Accreditation in Audiology and Speech-Language Pathology;
 2. Hold a valid speech-language pathologist license issued by the Tennessee Board of Communication Disorders and Sciences or the licensing board of a state other than Tennessee; or
 3. Hold an advanced degree in speech-language pathology and hold a valid out-of-state professional level educator license.
- (3) School audiologists shall hold a school services personnel license with the audiologist endorsement. Candidates seeking a practitioner school services personnel license as a school audiologist shall meet the following requirements:
- (a) Submit qualifying scores that are no more than five (5) years old on all required assessments as defined in the Professional Assessments for Tennessee Educators Policy and meet one (1) of the following:
 1. Hold an advanced degree in audiology from a state or regionally-accredited institution of higher education with a graduate level program approved by the Council on Academic Accreditation in Audiology and Speech-Language Pathology;
 2. Hold a valid audiology license issued by the Tennessee Board of Communication Disorders and Sciences or the licensing board of a state other than Tennessee; or
 3. Hold an advanced degree in audiology and hold a valid out-of-state professional level educator license.
- (4) School psychologists shall hold a school services personnel license with the school psychologist endorsement. Candidates seeking a practitioner school services personnel license as a school psychologist shall meet the following requirements:
- (a) Submit qualifying scores that are no more than five (5) years old on all required assessments as defined in the Professional Assessments for Tennessee Educators Policy and meet one (1) of the following:
 1. Complete a State Board-approved graduate level educator preparation program in school psychology or a graduate level educator preparation program in school psychology approved for licensure by a state other than Tennessee;
 2. Hold an advanced degree in school psychology and hold a valid out-of-state professional level educator license; or
 3. Hold a valid certificate as a Nationally Certified School Psychologist issued by the National School Psychology Certification System.
- (5) School counselors shall hold a school services personnel license with the school counselor endorsement.
- (a) Candidates seeking a practitioner school services personnel licensure and endorsement as a school counselor shall meet the requirements of one (1) of the following pathways:
 1. Pathway 1. The candidate:

(Rule 0520-02-03-.05, continued)

- (i) Holds an advanced degree in school counseling from a regionally-accredited college or university;
 - (ii) Has completed a State Board-approved educator preparation program in school counseling;
 - (iii) Is recommended by the approved educator preparation provider; and
 - (iv) Submits qualifying scores that are no more than five (5) years old on all required assessments as defined in the Professional Assessments for Tennessee Educators Policy.
2. Pathway 2. The candidate:
- (i) Holds a bachelor's degree or higher from a regionally accredited college or university;
 - (ii) Is enrolled in a State Board-approved educator preparation program in school counseling with a job embedded clinical practice;
 - (iii) Has completed all coursework required of the educator preparation program;
 - (iv) Is recommended by the approved educator preparation provider; and
 - (v) Submits qualifying scores that are no more than five (5) years old on all required assessments as defined in the Professional Assessments for Tennessee Educators Policy.
3. Pathway 3. The candidate:
- (i) Holds an advanced degree in a counseling field;
 - (ii) Is enrolled in a State Board-approved educator preparation program in school counseling;
 - (iii) Has completed a minimum of twenty-four (24) hours of coursework in school counseling;
 - (iv) Is recommended by the approved educator preparation provider;
 - (v) Submits required supervision agreement between the LEA and approved educator preparation provider; and
 - (vi) Submits qualifying scores that are no more than five (5) years old on all required assessments as defined in the Professional Assessments for Tennessee Educators Policy.
4. Pathway 4. The candidate:
- (i) Holds an advanced degree in school social work or school psychology from a State Board-approved educator preparation program or from an educator preparation program approved by a state other than Tennessee;

(Rule 0520-02-03-.05, continued)

- (ii) Is enrolled in a State Board-approved educator preparation program in school counseling;
 - (iii) Is recommended by the approved school counseling educator preparation provider;
 - (iv) Submits required supervision agreement between the LEA and approved educator preparation provider; and
 - (v) Submits qualifying scores that are no more than five (5) years old on all required assessments as defined in the Professional Assessments for Tennessee Educators Policy.
5. Pathway 5. The out-of-state candidate:
- (i) Holds an advanced degree in school counseling from a regionally-accredited college or university; and
 - (ii) Has completed an educator preparation program in school counseling approved by a state other than Tennessee as evidenced by one (1) of the following:
 - (I) A valid professional level license from a state other than Tennessee; or
 - (II) A recommendation from the out-of-state educator preparation provider where the educator completed preparation and qualifying scores that are no more than five (5) years old on all required assessments as defined in the Professional Assessments for Tennessee Educators Policy.
- (b) School counselors who serve in a supervisory role shall have a professional school services personnel license with an endorsement in school counseling.
- (6) School social workers shall hold a school services personnel license with the school social worker endorsement. Candidates seeking a practitioner school services personnel license as a school social worker shall meet the following requirements:
- (a) Submit qualifying scores that are no more than five (5) years old on all required assessments as defined in the Professional Assessments for Tennessee Educators Policy and meet one (1) of the following:
 - 1. Complete a State Board-approved educator preparation program in school social work, or an educator preparation program in school social work approved for licensure by a state other than Tennessee, and be recommended by the approved educator preparation provider;
 - 2. Hold a valid social worker license issued by the Tennessee Board of Social Workers or the licensing board of a state other than Tennessee; or
 - 3. Hold a bachelor's degree or higher in social work and hold a valid out-of-state professional-level educator license.
- (7) School educational interpreters shall hold a school services personnel license with the educational interpreter endorsement. Candidates seeking licensure and endorsement as a school educational interpreter shall meet the following requirements:

(Rule 0520-02-03-.05, continued)

- (a) Hold a bachelor's degree from a regionally accredited college or university; and
- (b) Meet one of the following:
 - 1. Hold a current, nationally recognized certification in educational interpreting which includes a written examination related to ethics and practice; or
 - 2. Submit qualifying scores that are no more than five (5) years old on all required assessments as defined in the Professional Assessments for Tennessee Educators Policy.
- (8) A practitioner school services personnel license may be renewed once.
- (9) In order to advance from a practitioner school services personnel license to a professional school services personnel license, an educator shall meet the following requirements:
 - (a) Three (3) years qualifying experience as defined by the Department; and
 - (b) Earn thirty (30) qualifying professional development points as indicated by SBE Educator Licensure Policy 5.502.
- (10) If the requirements for licensure advancement are not met prior to the end of the validity period of the second (2nd) issuance of the practitioner license, the license shall become inactive.
- (11) In order to reactivate a professional school services personnel license, an educator shall:
 - (a) Submit qualifying scores on all State Board-required assessments that are no more than five (5) years old; and
 - (b) Submit evidence of a current and valid license issued by the appropriate Tennessee or out-of-state licensing board, if applicable.
- (12) In order to renew the professional school services license educators must earn sixty (60) qualifying professional development points as indicated by SBE Educator Licensure Policy 5.502.

