

# Adding PDPS

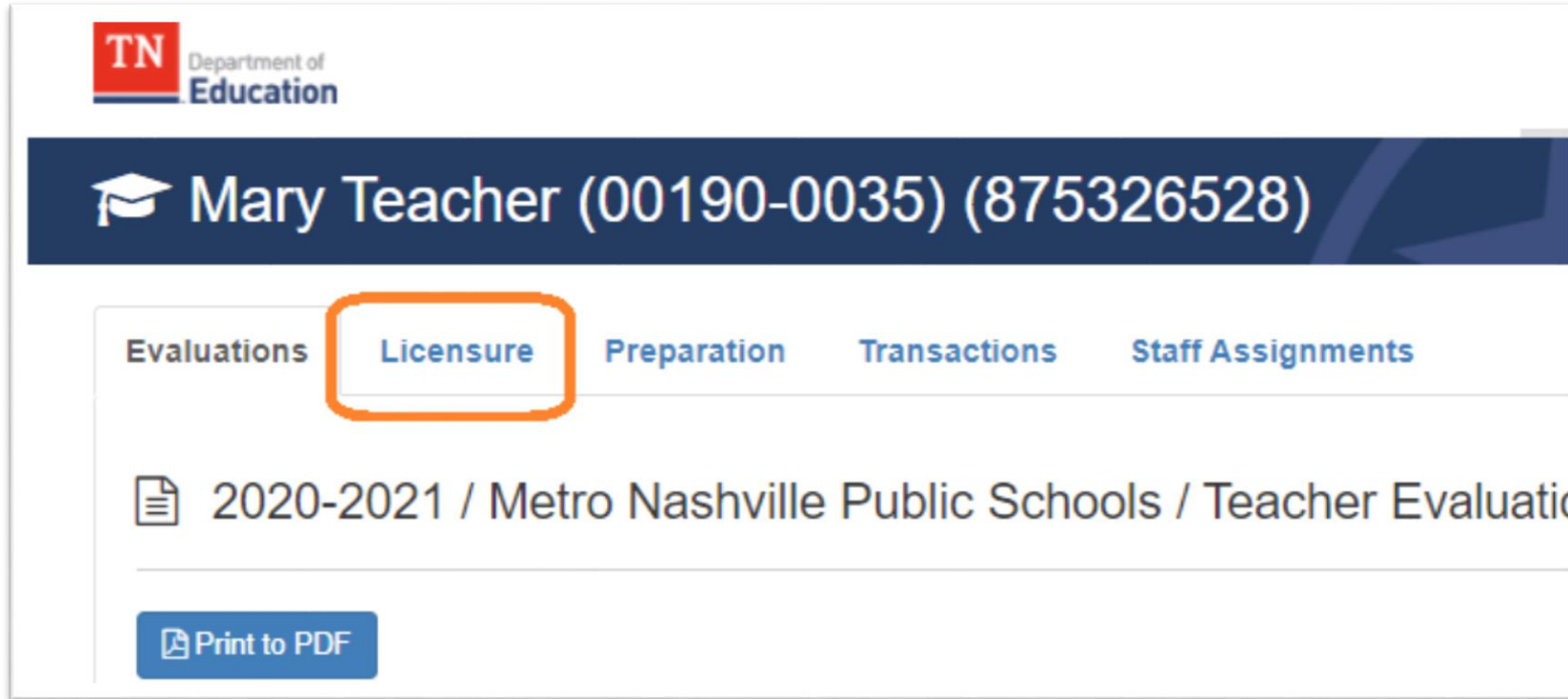


METRO  
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# Login & Access Educator Profile

The screenshot shows the TN Department of Education TNCompass interface. At the top left is the TN Department of Education logo. The top navigation bar includes a 'Home' link (highlighted with an orange box), a 'Help' link, and a user profile for 'Mary Teacher (00190-0035)'. Below the navigation bar is a dark blue header with a 'Home' button. The main content area features a 'Welcome to TNCompass!' message, a section for announcements (currently empty), and an 'Activity Feed' (also empty). On the right side, there is an 'Application Quick Links' section with three buttons: 'My Educator Profile' (highlighted with an orange box), 'Account Information', and 'Apply for CTE'. Below this is a 'Transactions' section with a 'View All' link and a table header with columns for 'Transaction Type', 'Submitted', and 'Status'.


