Candidates applying for a Job-Embedded Practitioner license must meet the following criteria:

I. **Demonstrate knowledge of the content area (subject) for which applying to teach.** A candidate may do so in one of three ways:
   - Transcript verification of degree conferment in the subject for which applying to teach or
   - Transcript verification of 24 hours of coursework in the subject for which applying to teach or
   - Submission of passing scores on PRAXIS II content area exam(s) ([www.ets.org/praxis](http://www.ets.org/praxis)) for the subject(s) which the candidate is applying to teach.

II. **Letter of Intent to Hire** from a school district - Official letter from school system stating position, subject, and grade level for which the candidate is being hired.

III. **Tennessee Department of Education Affirmation Document (attached)** – This form should be submitted along with your transcripts, Transcript Analysis Request form, and Intent to Hire letter.

IV. **Admitted to the Teacher Education Program:**
   - By no later than the end of the first semester, the candidate must meet the following criteria in order to be officially admitted to Teacher Education:
     - Minimum GPA of 2.75 on all coursework attempted / **OR** 3.00+ on the last 60 hours attempted
     - Three interview rating forms specifically recommending admission to teacher education (MTSU rating form)
     - Verification of background check – (may be letter from employing school system)
     - Acceptable test scores on one of the following:
       - Graduate Record Exam – 141 Quantitative Reasoning; 143 Verbal Reasoning
       - Miller Analogies Test – 385 or higher
       - ACT – 22 or higher (Composite Score)
       - SAT – 1020 or higher
       - PRAXIS Core Academic Skills for Educators series ([www.ets.org/praxis](http://www.ets.org/praxis)):
         - Reading 156
         - Writing 162
         - Mathematics 150

**NOTE:** If test scores are unavailable at the time of application, verification of registration for one of the acceptable exams may be submitted with the understanding that the exam must be taken within the first semester of making application for the Job-Embedded license.

Upon documentation of the above criteria, a **Program of Study** detailing the Professional Education coursework to be completed will be sent to the candidate, school system, and advisor. Coursework is at the graduate level and, in most cases; these courses are a subset of a Master’s degree program in which the candidate may elect to enroll. 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 program.

Annual Job-Embedded Practitioner requirements include:
- Completion of a minimum of 6 hours of coursework from the Program of Study each year enrolled until all coursework is completed.
- Passing PRAXIS II Content Area and Principles of Learning and Teaching (PLT) exams ([www.ets.org/praxis](http://www.ets.org/praxis)) within the 3 year period of first issuance of the Job-Embedded Practitioner license.
- Annual documentation of evaluations by the employing school district.
- Continued employment in the school system in which the candidate was employed at the time of initial application until all requirements for the Job-Embedded Practitioner license are met.

Revised 11/4/2015