Authority: T.C.A. §§ 49-1-302 and 49-5-108. **Administrative History:** Repeal and new rules filed December 18, 2014; effective March 18, 2015. A stay of the rules was filed January 28, 2015; new effective date June 1, 2015. Emergency rules filed August 27, 2015; effective through February 23, 2016. Repeal and new rules filed October 27, 2015; effective January 25, 2016. Amendments filed August 16, 2019; effective November 14, 2019.

0520-02-03-.06 REQUIREMENTS FOR THE JROTC LICENSE.

- (1) Individuals seeking a JROTC license shall submit the following information to the Department of Education:
 - (a) Certification of preparation by the branch of the military approving the teacher placement;
 - (b) A copy of a valid JROTC training certificate that includes an expiration date;
 - (c) Official transcripts of all credit and degrees earned in colleges or universities in the United States; and

(Rule 0520-02-03-.06, continued)

- (d) Verification that the applicant will be employed in a JROTC program in a Tennessee LEA.
- (2) Individuals holding the JROTC license may only teach courses designated as part of the JROTC program and no additional endorsements may be added to the JROTC license.
- (3) In order to renew the JROTC license, educators shall:
 - (a) Hold a valid JROTC license; and
 - (b) Submit a recommendation to the Department from the LEA where the educator is employed.

Authority: T.C.A. §§ 49-1-302 and 49-5-108. **Administrative History:** Repeal and new rules filed December 18, 2014; effective March 18, 2015. A stay of the rules was filed January 28, 2015; new effective date June 1, 2015. Emergency rules filed August 27, 2015; effective through February 23, 2016. Repeal and new rules filed October 27, 2015; effective January 25, 2016. Amendments filed October 16, 2017; effective January 14, 2018. Amendments filed August 16, 2019; effective November 14, 2019.

0520-02-03-.07 REQUIREMENTS FOR LICENSES FOR POSTSECONDARY EDUCATORS.

- 1) A practitioner license for postsecondary educators (PSE) may be issued to candidates that meet the following requirements:
 - (a) Meet one of the following experience requirements:
 - 1. Have been a full-time college professor or instructor for at least two (2) of the last five (5) years at an eligible postsecondary institution that is accredited by a regional accrediting association, as defined by T.C.A. § 49-4-902; or
 - 2. Have been a part-time college professor or instructor, teaching at least one (1) course per semester, for at least three (3) of the last five (5) years at an eligible postsecondary institution that is accredited by a regional accrediting association, as defined by T.C.A. § 49-4-902;
 - (b) Submit at least three (3) years of qualifying teaching evaluations that rate the applicant as proficient or better in the subject area in which the applicant is seeking licensure from the postsecondary institution at which the applicant taught, where evaluations are defined as an assessment of the educator's performance in the subject area, which may include a formal rating system or, if the institution does not use a rating system, may be a letter from the dean, department chair, or other direct supervisor regarding the educator's performance;
 - (c) Submit qualifying scores that are no more than five (5) years old on all required assessments as defined in the Professional Assessments for Tennessee Educators Policy.
- (2) The PSE license shall only be issued for teaching assignments in grades nine through twelve (9-12).
- (3) The PSE license shall bear an endorsement to teach only in the subject area in which the person taught at the eligible postsecondary institution.
- (4) In order to advance from a PSE practitioner license to a PSE professional license, an educator shall meet the following requirements:

(Rule 0520-02-03-.07, continued)

- (a) Have three (3) years of qualifying experience as an educator as defined by the Department; and
 - (b) Earn thirty (30) professional development points as indicated by SBE Educator Licensure Policy 5.502.
- (5) If the requirements for advancement to the PSE professional license are not met prior to the end of the validity period of the PSE practitioner license, the PSE practitioner license may be renewed once.
 - (6) If the requirements for advancement to the PSE professional license are not met prior to the end of the validity period of the second (2nd) issuance of PSE practitioner license, the license shall become inactive.
 - (7) In order to reactivate the PSE professional license, an educator shall submit qualifying scores on all State Board-required assessments that are not more than five (5) years old.
 - (8) In order to renew the PSE professional license educators must earn sixty (60) qualifying professional development points.

Authority: T.C.A. §§ 49-1-302, 49-5-108, and 49-5-112. **Administrative History:** Repeal and new rules filed December 18, 2014; effective March 18, 2015. A stay of the rules was filed January 28, 2015; new effective date June 1, 2015. Emergency rules filed August 27, 2015; effective through February 23, 2016. Repeal and new rules filed October 27, 2015; effective January 25, 2016. Amendments filed August 16, 2019; effective November 14, 2019.

0520-02-03-.08 REQUIREMENTS FOR THE ADJUNCT LICENSE.

- (1) An adjunct license may be issued to qualifying candidates seeking to teach no more than three (3) classes in a content area of critical shortage identified by the State Board.
 - (a) Prospective educators seeking an adjunct license shall meet the following requirements:
 - 1. Hold a bachelor's degree or higher from a regionally accredited institution of higher education in the content area in which they will be teaching or hold an active industry license or credential for the occupational area in which they will be teaching;
 - 2. Have a minimum of five (5) years of relevant work experience, completed within the last ten (10) years in the content area in which they will be teaching;
 - 3. Complete an adjunct licensure program approved by the State Board; and
 - 4. Be recommended by the approved adjunct licensure program.
- (2) The adjunct license shall be valid for one (1) year and may be renewed five (5) times. Prior to the first renewal, the candidate shall submit qualifying scores on required assessments as defined in the Professional Assessments for Tennessee Educators Policy 5.105.
- (3) Individuals holding the adjunct license may only teach in the content area identified on the initial license and no additional endorsements may be added to the adjunct license.

Authority: T.C.A. §§ 49-1-302 and 49-5-108. **Administrative History:** Repeal and new rules filed December 18, 2014; effective March 18, 2015. A stay of the rules was filed January 28, 2015; new

(Rule 0520-02-03-.08, continued)

effective date June 1, 2015. Emergency rules filed August 27, 2015; effective through February 23, 2016. Repeal and new rules filed October 27, 2015; effective January 25, 2016. Amendments filed August 16, 2019; effective November 14, 2019.

0520-02-03-.09 DENIAL, FORMAL REPRIMAND, SUSPENSION AND REVOCATION.