# Access Licensure Tab



**TN** Department of Education

 **Mary Teacher (00190-0035) (875326528)**

[Evaluations](#) **[Licensure](#)** [Preparation](#) [Transactions](#) [Staff Assignments](#)

 2020-2021 / Metro Nashville Public Schools / Teacher Evaluatic

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# Scroll Down and Click “Add PDPs”

The screenshot shows a web application interface with the following components:

- Navigation Tabs:** Evaluations, Licensure (selected), Preparation, Transactions, Staff Assignments.
- Licenses Section:**
  - Category: Teacher, Status: Active, Previously Suspended/Revoked: No
  - Table with columns: License Type, Status, Effective Date, Expiration Date, Endorsements, PDPs.
  - Row: Apprentice Teacher, Active, 08/10/2011, 08/31/2016, 120, 0. Includes 'Details' and 'License' buttons.
- Review Section:**
  - Table with columns: Review Date, Review Reason, Reporting District, State Authority, Added By, Cleared, Cleared Date.
  - Table is currently empty.
- Professional Development Points Section (highlighted):**
  - Text: Professional Development Points 0 pending requests
  - Button: Add PDPs

# Detail Type, Date, & Name

The image shows a screenshot of a web form. A large orange rounded rectangle highlights a section of the form. At the top of this section is a horizontal scrollbar. Below it are three fields: a dropdown menu labeled "Type of Activity \*" with the text "Select an option" and a downward arrow; a date input field labeled "Date Completed \*" with the placeholder "MM/DD/YYYY"; and a text input field labeled "Course Title/Seminar Name/Title" with the placeholder "Course Title/Seminar Name/Title". To the right of the text input field is a blue button with a white plus sign and the text "+ Add".

# Click Add Then Continue

Type of Activity \* Date Completed \*


Select an option MM/DD/YYYY

Course Title/Seminar Name/Title

Course Title/Seminar Name/Title

**+ Add**

**Professional Development Points**

Type of Activity	Course / Title / Seminar	Date Completed	Clock Hours	CEUs	Semester Hours	Credit Hours	Points Accrued	
Training (Academy / Institute / Seminar / Conference)	Professional Learning	03/18/2021	5	0	0	0	5	

Cancel **Continue**

# Click Add Attachment. Choose File, Type, Describe. Click Continue.


The screenshot shows the PDP Wizard interface. On the left, there is a sidebar with the following options: Add PDP(s), Attach Supporting Documents, Review & Submit, and Completed. The main area contains a table with the following columns: Attachment Name, Attachment Type, and Description. The table has one row with the following content: 'Choose File' (with 'No file chosen' next to it), 'Certificate of Comple' (with a dropdown arrow), and a text input field containing a vertical bar. Below the table is an 'Add Attachment' button. At the bottom of the form are 'Back', 'Cancel', and 'Continue' buttons. The 'Continue' button is highlighted with a dashed orange border.

Attachment Name	Attachment Type	Description
<input type="button" value="Choose File"/> No file chosen	Certificate of Comple	


# Verify and Click Submit

**i** Please verify and make sure everything is correct before submitting.

**Professional Development Points**



Type of Activity	Course / Title / Seminar	Date Completed	Clock Hours	CEUs	Semester Hours	Credit Hours	Points Accrued	
Training (Academy / Institute / Seminar / Conference)	Professional Learning	03/18/2021	5.0	0.0	0.0	0.0	5.0	

**Currently Uploaded Documents**


Attachment Name	Attachment Type	Description	
TEAM DOK Reflection Tool.docx	Certificate of Completion, Transcript	Certificate for DOK PD	




# Feel Accomplished!

 Mary Teacher (00190-0035) (875326528) 

**PDP Wizard**

- Add PDP(s)
- Attach Supporting Documents
- Review & Submit
-  **Completed**

 Thank you for submitting your Professional Development Points. Your points will be evaluated by your school district if you are currently employed in a Tennessee school district. If you are not teaching in a Tennessee school district your PDPs will be evaluated by the Office of Educator Licensure and Preparation. Once they have been approved or denied you will be able to view the approval status on your TNCompass profile. Once you have submitted your PDPs, you must navigate to the transaction tab and complete a renewal or advancement transaction. Until the transaction status says "Pending OELP Review," the Office of Educator Licensure and Preparation has not received your application.

[Return to Profile](#)