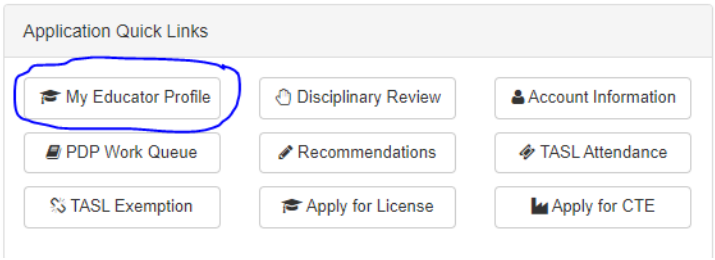
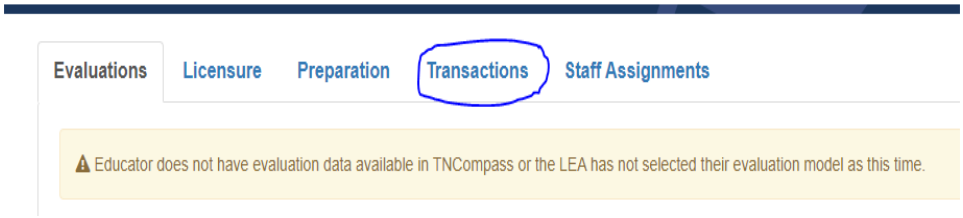
Adding a degree:

1. Request your official transcripts to be sent to the state directly from your university to educator.licensure@tn.gov.
2. Log into your tncompass account and go to:
3.

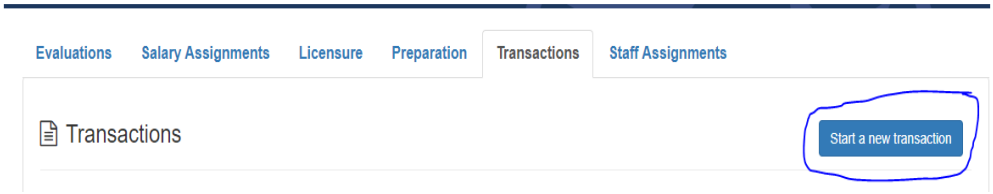
My Educator Profile:



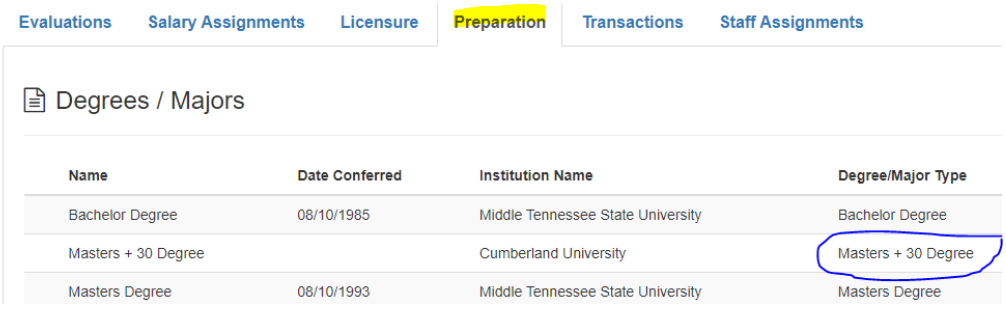
Transactions:



Start a new transaction:



4. Follow the steps to add a new degree. At the end of the transaction you will see a section "submission notes", you may want to add "requesting for master's 30/45 degree"
5. Once your transaction is completed it should show "Pending OELP review" as the status. This means it's ready for review by the licensure department.
6. Once that has been approved the degree will be listed under the preparation tab.



7. Print the screen "preparation", sign, date and scan the preparation section to Karen Ladd at karen.ladd@rutherfordcountytn.gov for processing.