(1) Definitions and Examples:

- (a) Conviction – Means a judgment entered by a court upon a plea of guilty, a plea of nolo contendere, a finding of guilt by a jury or the court notwithstanding any pending appeal or habeas corpus proceeding arising from the judgment. Conviction includes, but is not limited to, a conviction by a federal court or military tribunal, including a court-martial conducted by the armed forces of the United States, and a conviction, whether upon a plea of guilty, a plea of nolo contendere, or a finding of guilt by a jury or the court, in any other state of the United States, other jurisdiction, or other country. Conviction also includes a plea taken in conjunction with Tennessee Code Annotated (“T.C.A.”) § 40-35-313 or its equivalent in any other jurisdiction.
- (b) Dismissed – With regard to employment action taken by an employing public or non-public school or school system, dismissed means the termination of a licensed educator’s employment with the school or school system or non-renewal of the educator’s contract.
- (c) Formal Reprimand – A less harsh licensing action than the suspension, revocation, or denial of a license, which admonishes an educator for certain conduct under this rule. An educator who has been reprimanded by the Board shall receive a letter from the State Board of Education, which shall become part of the educator’s state record and may become part of the educator’s local record, indicating that the inappropriate conduct is discouraged and shall be subject to further disciplinary action if repeated.
- (d) Inappropriate Communication (Explicit) – Any communication between an educator and a student that describes, represents, or alludes to sexual activity or any other illegal activity. This includes, but is not limited to, communication defined as sexual misconduct under T.C.A. § 49-5-417, communication defined as sexually related behavior under T.C.A. § 49-5-1003(b)(15), and communication that would encourage illegal activity such as encouraging the use or purchase of illegal substances. This shall not be construed to prevent an educator from communication regarding sexual or illegal activities for educational purposes such as in teaching family-life curriculum pursuant to T.C.A. §§ 49-6-1307 et seq. or drug abuse resistance education pursuant to T.C.A. § 49-1-402 or to prevent an educator from upholding the educator’s obligation as a mandatory reporter of child abuse, neglect, or child sexual abuse.
- (e) Inappropriate Communication (Non-Explicit) – Any communication between an educator and a student that is beyond the scope of the educator’s professional responsibilities. Examples of such non-explicit inappropriate communications include, but are not limited to, those communications that discuss the educator’s or student’s past or current romantic relationships; those that include the use of profanities or obscene language; those that are harassing, intimidating, or bullying; those that attempt to establish an inappropriate personal relationship with a student; and those that are related to personal or confidential information regarding another school staff member or student.
- (f) Inappropriate Physical Contact – Unlawful and/or unjustified physical contact with a student. Examples of such inappropriate physical contact include, but are not limited to, sexual contact, physical altercations, horseplay, tickling, improper use of corporal punishment, and rough housing.

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- (g) Inappropriate Physical Contact With Harm – Inappropriate physical contact as described in subparagraph (f) above that results in physical or mental harm.
- (h) Negligence – Failure to exercise the care toward others that a reasonable or prudent person would exercise under the circumstances or taking action that a reasonable person would not. Examples of such negligence include, but are not limited to, situations that expose students to mental or physical harm or the potential for mental or physical harm such as leaving dangerous items in the classroom or in areas easily accessible to students and leaving students unattended.
- (i) Non-compliance with security guidelines for TCAP or successor test – Any person found to have not followed security guidelines for administration of the TCAP or a successor test, including but not limited to, making or distributing unauthorized photos or copies of the test, altering a grade or answer sheet of student responses or answers, providing copies or photos of answers or test questions to students or others, and otherwise compromising the integrity of the testing process (which includes, but is not limited to, providing unauthorized assistance to students during administration of testing).
- (j) Official School Business – Any activity undertaken by an educator in an official capacity and in connection with the educator's employment. Examples include, but are not limited to, conferences, professional development, trainings, and seminars.
- (k) Other Good Cause – Conduct that calls into question the fitness of an educator to hold a license including, but not limited to, violation of any provision in the Teacher Code of Ethics as contained in T.C.A. §§ 49- 5-1001, et seq.
- (l) Permanent Revocation – The nullification of an educator's license without eligibility for future restoration. Permanent revocation shall also include the voluntary permanent surrender of an educator's license without eligibility for future restoration.
- (m) School Premises – Any real property and/or land owned, leased, managed, controlled, or under the custody of a state or local education agency, school system, or school.
- (n) School Property – Any property owned, leased, managed, controlled, or under the custody of a state or local education agency, school system, or school.
- (o) School Related Activity – Any activity in which a student participates, including but not limited to classes, meetings, extracurricular activities, clubs, athletics, and field trips, sponsored by the school, state educational agency, or local educational agency.
- (p) Suspension – With regard to licensure action by the State Board, suspension means the nullification of an educator's license for a predetermined term, after which the license is reinstated. Reinstatement may be subject to the completion of terms and conditions contained in the order of suspension. With regard to employment action taken by a public or non-public school or school system, suspension means the temporary removal of an educator from his or her regular duties with or without pay. Suspension includes the placement of an educator on administrative leave pending investigation into allegations of misconduct.
- (q) Revocation – The nullification of an educator's license for a period of at least five (5) years, after which an educator may petition the State Board for restoration under paragraph (6)(b). Revocation shall also include the voluntary surrender of an educator's license for a period of at least five (5) years, after which an educator may petition the State Board for restoration under paragraph (6)(b).

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- (2) Notification to the State Board of Education – It is the responsibility of the Director of Schools of the employing public or non-public school or school system or Director of a public charter school (“Director”) to inform the State Board of licensed educators who have been suspended or dismissed, or who have resigned, following allegations of misconduct, including sexual misconduct, which, if substantiated, would warrant consideration for license suspension, revocation, or formal reprimand under paragraphs (3), (4), or (5). The report shall be submitted within thirty (30) days of the suspension, dismissal, or resignation. The Director shall also report felony convictions and convictions for any offense listed in T.C.A. § 39-13-532, § 39-17-417, and § 40-35-501(i)(2) of licensed educators within thirty (30) days of receiving knowledge of the conviction. Schools and school systems have a duty to respond to State Board inquiries and provide to the State Board, except when prohibited by law, any available documentation requested concerning the allegations contained in the notice. If the State Board receives information regarding a licensed educator who was not reported as described in this paragraph, and such information, if substantiated, would warrant licensure action, the State Board reserves the right to place a hold on an educator’s license file in the state’s educator licensure database (TN Compass).
- (3) The State Board of Education may revoke, suspend, formally reprimand, or refuse to issue or renew an educator’s license for any of the following reasons:
- (a) Conviction of a felony;
 - (b) Conviction of possession of illegal drugs;
 - (c) Being on school premises, school property, at a school-related activity involving students, or on official school business, while possessing, consuming, or under the influence of alcohol or illegal drugs;
 - (d) Falsification or altering of a license or documentation required for licensure;
 - (e) Inappropriate physical contact with a student;
 - (f) Failure to report as required under paragraph (2);
 - (g) Noncompliance with security guidelines for TCAP or successor test;
 - (h) Denial, suspension, or revocation of a license or certificate in another jurisdiction for reasons which would justify denial, suspension, or revocation under this rule;
 - (i) Other good cause as defined in subparagraph (1)(k) of this rule; or
 - (j) Any offense contained in paragraphs (4) and/or (5) of this rule.
- (4) Automatic Revocation and Suspension
- (a) Automatic Revocation of License – The State Board of Education shall automatically revoke or automatically permanently revoke, without the right to a hearing, the license of an educator for the following:
 - 1. Upon receiving verification of the identity of the licensed educator together with a certified copy of a criminal record showing that the licensed educator has been convicted of any the following offenses listed at T.C.A. § 39-13-532, § 39-17-417, or § 40-35-501(i)(2) (including conviction for the same or similar offense in any jurisdiction). Educators whose conviction includes a plea taken in conjunction

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with T.C.A. § 40-35-313 or its equivalent in any other jurisdiction shall not be subject to automatic permanent revocation.

