How to Expedite Exam Application

- **Complete Criminal Background Check*** (fingerprinting) at least 6 weeks prior to graduation. Do not submit application without Criminal Background Check completed. Upload confirmation of fingerprinting under "Attachments".
- **Register and pay Pearson Vue** at least 2 weeks prior to graduation. Do not submit application until you have registered and paid Pearson Vue.
- **Graduate before you apply**. Find application online: **https://lars.tn.gov/datamart/mainMenu.do**
- **Complete application using a computer** (not a phone, iPad/tablet)
- **Question: "Have you been known by any other names?"** (under "General Information" tab)
    - If you answer "Yes", click the blue shaded tab "Name and Personal Organization Details" on the left hand column and "Add Alternate Names" at the bottom of the page (maiden, married, etc.).
- **Declaration of Citizenship**
    - Upload pages 1 and 2 as one document
    - Upload proof of citizenship (e.g. current unexpired driver's license)
    - Not a US citizen- #7 requires that you circle a category in "a-h" and upload 2 items of proof (listed on the form)
- **Transcript must include degree and the date degree awarded** (caution: do not request transcript sent to board before registrar posts degree and date – may take 1-2 weeks after graduation)
- **Do not submit application without payment.** School cannot make a group payment for applicants.

***Positive criminal history** - upload to application

- A letter of explanation
- Obtain certified copies of arresting document (warrant), judgment (disposition), and completion of judgment (receipt of payment of fines, letter of completion of probation)