



BENCHMARKS FOR JOB-EMBEDDED LICENSURE

Benchmark #1: Admission to ETSU

- ___ 1. Complete application for admission/Obtain full admission status to ETSU Graduate School

If you are a current ETSU Student skip to Benchmark #2

Benchmark #2: Job-Embedded Licensure Package

- ___ 1. Submit an [Intent to Hire letter](#) that indicates the student has been or will be hired as the teacher of record by a school district in which ETSU holds a partnership.
- ___ 2. Complete the [Job-Embedded Application](#).
- ___ 3. Meet with advisor to review program of study and return signed Advisor Sign off Sheet.
- ___ 4. Provide proof of content knowledge: Bachelor's degree or higher in content area or passing [Praxis II](#) scores on all state required exams for licensure*. If applicable, passing scores should be sent both to TDOE and ETSU.
*Students seeking a math endorsement have the option of taking the NES exam.
- ___ 5. Complete [Background Check Package](#)
- ___ 6. Provide proof of [Liability Insurance Coverage](#)

*Students must maintain liability insurance throughout the job-embedded licensure process.

Benchmark #3: Coursework

- ___ 1. Meet with Advisor to review program of study regularly throughout program.
- ___ 2. Access provided Watermark account to submit course and program requirements
- ___ 3. Students must maintain continuous enrollment throughout the program and remain in academic good standing.

Benchmark #4: Additional Requirements

- ___ 1. University Supervisor Evaluation throughout program.
- ___ 3. Upload information and copy of an evaluation completed by the district each year as a Job-embedded student within Student Learning and Licensure.

Benchmark #5: Program Completion

- ___ 1. Successful completion of all program requirements and any state required licensure exams.
- ___ 2. Apply for University graduation.
- ___ 3. Successful completion of at least 100 days of teaching experience as the teacher of record. All teaching experience must be uploaded into TN Compass.

**In the event the job-embedded required placement of a minimum of 100 days extends beyond the end of the school year, the student will have a financial obligation to ETSU until requirement is met.