2. Upon receiving verification of the identity of the licensed educator together with a report from the Department of Children's Services (DCS) stating that DCS has found the educator to have been a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect as stated in T.C.A. § 49-5-413.
- (b) The Board shall notify persons whose licenses are subject to automatic revocation at least thirty (30) days prior to the board meeting at which such revocation shall occur.
- (c) Automatic Suspension of License – The State Board of Education shall automatically suspend, without the right to a hearing, the license of an educator upon receiving notice from the responsible state agency of the identity of the licensed educator together with notification that the educator has committed any of the following offenses:
1. Default on a student loan pursuant to T.C.A. § 49-5-108(d)(2), provided, however, pursuant to T.C.A. § 49-5-108(d)(2)(B), the State Board of Education may elect not to suspend, deny, or revoke the license or certificate of a teacher if the default or delinquency is the result of a medical hardship that prevented the person from working in the person's licensed field and the medical hardship significantly contributed to the default or delinquency; or
 2. Failure to comply with an order of support for alimony or child support, pursuant to T.C.A. § 36-5-706.
 3. The Board shall notify persons whose licenses are subject to automatic suspension at least thirty (30) days prior to the board meeting at which such suspension shall occur.
- (5) Disciplinary Actions
- (a) For the following categories of offenses, the State Board of Education shall impose uniform disciplinary action upon its findings as detailed below:
1. Conviction of a felony
 - (i) Upon receiving notification that an individual has been convicted of a felony, the educator shall be subject to disciplinary action within the range of a suspension of not less than two (2) years up to and including permanent revocation of the convicted individual's educator license.
 2. Use, possession, or under the influence of alcohol or illegal substances
 - (i) An individual holding an educator's license who is found to be in possession of, consuming, or under the influence of alcohol, or illegal substances while on school premises or property when children are present shall be subject to a disciplinary action within the range of suspension for not less than one (1) year up to and including revocation.
 - (ii) An individual holding an educator's license who is found to be in possession of, consuming, or under the influence of alcohol, or illegal substances while on school premises or property without children present shall be subject to a disciplinary action within the range of suspension for not less than one (1) year up to and including revocation.

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- (iii) An individual holding an educator's license who is found to be in possession of, consuming, or under the influence of alcohol or illegal substances while not on school premises or property, but while participating in school related activities with children present, shall be subject to a disciplinary action within the range of suspension for not less than one (1) year up to and including revocation.
 - (iv) An individual holding an educator's license who is found to be in possession of, consuming, or under the influence of alcohol or illegal substances while not on school premises or property, but participating in school related activities without children present, shall be subject to a disciplinary action within the range of suspension for not less than six (6) months up to and including a two (2) year suspension.
3. Negligence in the commission of duties as an educator
- (i) An individual holding an educator's license who is found to be negligent in his or her commission of duties as an educator in such a manner that does not result in harm to a child, but presented the potential for physical or mental harm, shall be subject to a disciplinary action within the range of a letter of formal reprimand up to and including a two (2) year suspension.
 - (ii) An individual holding an educator's license who is found to be negligent in their commission of duties as an educator in such a manner that results in harm to a child, shall be subject to a disciplinary action within the range of suspension for no less than one (1) year up to and including permanent revocation.
4. Noncompliance with security guidelines for TCAP or successor test
- (i) An individual holding an educator's license who is found to have been noncompliant with security guidelines for TCAP or successor test shall be subject to a disciplinary action within the range of a letter of formal reprimand up to and including a suspension not to exceed two (2) years.
5. Unprofessionalism
- (i) An individual holding an educator's license who is found to have engaged in non-explicit inappropriate communication with a student shall be subject to a disciplinary action within the range of a suspension for no less than three (3) months up to and including revocation.
 - (ii) An individual holding an educator's license who is found to have engaged in inappropriate communication of an explicit nature with a student shall be subject to permanent revocation.
 - (iii) An individual holding an educator's license who is found to have inappropriately used school property shall be subject to a disciplinary action within the range of a suspension for no less than three (3) months up to and including revocation.
6. Inappropriate Physical Contact
- (i) An individual holding an educator's license who is found to have engaged in inappropriate physical contact with a student that does not result in harm or potential harm to the student shall be subject to a disciplinary action within

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- the range of a formal reprimand up to and including suspension for two (2) years.
- (ii) An individual holding an educator's license who is found to have engaged in inappropriate physical contact with a student that results in harm or potential harm to the student shall be subject to a disciplinary action within the range of a suspension for not less than two (2) years up to and including permanent revocation.
- 7. Falsification of Licensure Documentation – An individual holding an educator's license who is found to have falsified licensure documentation shall be subject to a disciplinary action within the range of revocation or permanent revocation.
 - 8. Violation of the Teacher Code of Ethics – An individual holding an educator's license who is found to have violated the teacher code of ethics contained in T.C.A. Title 49, Chapter 5, Part 10 shall be subject to a disciplinary action within the range of a formal reprimand up to and including revocation.
- (b) Similar offenses – Actions related or similar to the above-enumerated offenses in paragraphs (3) and (5)(a) shall carry recommended disciplinary action commensurate with the range established for the similar offense.
 - (c) Reasonable Force – Nothing in this part shall prevent an educator from exercising his or her lawful authority to use reasonable force when necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another person pursuant to T.C.A. § 49-6- 4107.
 - (d) Repeated violations – Individuals holding an educator's license who are subject to multiple disciplinary actions by the Board shall face disciplinary action in excess of the recommended ranges. A third violation, regardless of severity, shall be subject to a recommendation of revocation.
 - (e) Discipline Range – Nothing in this rule shall prohibit the State Board from imposing a disciplinary action outside of the uniform discipline range upon good cause shown in extraordinary circumstances.
 - (f) Eligibility for Employment during Review – A hold on an individual's educator licensure database file (TN Compass) and the notation that an educator's license is under review by the State Board does not prohibit a licensed educator from being employed by a school or school system, as that educator still has an active license.
- (6) Reinstatement or Restoration of a License
- (a) Reinstatement
 - 1. An individual whose license has been suspended under paragraphs (3), (4), or (5) of this rule may have his or her educator license reinstated after the period of suspension has been completed, and, where applicable, the individual has presented proof of compliance with all terms prescribed by the State Board. Suspended licenses are subject to the expiration and renewal rules of the State Board. A suspended license may not be reinstated if an action has been taken or is pending against the educator's license in another state.
 - (b) Restoration

