

MTSU Job-Embedded Licensure Program Application Process

1. Submit the [Job-Embedded Eligibility Form](#), attaching the following documents:
 - Letter of Intent to Hire
 - A copy of the Assessment Score Report, if required.
 - If the report is not required, attach a note explaining why in its place.
2. Submit Official Transcripts
Unofficial transcripts, electronic transcripts received by the applicant, and hard copy transcripts opened by the applicant will not be accepted.
Electronic transcripts (**preferred**) must be sent directly from the institution to kimberly.primas@mtsu.edu, or
 - Hard copy transcripts (**sealed by the institution**) may be mailed or hand-delivered by the applicant to the office:

Office of Educator Preparation and Licensure
Attn. Job-Embedded
MTSU Box 14
1301 E. Main Street
Murfreesboro, TN 37132
 - For transcripts from **institutions outside of the U.S.**, submit a Transcript Evaluation Report from a member of the National Association of Credential Evaluation Services (NACES). <https://naces.org/members/>
3. Enroll in the university. <https://www.mtsu.edu/how-to-apply/>
Once fully enrolled, the applicant must email the acceptance letter to kimberly.primas@mtsu.edu.
 - **Graduate, degree seeking** - enroll through Graduate Studies as a graduate student seeking a degree in the appropriate initial licensure area:

Degree	Program/Concentration
Ed.S. Professional Counseling	School Counseling
M.A. Teaching	Elementary Education, English as a Second Language, or Secondary Education
M.Ed. Special Education	Special Education
Master of Library Science	Library Information Specialist

- **Graduate, licensure only** - enroll through Graduate Studies as a non-degree seeking student in the Job-Embedded Program.
- **Undergraduate** (Integrated Early Childhood only) – enroll as an undergraduate post-baccalaureate student.
 - **Note: The majority of IECE courses are only available in-person and require attendance on campus.**

4. Apply for admission to the Teacher Education Program through the College of Education. See the Job Embedded Admission Requirements section for criteria and application link:
<https://education.mtsu.edu/admission/>.
5. Once all applications and documents are submitted, the MTSU Office of Educator Preparation and Licensure (OEPL) will review the applicant's file and determine the applicant's program eligibility. If approved, the candidate will receive a program of study with the required assurance agreement.
 - The applicant must complete, sign, and return the last page of the program of study to kimberly.primas@mtsu.edu.

Once all the above steps are completed, the OEPL will recommend the applicant for licensure.