

PLAN FOR COMPLETING TRANSITIONAL LICENSE

Teachers hired on the Transitional license must be aware that some teacher preparation programs require enrollment in professional education coursework **at least in the spring semester of the first year of teaching due to state licensure guidelines and application deadlines**. Teachers are **STRONGLY** encouraged to contact the institution **UPON BEING HIRED** to inquire about that institution's requirements and to enroll in the program as soon as possible.

LEA's will send a copy of this form to the college/university indicated by the teacher below AND give a copy to the teacher (or tear the bottom portion off to give to the teacher).

Name of teacher hired on the Transitional license: _____

Name of school system: _____

Date hired by school system: _____

Teaching endorsement: _____

Name of school where assigned: _____

Grade/Content area teaching: _____

Content knowledge documented by:

_____ Major in content area

_____ 24 semester hours in content area

_____ Passing score on the Praxis II content knowledge test for the endorsement

Name of institution that the teacher plans to attend: _____

Teacher candidate's email address: _____

Teacher candidate's phone number: (_____) _____

Signature of Transitional teacher: _____ Today's date: _____

PRAXIS II: To renew the Transitional license for the second year, teachers must **PASS** the Praxis II content knowledge test for the endorsement sought (www.ets.org/praxis) and meet all other requirements for admission to the licensure program. Teachers on the Transitional license are strongly encouraged to register for every test date offered until the test is passed. Registering for later test dates ensures that the test can be taken on a certain date AND avoids paying late/emergency fees due to the dates that scores are received. If a teacher passes the test and has registered for that test on subsequent test dates, ETS will reimburse the test fee for subsequent test dates.

Colleges/Universities in West Tennessee that offer Transitional licenses:

Bethel College: Shannon Godwin 731-352-4025

Christian Brothers University: Andrea Payne 901-321-4350

Freed Hardeman University: Rhonda Jones 731-989-6074

Lambuth University: Paula Brownyard 731-425-3264

Lane College: Ercille Hobson 731-426-7621

Union University:

Jackson campus: Christy Wyatt 731-661-5523

Germantown campus: Lyn Wildmon 901-759-0029 x114

University of Memphis: Mary Lanier 901-678-4309

University of Tennessee at Martin: Jenny Hahn 731-881-7126