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1. An individual whose license has been revoked under paragraphs (3), (4), or (5) of this rule may apply to the State Board to have the license restored upon application showing that the cause for revocation no longer exists and that the person has complied with any terms imposed in the order of revocation. To show the cause no longer exists, the individual shall show why the license should be restored despite the misconduct that resulted in the individual's license being revoked. The individual shall provide evidence of rehabilitation and fitness to perform the duties authorized and required by the license sought. In the case of a felony conviction, the individual shall also show that any sentence imposed, including any pre-trial diversion or probationary period, has been completed. Application for such restoration shall be made to State Board counsel.
 2. An individual whose license has been revoked under paragraphs (3), (4), or (5) of this rule shall not be eligible to reapply for licensure for a period of no less than five (5) years from the time at which the license was initially revoked. An individual whose license has been permanently revoked shall not be eligible to reapply for licensure.
 3. In any deliberation by the Board of Education to restore a license that has been revoked, there shall be a rebuttable presumption that an individual whose license has been revoked is unfit for licensure. Nothing in this section is intended to guarantee restoration of a license.
 4. Restoration of an educator license is considered on a case-by-case basis. The burden of proof rests with the individual applying for restoration of the license. An application for restoration may be denied if an action against the individual's educator license has been taken or is pending in another state.
- (7) Denial of a License
- (a) An individual who has been denied an educator license may reapply for a license at any point after denial provided the individual has complied with any terms imposed in the order of denial. If the individual indicates an affirmative answer on the personal affirmation section of the application for a Tennessee educator license, the individual shall show why the license should be issued despite the individual's affirmative answers. Issuance of a license is considered on a case-by-case basis and the burden of proof rests with the individual applying for the license. In the case of a felony conviction, the individual shall also show that any sentence imposed, including any pre-trial diversion or probationary period has been completed. An application for issuance of a license may be denied if an action against the individual's license has been taken or is pending in another state.
 - (b) Presumptive Denial – There shall be a rebuttable presumption that any individual applying for an educator license who has committed an offense that would subject him or her to revocation or suspension shall be presumed ineligible to receive a Tennessee educator license.
- (8) Scope of Disciplinary Action – An individual whose license has been denied, suspended, or revoked may not serve as a volunteer or be employed, directly or indirectly, as an educator, paraprofessional, aide, substitute teacher, or in any other position during the period of the denial, suspension, or revocation.
- (9) Duty to Maintain Updated Contact Information – Individuals have a duty to maintain up-to-date contact information, including but not limited to address, e-mail address, and phone number, in the state of Tennessee's educator licensure database (TN Compass). Any

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changes to the educator's contact information shall be updated by the educator in the educator license database (TN Compass) within thirty (30) days of the change.

- (10) Case Review – Board counsel shall present an initial recommendation for licensure action or non-action to a case review committee consisting of Board staff who shall review the entire file to determine whether disciplinary action should be recommended to the Board against an individual's license, or whether to issue, renew, restore, or reinstate an individual's license. The case review committee may also determine that additional investigation is necessary before a recommendation can be made.
- (11) Denial of an Initial Application or Application to Reactivate an Expired License – If the case review committee recommends that the Board deny an initial application for a Tennessee educator license or an application to reactivate an expired license under paragraphs (3), (5) or (7) of this rule, said denial will be presented to the Board at a regularly scheduled Board meeting. Board counsel will notify individuals of the denial recommendation and the Board's policy regarding requests to speak at Board meetings.
- (12) Proposed Action and Due Process Rights – If the case review committee recommends that the Board formally reprimand, suspend, or revoke an individual's license or deny the renewal of an individual's license under paragraphs (3) or (5) of this rule, or that the Board deny restoration under paragraph (6), Board counsel shall send written notice to the individual using the individual's contact information in the State of Tennessee's educator licensure database (TN Compass) regarding the proposed licensure action and that they are entitled to request that a hearing be conducted as a contested case under the Uniform Administrative Procedures Act ("UAPA"), T.C.A. §§ 4-5-301, et seq., and the individual's right to show compliance pursuant to T.C.A. § 4-5-320(c). Board counsel may also include a proposed consent order to be agreed to by the individual. Should the individual fail to request a hearing within the specified time period or take action with regard to the consent order, a contested case proceeding shall be instituted against him or her, of which the individual shall receive separate notice directing him or her to appear at a specified time and place for a hearing to be held before an Administrative Law Judge ("ALJ") pursuant to the UAPA, T.C.A. §§ 4-5-301, et seq. Should the individual fail to appear, a default judgment may be taken against his or her license. If the individual requests a hearing, then Board counsel schedules a hearing to be conducted as a contested case proceeding with an ALJ pursuant to the UAPA. The Board or the individual may appeal the Initial Order of the ALJ to the Board or to Chancery Court in Davidson County, Tennessee, pursuant to the UAPA, or seek reconsideration from the ALJ.
- (13) Consent Order/Action – If the individual consents to the proposed licensure action, Board counsel shall present the consent order to the Board for approval. The Board is not bound by the recommendation contained in the consent order. The Board may vote to approve the consent order, to impose less harsh disciplinary action, or to pull the item from the agenda for reconsideration of a harsher disciplinary action. If a harsher disciplinary action is recommended by the Board, Board counsel shall send a new notice to the individual regarding his or her right to request a hearing pursuant to paragraph twelve (12) of this rule.
- (14) Discipline Schedule – The following chart outlines the least and greatest disciplinary ranges for the offenses listed as indicated by the shaded squares, provided that the Board may impose discipline outside of the stated range as provided in paragraph (5)(e) of this rule.

