Candidates applying for the job-embedded path to a practitioner license 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 by:

For PreK-12, K-12, PreK-3, or K-5 endorsements (e.g., ESL, PE, early childhood, elementary):

- submission of passing scores on the Praxis https://praxis.ets.org/state-requirements/tennessee-tests.html content knowledge assessment(s) aligned to the qualifying K-12 endorsement.

For 6-8 or 6-12 endorsements (e.g., middle grades science, biology, math, Spanish):

- Having a qualifying degree with a content major aligned to the endorsement area (verified by Office of Educator Preparation and Licensure via official transcript).

OR

- Submission of passing scores on the content knowledge assessment(s) aligned to the endorsement area.
  - Praxis Content Knowledge Assessments for Specific Endorsement Areas https://praxis.ets.org/state-requirements/tennessee-tests.html
  - National Evaluation Series (NES) is also accepted for Mathematics ONLY https://home.pearsonvue.com/nes
  - ALTA is also accepted for World Languages ONLY www.tfli.org/worldlanguages/testing/

Due to frequent changes to professional assessments required for teacher licensure, please refer to the State Board of Education Professional Assessments for Tennessee Educators 5.105 policy https://www.tn.gov/sbe/rules--policies-and-guidance/policies.html for specific requirements.

III. Complete the Job-Embedded Eligibility Form

The following documentation must be submitted when applying:

- Letter of Intent to Hire from a school district – An official letter from the school district stating the candidate’s position, subject, grade level, endorsement code, and the name of the school where they will be teaching.
• **Official Transcripts:** Candidates must submit official transcripts that show degree conferment. Electronic transcripts must be sent directly from the institution to MTSU or patti.agnew@mtsu.edu. Paper transcripts must be sealed. International transcripts must first be evaluated by a member of the National Association of Credential Evaluation Services (NACES) [https://www.naces.org/](https://www.naces.org/)

• **Assessment Score Report:** If a content assessment is required, the candidate must upload a copy of a score report reflecting attainment of the currently required qualifying score.

### IV. Apply for Admission to MTSU
[https://www.mtsu.edu/how-to-apply/](https://www.mtsu.edu/how-to-apply/)

**Graduate**
- If seeking a master’s degree with licensure, apply through Graduate Studies as a graduate student seeking a master’s degree in the appropriate initial licensure area:
  - Elementary Education – Curriculum & Instruction (Initial Licensure Specialization)
  - ESL – Curriculum & Instruction English as a Second Language
  - Library Media Specialist – Master of Library Science
  - Secondary Education – Curriculum & Instruction (Secondary Education Licensure)
- If seeking licensure only, apply through Graduate Studies as a non-degree seeking student in the Job-Embedded Program.
- Degree program scholarship information is available here: [https://education.mtsu.edu/scholarships/](https://education.mtsu.edu/scholarships/)

**Undergraduate**
- If your licensure program of study only includes undergraduate coursework, you can enroll as an undergraduate post baccalaureate student.

Forward the acceptance letter to patti.agnew@mtsu.edu.

### V. Complete Admission to Teacher Education Application Form
[https://education.mtsu.edu/admission/](https://education.mtsu.edu/admission/)

- **GPA:** A minimum overall GPA of 2.75 from a completed baccalaureate or post-baccalaureate degree program or a GPA of 3.00 in the most recent sixty (60) credit hours earned at a regionally accredited institution of higher learning.
- **Test Score:** If required, acceptable score(s) on appropriate content knowledge assessment(s) for the subject the candidate is applying to teach. Upload to the online application.