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UTC School Leadership Program

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To: Graduates of the M.Ed. (EDAS) or Post Master's Certificate Students
Re: Licensure Requirements (a summary) **Date:** May 2005

- 1) **Mrs. Connie Cloud (425-4022) is your main contact in the certification procedure.**
She is the "Certification Officer" at UTC and the official signature (along with the Dean) on all certification documents.
- 2) To obtain your "Beginning Administrator License" (Code 480) in TN, or the "Educational Leadership License" (Code 704) in GA, you need 3 things:
 - a) Official transcripts* *sent directly to:*
Connie Cloud, Certification Officer
College of Education and Applied Professional Studies, Dept 4154
UTC-615 McCallie Ave, Chattanooga, TN 37403
 - b) Verification of three years teaching experience (TN form #ED 9034-A; or get from MS. Cloud)
 - c) Your SLAA score (TN). Note: The Tn Office of Teacher Licensing will no longer accept either a copy or the original of the examinee's score.
 - (1) If you had a copy sent to UTC (Code 1831) you are OK.
 - (2) If you had a copy sent to the TN DOE (Code 8190) but not UTC, you will need to submit a copy of the examinee's report to Ms. Cloud.
 - (3) If you did not have a copy of the report sent to either UTC or TnDOE, you will need to order an institutional score report (\$30) and have it sent to UTC
- ii) Same for your PRAXIS II (Educational Leadership) score
- 3) Please contact Mrs. Cloud as soon as you have requested all transcripts and have other documentation. She had the state forms you need to fill out.
- 4) I suggest that you NOT procrastinate. Some districts will not even interview without license-in-hand. Mrs. Cloud cannot be expected to put something on "rush" because you procrastinated. In addition, the biggest turn-around time is at the State level, and no one can force that process to rush.
- 5) I also suggest that you get your license now, even if you think you may wait a while before applying for administrative positions. The requirements may change.

* If you currently hold a TN teaching license, some of your transcripts are already on file in the State Office of Teacher Licensing. However, you will need to provide *official transcripts of all coursework related to this endorsement.*

IMPORTANT INFORMATION: SAVE THIS DOCUMENT WITH YOUR ADMINISTRATIVE LICENSE

If you do not have transcripts on file in Nashville, you will need an official transcript from every college/university attended (including undergraduate).

6) ONCE YOU HAVE YOUR TN "BAL" (Beginning Administrators License)

a) It will expire in 5 years. In order to renew it, you MUST follow the requirements of the TN Department of Education. 72 TASL credits are required every 5 years to renew a license (as of 5/2/01). You can be an assistant principal on a BAL as long as the BAL is current (i.e.: renewed)

i) Go to: <http://www.k-12.state.tn.us/tpd/tasl.htm>

ii) If the website changes, it is under :

- (1) TN Department of Education
- (2) Departments
- (3) Professional Development
- (4) TN Academy for School Leaders (TASL)

b) Once you become a PRINCIPAL or SUPERVISOR, YOU HAVE THREE YEARS TO ADVANCE YOUR LICENSE TO A "PAL" (Professional Administrators License).

i) This was a new requirement in 1998 and some superintendents are still not sure what it means

ii) Essentially, it involves a plan for your professional growth, developed with your supervisor and an individual from "higher ed."

iii) The model that we have developed at UTC is a 3-year process, so we should start on it during your first year.

iv) *At this point, I do this for our grads and endorsement folks, free of charge, except for mileage (outside of Hamilton County).*

v) I also do it for HCDE principals and supervisors, if so requested, as long as we follow our model.

vi) Call me (423-425-4542)

With all of my best wishes for a (continued) successful experience as an educator and an increasingly successful career as a school leader.....

Remember:

- *Develop a code of ethics and live by it; if you wouldn't want to read it about you in the newspaper, think again.*
- *Many decisions are better made after a 10-minute walk.*
- *Some hills are worth dying on; others are not. Be selective.*
- *No one cares how much you know until they know how much you care.*
- *You are only as good as your "Plan B"*

*Thanks for all of your effort
Call me if/when I can be of any help
Good Luck
and
Best Wishes!*