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	Letter of Formal Reprimand	Suspension of 3 months up to and including 6 months	Suspension of 6 months up to and including 1 Year	Suspension of 1 Year up to and including 18 Months	Suspension of 18 months up to and including 2 Years	Suspension of 2 years up to and including Revocation	Revocation	Permanent Revocation
Noncompliance with security guidelines								
Director of Schools Failure to Report								
Negligence w/o Harm or with potential for harm								
Inappropriate Physical Contact w/o Harm								
Unprofessionalism - Inappropriate Communication (Non-Explicit)								
Unprofessionalism - Inappropriate Use of School Property								
Possession/Use/ Under Influence - Off School Premises/Property w/o Children Present During School Related Activity								
Possession/Use/ Under Influence - Off School Premises/Property w/ Children								
Possession/Use/ Under Influence - On School Premises/Property w/o Children								
Possession/Use/ Under Influence - On School Premises/ Property w/Children								
Violation of Teacher Code of Ethics								
Negligence w/Harm								
Inappropriate Physical Contact with Harm								
Felony Conviction								
Falsification of Licensure Documentation								

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Unprofessionalism- Inappropriate Communication (Explicit)							
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Authority: T.C.A. §§ 4-5-320, 49-1-302, 49-1-607, 49-5-108, 49-5-413, and 49-5-417. **Administrative History:** Repeal and new rules filed December 18, 2014; effective March 18, 2015. A stay of the rules was filed January 28, 2015; new effective date June 1, 2015. Amendment filed May 29, 2015; effective August 27, 2015. Emergency rules filed August 27, 2015; effective through February 23, 2016. Repeal and new rules filed October 27, 2015; effective January 25, 2016. Emergency rule filed September 5, 2017; effective through March 4, 2018. Amendments filed December 5, 2017; effective March 5, 2018. Emergency rules filed April 16, 2020; effective through October 13, 2020. Amendments filed February 3, 2020; effective May 3, 2020.

0520-02-03-.10 REQUIREMENTS FOR INSTRUCTIONAL LEADER LICENSES.

- (1) All principals, assistant principals, and supervisors serving as instructional leaders in Tennessee shall hold the appropriate instructional leader license.
- (2) Dual assignment personnel whose work assignment includes more than fifty percent (50%) instructional leadership responsibilities shall hold the appropriate instructional leader license.
- (3) Educators seeking the Instructional Leader License (ILL) shall meet the following requirements:
 - (a) Hold an advanced degree from a regionally accredited college or university;
 - (b) Have at least three (3) years of qualifying experience as an educator as defined by the Department;
 - (c) Have completed a State Board-approved instructional leader preparation program;
 - (d) Be recommended by the State Board-approved instructional leader preparation provider; and
 - (e) Submit qualifying scores that are no more than five (5) years old on all required assessments as defined in the Professional Assessments for Tennessee Educators Policy.
- (4) Educators from a state other than Tennessee who are seeking the ILL shall meet the requirements of one (1) of the following pathways:
 - (a) Out-of-State Pathway 1: The out-of-state prospective instructional leader shall:
 1. Hold an advanced degree from a regionally-accredited college or university;
 2. Have at least three (3) years of qualifying experience as an educator as defined by the Department;
 3. Submit qualifying scores that are no more than five (5) years old on all required assessments as defined in the Professional Assessments for Tennessee Educators Policy; and
 4. Have completed an instructional leader preparation program approved by a state other than Tennessee as demonstrated by:

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- (i) A full and valid license, comparable to the Tennessee ILL, from a state other than Tennessee; or
 - (ii) A provider recommendation from the out-of-state instructional leader preparation program where the educator completed preparation.
 - (b) Out-of-State Pathway 2. The out-of-state prospective instructional leader shall:
 - 1. Hold an advanced degree from a regionally-accredited college or university;
 - 2. Have at least three (3) years of qualifying experience as an educator as defined by the Department, of which, one (1) year must be as a school principal;
 - 3. Have completed an instructional leader preparation program approved by a state other than Tennessee as demonstrated by:
 - (i) A full and valid license comparable to the ILL from a state other than Tennessee; or
 - (ii) A provider recommendation from the approved instructional leader preparation program.
- (5) Educators holding the ILL may renew the license through one (1) of the following pathways:
 - (a) Serve in a Tennessee Academy for School Leaders (TASL)-mandated position for at least two (2) years of the validity period of the license and be current in all TASL requirements; or
 - (b) Successfully complete a Department-approved instructional leadership training.
- (6) Educators enrolled in a State Board-approved instructional leader preparation program may apply for the Instructional Leader License–Aspiring (ILL-A). Educators holding the ILL-A may only serve as an assistant principal and may not serve as a principal or instructional supervisor. Educators seeking the ILL-A shall meet the following requirements:
 - (a) Have at least three (3) years of qualifying experience as an educator as defined by the Department;
 - (b) Be enrolled in a State Board-approved instructional leader preparation program; and
 - (c) Be recommended by the State Board-approved instructional leader preparation provider.
- (7) Candidates from a state other than Tennessee who are seeking the ILL-A shall meet the following requirements:
 - (a) Have at least three (3) years of qualifying experience as an educator as defined by the Department;
 - (b) Have completed an instructional leader preparation program approved by a state other than Tennessee as demonstrated by:
 - 1. A full and valid license, comparable to the Tennessee ILL, from a state other than Tennessee; or

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2. A provider recommendation from the out-of-state instructional leader preparation program where the educator completed preparation.
- (8) The ILL-A shall become inactive at the end of the validity period. The ILL-A is not renewable and may not be reactivated.
- (9) Educators currently holding the ILL may seek advancement to the Instructional Leader License - Professional (ILL-P) through one (1) of the following advancement pathways:
- (a) Tennessee Academy for School Leaders (TASL) Pathway. Educators seeking advancement through the TASL pathway shall meet the following requirements:
 1. Be recommended by the TASL director;
 2. Successfully complete the Beginning Principals' Academy or the Beginning Supervisors' Academy; and
 3. Be recommended by the educator's director of schools verifying the educator has a minimum of two (2) years of successful experience as a principal, assistant principal, or an instructional supervisor as demonstrated by an overall evaluation rating of at expectations or higher on a state-approved administrator evaluation model during the most recent validity period of the ILL.
 - (b) Individual Professional Learning Plan (IPLP) Pathway. Educators seeking advancement through the IPLP pathway shall meet the following requirements:
 1. Be recommended by the TASL director;
 2. Successfully complete an Individual Professional Learning Plan in coordination with an approved instructional leader preparation program; and
 3. Be recommended by the educator's director of schools verifying the educator has a minimum of two (2) years of successful experience as a principal, assistant principal, or an instructional supervisor as demonstrated by an overall evaluation rating of at expectations or higher on a state-approved administrator evaluation model during the most recent validity period of the ILL.
- (10) Educators may renew the ILL-P through one (1) of the following pathways:
- (a) TASL Pathway. Educators who currently serve in a TASL mandated position shall meet the following renewal requirements:
 1. Have served as an instructional leader in a TASL-mandated position for at least four (4) years of the validity period of the ILL-P; and
 2. Meet all TASL requirements.
 - (b) Instructional Leadership Training Pathway. Educators who do not currently serve in a TASL mandated position seeking renewal shall successfully complete a Department approved instructional leadership training.

