Candidates applying for the Practitioner license job-embedded path must meet the following requirements:

I. Candidate must hold a bachelor’s degree from a regionally accredited college or university.

II. Candidate must demonstrate knowledge of the content area for which applying to teach. A candidate may do so by transcript verification of degree conferment of major in the subject for which applying to teach.

III. Apply for Admission to MTSU through the Graduate School – Apply either as a non-degree seeking student in the Alternative I & II Licensure Program, or as a graduate student seeking a master’s degree. [https://www.mtsu.edu/graduate/index.php](https://www.mtsu.edu/graduate/index.php) Forward the acceptance letter from Graduate Studies to patti.agnew@mtsu.edu

IV. The following documentation must be submitted when making application.

   • **Letter of Intent to Hire from a school district** – An official letter from the school system stating position, subject, grade level, and endorsement code for which the candidate is being hired.

   • **Official Transcripts**: Candidates must submit official sealed transcripts that show degree conferment.

   • **Transcript Analysis Request Form** – Request form for transcript analysis: [Request for Transcript Analysis Job-Embedded Practitioner License form](http://www.mtsu.edu/education/docs/Tennessee_Department_of_Education_Affirmation_Form.pdf)

   • **Affirmation Document**: Candidates must submit the following document along with the request for transcript analysis: [http://www.mtsu.edu/education/docs/Tennessee_Department_of_Education_Affirmation_Form.pdf](http://www.mtsu.edu/education/docs/Tennessee_Department_of_Education_Affirmation_Form.pdf)

V. **Program of Study** - Upon documentation of the above criteria, a Program of Study detailing the coursework to be completed will be sent to the candidate, advisor, and mentor. Coursework is preferred at the graduate level and, in most cases, these courses are a subset of a Master’s degree program in which the candidate may elect to enroll.

VI. **Assurance Agreement** – Candidates are required to sign an Assurance Agreement with the MTSU College of Education. The Assurance Agreement confirms the candidate understands and agrees to abide by all MTSU policies and the employing school district policies. Failure to follow all policies or meet all responsibilities of the MTSU Job-Embedded clinical practice program may result in the candidate’s status being changed or dismissed from the program. This form will be sent to the candidate along with the Program of Study.

VII. Candidates will be assigned a MTSU College of Education faculty advisor. Candidates are required to meet with their advisor prior to registering for classes to review the program of study and map out a timeline for completion of coursework.

VIII. Candidates will assume the role of the teacher of record and have direct teaching experiences with students of diverse backgrounds and learning needs in at least two settings. This requirement may be achieved by teaching or assisting in a different classroom or grade level.
IX. **Annual Job-Embedded Practitioner requirements** - Although the first issuance of the Practitioner license is valid for a 3-year period, candidates must meet annual benchmarks set by the MTSU College of Education for continuation in the Job-Embedded clinical practice program.

- **Coursework:** Completion of a minimum of 6 hours of coursework from the Program of Study each year enrolled until all coursework is completed.
- **Evaluations:** Annual documentation of successful evaluations confirmed by the employing school district.
- **Employment:** Continued employment during the job-embedded clinical experience.

X. **TNCompass** – The recommendation for the Practitioner license job-embedded path is entered in TNCompass, the TN Department of Education electronic licensure database. Candidates will receive an email to complete another Affirmation form in TNCompass.

XI. **Program Completion** – Upon completion of the program of study and required experience, candidates must submit a final official transcript to the College of Education Office of Professional Laboratory Experiences.

XII. **MTSU College of Education - Office of Professional Laboratory Experiences**

Please send all documentation and correspondence to:

**Mail:** Office of Professional Laboratory Experience / Teacher Licensure  
MTSU Box 14  
Murfreesboro, TN 37132  
**Email:** patti.agnew@mtsu.edu