

**The University of Tennessee at Martin
Job-Embedded Practitioner License**

The top two sections of this form must be completed in full by the employing system.

Name of teacher candidate: _____ Date: _____

SSN: XXX-XX-_____ Date of Birth: _____

Email address: _____

Endorsement title/code: _____ (code _____)

Praxis II: Test code: _____ Test title: _____

Score: _____ Test date: _____ (5 yr. limit on test score)

Cumulative GPA (or GPA on last 60 semester hours): _____

School Assigned to: _____

Grade Level and Subject Assigned to Teach: _____

Name of Assigned Mentor: _____ Mentor's License #: _____

Mentor's Email Address: _____

Intent to Hire on Job-Embedded Practitioner License

After determining that the following candidate meets employment qualifications, including a criminal background check that is acceptable for hiring purposes, _____ School System intends to hire this candidate on the Practitioner license, effective (date) _____.

Signature of school system's licensure contact: _____

Licensure contact (print): _____

Email: _____ Phone: _____

This signed form is to be returned to Jenny Hahn (jhahn@utm.edu or fax 731-881-7204) at The University of Tennessee at Martin.

Confirmation of Enrollment and Agreement to Apply for Practitioner License

The above teacher candidate has enrolled in UT Martin's Job-Embedded program and submitted official transcripts from the university they received a bachelor's or master's degree. UT Martin will submit the Practitioner license application for the teacher candidate along with the official transcript(s) to the TN Department of Education. When the licensure recommendation is submitted to the TDOE, UT Martin's licensing officer will notify the teacher candidate and the school system licensure contact. It is solely the responsibility of the teacher candidate to remain on track in order to continue in the program. If the candidate fails to meet the continuation requirements, he/she will not be allowed to continue in UT Martin's job-embedded licensure program.

UT Martin Licensure Officer

Date