Authority: T.C.A. §§ 49-1-302 and 49-5-108, Executive Order No. 14 of 2020 (and applicable, subsequent Executive Orders addressing COVID-19 relief), and Public Chapter 652 of 2020.
Administrative History: Repeal and new rules filed December 18, 2014; effective March 18, 2015. A stay of the rules was filed January 28, 2015; new effective date June 1, 2015. Emergency rules filed August 27, 2015; effective through February 23, 2016. Repeal filed October 27, 2015; effective January

(Rule 0520-02-03-.10, continued)

25, 2016. New rules filed August 16, 2019; effective November 14, 2019. Emergency rules filed April 16, 2020; effective through October 13, 2020. Amendments filed April 16, 2020; effective July 15, 2020.

0520-02-03-.11 ENDORSEMENTS.

- (1) All educators shall hold a valid Tennessee educator license with an endorsement covering the work assignment as provided in T.C.A. Title 49, Chapter 5.
- (2) Prospective educators seeking initial licensure shall meet requirements in at least one (1) area of endorsement.
- (3) Educators may add additional endorsements to a license in accordance with the guidelines established by the Department.
- (4) When an endorsement held by an out of state applicant does not match the content area or grade span of an available Tennessee endorsement, the Department shall identify the most appropriate match.
- (5) All educators who teach a course in which a state-level end of course examination is required shall hold the subject-specific endorsement for the course or meet the appropriate employment standard set by the Department.
- (6) An educator may teach up to two (2) sections of one (1) course outside the educator's area of endorsement each school year, with the exception of courses in which a state-level end of course examination is required.
- (7) An educator who holds a valid and active license may teach more than one (1) course or more than two (2) sections of one (1) course outside of the educator's area of endorsement if an endorsement exemption is requested by the director of schools and approved by the commissioner.
 - (a) In reviewing an initial endorsement exemption for approval, the commissioner shall consider:
 1. The educator's previous teaching experience;
 2. The educator's postsecondary coursework and degrees held; and
 3. The content and grade span of endorsements held on the educator's current license.
 - (b) Endorsement exemptions shall be valid for one (1) school year. A director of schools may request renewal of an endorsement exemption for an educator who demonstrates progress toward earning the relevant endorsement. An endorsement exemption may be renewed no more than two (2) times.
 - (c) Educators may teach on an approved endorsement exemption for no more than a total of (3) school years.
- (8) Licensed educators enrolled in an additional endorsement program in special education offered by a State Board approved educator preparation provider may add a provisional special education endorsement by:
 - (a) Submitting a recommendation from the educator preparation provider verifying:

(Rule 0520-02-03-.11, continued)

1. Enrollment in a program of study for additional endorsement in the special education endorsement area; and
 2. An assurance that the educator will be assigned a mentor who is endorsed in the special education endorsement area.
- (b) In order to transition from a provisional endorsement to a full endorsement, educators shall submit qualifying scores on all State Board-required assessments and successfully complete the program of study within three (3) years of receiving a provisional endorsement. The provisional endorsement shall be valid for three (3) years and shall not be renewed.

Authority: T.C.A. §§ 49-1-302, 49-5-108, 49-5-403, 49-6-303, and 49-6-6006. **Administrative History:** Original rule filed November 16, 1989; effective February 29, 1990. Repeal and new rule filed March 16, 1992; effective June 29, 1992. Amendment filed May 28, 1999; effective September 28, 1999. Repeal and new rules filed December 18, 2014; effective March 18, 2015. A stay of the rules was filed January 28, 2015; new effective date June 1, 2015. Emergency rules filed August 27, 2015; effective through February 23, 2016. Repeal filed October 27, 2015; effective January 25, 2016. New rules filed August 16, 2019; effective November 14, 2019.

0520-02-03-.12 PERMITS.

- (1) In accordance with T.C.A. § 49-5-106, the commissioner may grant a teaching permit to an individual who does not hold an active Tennessee educator license under the following conditions:
 - (a) The director of schools and the chair of the local board of education certify to the commissioner that the LEA is unable to secure a qualified teacher with a valid license for the position in which a vacancy exists;
 - (b) The LEA or charter school provides evidence of a targeted recruitment strategy for the vacant position;
 - (c) The director of schools or charter school leader recommends the individual for a teaching permit; and
 - (d) The recommended individual holds a minimum of a bachelor's degree.
- (2) In reviewing a permit request for approval, the commissioner shall consider:
 - (a) The educator's previous work experience;
 - (b) The educator's postsecondary coursework and degrees held; and
 - (c) The educator's relevant experience in the subject area where the educator is seeking to teach.
- (3) Individuals with a teaching permit shall not teach a course in which a state-level end of course examination is required.
- (4) Each permit issued by the commissioner shall be valid only until June 30 following the date of issuance.
- (5) The permit may be renewed two (2) times upon the recommendation of the director of schools and certification by the director of schools and the chair of the local board of

(Rule 0520-02-03-.12, continued)

education that the LEA is unable to secure a qualified teacher with a valid license for the position.

- (6) An LEA may employ a teacher holding a permit, but not holding a valid license, only for such period of time for which the LEA is unable to secure a qualified teacher with a valid license for the vacant position.

Authority: T.C.A. §§ 49-1-302, 49-5-106, 49-5-108, and 49-5-403. **Administrative History:** Original rule filed November 16, 1989; effective February 29, 1990. Repealed and new rule filed March 16, 1992; effective June 29, 1992. Amendment filed May 28, 1999; effective September 28, 1999. Repeal and new rules filed December 18, 2014; effective March 18, 2015. A stay of the rules was filed January 28, 2015; new effective date June 1, 2015. Emergency rules filed August 27, 2015; effective through February 23, 2016. Repeal filed October 27, 2015; effective January 25, 2016. New rules filed August 16, 2019; effective November 14, 2019.

0520-02-03-.13 EMERGENCY TEACHER LICENSE.

- (1) A Tennessee emergency teacher license may be issued to educators who hold a valid license from a state other than Tennessee and who were displaced under one of the following circumstances:
 - (a) The Governor declares a state of emergency or declares a disaster under T.C.A. § 58-2-107, and the Commissioner of Education determines the necessity of conferring an emergency teacher license to displaced persons, or
 - (b) A federal state of emergency is declared anywhere in the United States, and the Commissioner of Education determines the necessity of conferring an emergency teacher license to displaced persons.
- (2) An emergency teacher license shall only be valid for one (1) school year.

Authority: T.C.A. §§ 49-1-302, 49-5-106, 49-5-108, and 49-5-403. **Administrative History:** Repeal and new rules filed December 18, 2014; effective March 18, 2015. A stay of the rules was filed January 28, 2015; new effective date June 1, 2015. Emergency rules filed August 27, 2015; effective through February 23, 2016. Repeal filed October 27, 2015; effective January 25, 2016. New rules filed August 16, 2019; effective November 14, 2019.

