

MTSU COLLEGE OF EDUCATION
Special Education Comprehensive K-12 – Initial Licensure
Practitioner License – Job-Embedded Clinical Practice Program Requirements

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 by submission of a passing score on the PRAXIS Special Education Comprehensive content knowledge assessment (www.ets.org/praxis/tn/test-takers/plan-your-test/licensure-requirements.html). 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 (www.tn.gov/sbe/rules--policies-and-guidance/policies.html) for specific requirements.**
- III. Apply for Admission to MTSU through the Graduate School – Apply as a non-degree seeking student in the Job-Embedded Program. <https://www.mtsu.edu/graduate/index.php> Forward the acceptance letter from Graduate Studies to patti.agnew@mtsu.edu**
- IV. Practitioner Job-Embedded Teachers will be required to attend an orientation session on the Middle Tennessee State University campus (unless otherwise announced) upon acceptance into the program.**
- V. 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](#)
 - **Personal Affirmation Document:** Candidates must submit the following document along with the request for transcript analysis:
www.mtsu.edu/education/docs/Tennessee_Department_of_Education_Affirmation_Form.pdf
 - **Admission to Teacher Education Application Form:** www.mtsu.edu/education/admission.php#JobEmbedded
 - **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:** Acceptable score(s) on appropriate content knowledge assessment(s) for the subject the candidate is applying to teach. Upload to the online application.
- VI. 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.**
- VII. 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.
- VIII. 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.

- IX. Candidates will be assigned a MTSU College of Education mentor while completing the requirements for the job-embedded clinical practice.** The mentor will have frequent contact with the candidate, school-assigned mentor, school principal and MTSU Office of Professional Laboratory Experiences staff to provide continuous progress monitoring, evaluation, and mentoring.
- X. 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.
- XI. 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.
- **Professional Assessments:** Passing all PRAXIS content knowledge assessments (www.ets.org/praxis/tn/requirements).
 - **Evaluations:** Annual documentation of successful evaluations confirmed by the employing school district.
 - **Employment:** Continued employment during the job-embedded clinical experience.
- XII. TNCompass** – The recommendation for the Practitioner license job-embedded path is entered in TNCompass, the TN Department of Education electronic licensure database. Upon initial licensure recommendation, candidates will receive an email to complete another Personal Affirmation form in TNCompass.
- XIII.** All course work and required assessments must be completed by the expiration date of the license or the license will become inactive.
- XIV. Program Completion** – Upon completion of the program of study, required professional assessments, and required experience, candidates must submit a final official transcript to the College of Education Office of Professional Laboratory Experiences.
- XV. MTSU College of Education - Office of Professional Laboratory Experiences**
Please send all documentation and correspondence to:
Mail: Office of Professional Laboratory Experiences / Teacher Licensure
Attn. Job-Embedded
MTSU Box 14
1301 E. Main Street
Murfreesboro, TN 37132
Email: patti.agnew@mtsu.edu