0520-02-03-.14 PROFESSIONAL DEVELOPMENT POINTS.

- (1) Professional Development Points (PDPs) ensure continuous improvement for educators and are required for licensure advancement and renewal.
- (2) Educators shall earn a total of thirty (30) PDPs in order to advance a practitioner license to a professional license.
- (3) Educators shall earn a total of sixty (60) PDPs in order to renew a professional license.
- (4) PDPs are earned through the successful completion of Department-approved professional development activities as indicated by SBE Educator Licensure Policy 5.502.
- (5) In order to qualify for PDPs, professional development activities shall be related to improving educator effectiveness. Activities not related to improving educator effectiveness do not qualify for PDPs.
- (6) PDPs shall be earned during the validity period of the educator's license.

(Rule 0520-02-03-.14, continued)

Authority: T.C.A. §§ 49-1-302, 49-5-108, and 49-5-403. **Administrative History:** Repeal and new rules filed December 18, 2014; effective March 18, 2015. A stay of the rules was filed January 28, 2015; new effective date June 1, 2015. Emergency rules filed August 27, 2015; effective through February 23, 2016. Repeal filed October 27, 2015; effective January 25, 2016. New rules filed August 16, 2019; effective November 14, 2019.

0520-02-03-.15 REQUIREMENTS AS A RESULT OF THE COVID-19 PUBLIC HEALTH EMERGENCY.

- (1) The validity period of a current, valid practitioner license that is set to expire in August 2020 shall be extended to August 31, 2021. Educators may use the additional validity period to complete any required licensure assessments, professional development points, or other requirements that were interrupted due to the COVID-19 public health emergency.
- (2) Prospective educators who complete a State Board approved educator preparation program in the spring of 2020 and who meet all other requirements for the license type for which they are applying but are unable to submit qualifying scores on the required assessments as defined in the Professional Assessments for Tennessee Educators Policy shall be eligible for a provisional practitioner license that will be valid from the date of issuance until August 31, 2021.
 - (a) The provisional practitioner license shall be converted to a full practitioner license upon submission of qualifying scores on all required assessments as defined in the Professional Assessments for Tennessee Educators Policy prior to the end of the validity period.
 - (b) If qualifying scores on all required assessments are not submitted prior to the end of the validity period of the provisional practitioner license, the license shall become inactive.
 - (c) The provisional practitioner license shall not be renewed or reactivated.
 - (d) The provisional practitioner license shall not be issued if the application was received by the Department after December 31, 2020.
- (3) Educators who complete a State Board approved instructional leader program in the spring of 2020 and who meet all other requirements for the Instructional Leader License (ILL) but are unable to submit qualifying scores on the required assessments as defined in the Professional Assessments for Tennessee Educators Policy shall be eligible for a provisional ILL that will be valid from the date of issuance until August 31, 2021.
 - (a) The provisional ILL shall be converted to a full ILL upon submission of qualifying scores on all required assessments as defined in the Professional Assessments for Tennessee Educators Policy prior to the end of the validity period.
 - (b) If qualifying scores on all required assessments are not submitted prior to the end of the validity period of the provisional ILL, the license shall become inactive.
 - (c) The provisional ILL shall not be renewed or reactivated.
 - (d) The provisional ILL shall not be issued if the application was received by the Department after December 31, 2020.

Authority: T.C.A. § 49-1-302, Executive Order No. 14 of 2020 (and applicable, subsequent Executive Orders addressing COVID-19 relief), and Public Chapter 652 of 2020. **Administrative History:** Repeal and new rules filed December 18, 2014; effective March 18, 2015. A stay of the rules was filed January 28, 2015; new effective date June 1, 2015. Emergency rules filed August 27, 2015; effective through

(Rule 0520-02-03-.14, continued)

February 23, 2016. Repeal and new rules filed October 27, 2015; effective January 25, 2016. Emergency rules filed April 16, 2020; effective through October 13, 2020. New rule filed April 16, 2020; effective July 15, 2020.

0520-02-03-.16 THROUGH 0520-02-03-.20 REPEALED.

Authority: T.C.A. § 49-1-302. **Administrative History:** *Repeal and new rules filed December 18, 2014; effective March 18, 2015. A stay of the rules was filed January 28, 2015; new effective date June 1, 2015. Emergency rules filed August 27, 2015; effective through February 23, 2016. Repeal filed October 27, 2015; effective January 25, 2016.*

0520-02-03-.21 REPEALED.

Authority: T.C.A. § 49-1-302. **Administrative History:** *Original rule filed November 16, 1989; effective February 28, 1990. Amendment filed November 30, 1990; effective February 27, 1991. Repeal and new rule filed March 16, 1992; effective June 29, 1992. Amendment filed May 12, 1992; effective August 29, 1992. Amendment filed August 10, 1993; effective December 29, 1993. Amendment filed November 22, 1993; effective March 30, 1994. Amendment filed January 21, 1994; effective May 31, 1994. Amendment filed May 31, 1996; effective September 27, 1996. Amendment filed January 14, 1997; effective May 30, 1997. Amendment filed April 27, 1998; effective August 28, 1998. Amendment filed November 18, 1999; effective March 30, 1999. Amendments filed May 28, 1999; effective September 28, 1999. Amendment filed November 30, 1999; effective March 29, 2000. Amendment filed March 29, 2000; effective July 28, 2000. Amendment filed July 31, 2000; effective November 28, 2000. Amendment filed December 19, 2002; effective April 30, 2003. Amendment filed June 30, 2003; effective October 28, 2003. Repeal and new rule filed March 1, 2005; effective July 29, 2005. Repeal and new rule filed April 17, 2006; effective August 28, 2006. Amendment filed March 23, 2007; effective July 27, 2007. Amendment filed September 6, 2013; effective February 28, 2014. Repeal and new rules filed December 18, 2014; effective March 18, 2015. A stay of the rules was filed January 28, 2015; new effective date June 1, 2015. Emergency rules filed August 27, 2015; effective through February 23, 2016. Repeal filed October 27, 2015; effective January 25, 2016.*

0520-02-03-.22 THROUGH 0520-02-03-.94 REPEALED.

Authority: T.C.A. § 49-1-302. **Administrative History:** *(For history prior to June, 1992, see pages iii-ix). Repeal filed March 16, 1992; effective June 29, 1992. Amendment filed May 28, 1999; effective September 28, 1999. Repeal filed December 18, 2014; effective March 18, 2015. A stay of the rule was filed January 28, 2015; new effective date June 1, 2015. Emergency rules filed August 27, 2015; effective through February 23, 2016. Repeal filed October 27, 2015; effective January 25, 2016.*