



# TSPC 101

Teacher Standards and Practices Commission

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For the Coalition of School Administrators Small Schools Conference

April 2025

# WHAT WE'LL COVER

- How is the agency funded and staffed?
- Licensure Basics
- The district's role in licensing
- eLicensing and the educator's licensure responsibilities
- TSPC's website: Where to find things
- Important contacts

# AGENCY FUNDING

- Agency ***operations*** are fully funded by fees paid for licensing
  - Executive Director, IT and budget/policy staff
  - Licensure
  - Professional Practices
  - Two staff from Educator Preparation and Pathways
- ***Fees paid for licensing are a "fee for service", regardless of the term of the license or whether the application results in a license***
- Positions funded through an interagency agreement with ODE or other grant money
  - Licensure Barrier Reduction Specialist/License Expense Reimbursement
  - Social Emotional Learning/Trauma Informed Practices Specialist
  - Apprenticeships
  - Oregon Administrator Scholars program (likely moving to HECC)

# TSPC'S THREE 'UNITS'

## Educator Preparation & Pathways

(formerly Program Approval)

- Approve the university programs which prepare educators
- Apprenticeships
- Administrator Scholars Program  
(likely moving to HECC)
- Multiple Measures Assessments

## Licensure

- Assist educators with eLicensing and licensure requirements
- Review Applications
- Issue Licenses

## Professional Practices

- Complaints
- Investigations
- Discipline

# LICENSES: CATEGORIES AND TYPES

## License Categories

- Teacher
- Administrator
- Personnel Services
  - School Counselor
  - School Psychologist
  - School Social Worker
- School Nurse
- Charter School Registries

## License Types within the Categories

- Emergency (1 year)
- Restricted (1 year)
- Reciprocal (1 year – teachers; 18 months – administrators)
- Preliminary/Principal (3 years)
- Professional (5 years)
- And a few others for special circumstances

# PATHWAYS FOR TEACHERS

| Qualifications                   | License Type     | To get the Next License                  | Next License Type   | To Get the Next License | Next License Type  | To Get the Next License  | Next License Type   |
|----------------------------------|------------------|--|---|-------------------------|--|--|---------------------|
| No bachelor's<br>No teacher prep | <b>Emergency</b> | Finish bachelor's<br>No teacher prep     | <b>Restricted</b> (1 or 2 years)<br>Renewable up to 4 years | Complete teacher prep   | <b>Preliminary</b> (3 years)<br><br>Will renew at least twice to meet the experience requirement | Complete 4 years of 1.0 or 6 years of .5 to .99 FTE teaching experience; and   | <b>Professional</b> |
| No bachelor's<br>No teacher prep | <b>Emergency</b> | Finish bachelor's<br>Finish teacher prep |   |                         |  | Advanced Program (options): <ul style="list-style-type: none"> <li>• Advanced Professional Development Program (District Sponsored)</li> <li>• Advanced Degree Program</li> <li>• Add an Endorsement or Specialization that requires a program</li> <li>• National Board Certification</li> <li>• Professional License from Washington</li> <li>• Most Clear CA credentials meet it</li> </ul> |                     |
|                                  |                  | Bachelor's<br>No teacher prep            | <b>Restricted</b> (1 or 2 years)<br>Renewable up to 4 years | Complete teacher prep   |  |  |                     |

# ENDORSEMENTS

- All licenses must hold an endorsement
- ***But endorsements matter most on Teaching Licenses***
- Teaching licenses can have multiple endorsements, specific to their content area(s)
  - [Course to Endorsement Catalogue](#)
- Substitute licenses hold only a substitute endorsement, permitting them to accept assignments in any content area
- Administrators and Personnel Services License hold only one endorsement, to match their license type

# TEACHERS ADDING ENDORSEMENTS LICENSE FOR CONDITIONAL ASSIGNMENT

- Must hold a Preliminary or Professional Teaching License
- Adding an endorsement or teaching the content more than 10 hours per week
- ***Not due until 10/31***

- **One year** if the endorsement can be added:
  - Professional license: content test only
  - Preliminary license: content test plus practicum

|   |                                    |
|---|------------------------------------|
| Advanced Mathematics  | Foundational English Language Arts |
| Agricultural Science  | Foundational Mathematics           |
| Biology   | Foundational Science               |
| Business: Generalist  | Foundational Social Studies        |
| Business: Marketing   | Health                             |
| Career Trades: Generalist   | Integrated Science                 |
| Chemistry   | Physics                            |
| English Language Arts   | Social Studies                     |
| Family and Consumer Science   | Speech (Forensics)                 |
| World Languages: Chinese, French, German, Japanese, Latin, Russian, Spanish |                                    |
|   |                                    |

- **Three years** if the endorsement requires a program

|  |
|--|
| Elementary   |
| Reading Intervention                                 |
| Special Education                                    |
| English as a Second Language                         |
| Music, Art, Drama<br>Physical Education              |
| CTE endorsement: Contact<br>Regional CTE Coordinator |



# SUBSTITUTE LICENSES

## Full Substitute

- Have completed teacher preparation
- No PDUs to renew
- May accept assignments as long as one academic year
- Three-year term

## District Substitute (New July 2023)

- Can only work in the sponsoring district
- A single assignment cannot be for longer than 10 consecutive days (ORS 342.610 and local bargaining agreements)

## Restricted Substitute

- Have completed a bachelor's degree (no teacher prep)
- No PDUs to renew
- A single assignment cannot be for longer than 10 consecutive days (ORS 342.610 and local bargaining agreements)
- Requires district sponsorship but can sub in any district
- One-year term for first license
- Renewal: Three-year term if they apply on time and maintain the same sponsoring district

## Other licenses that can sub:

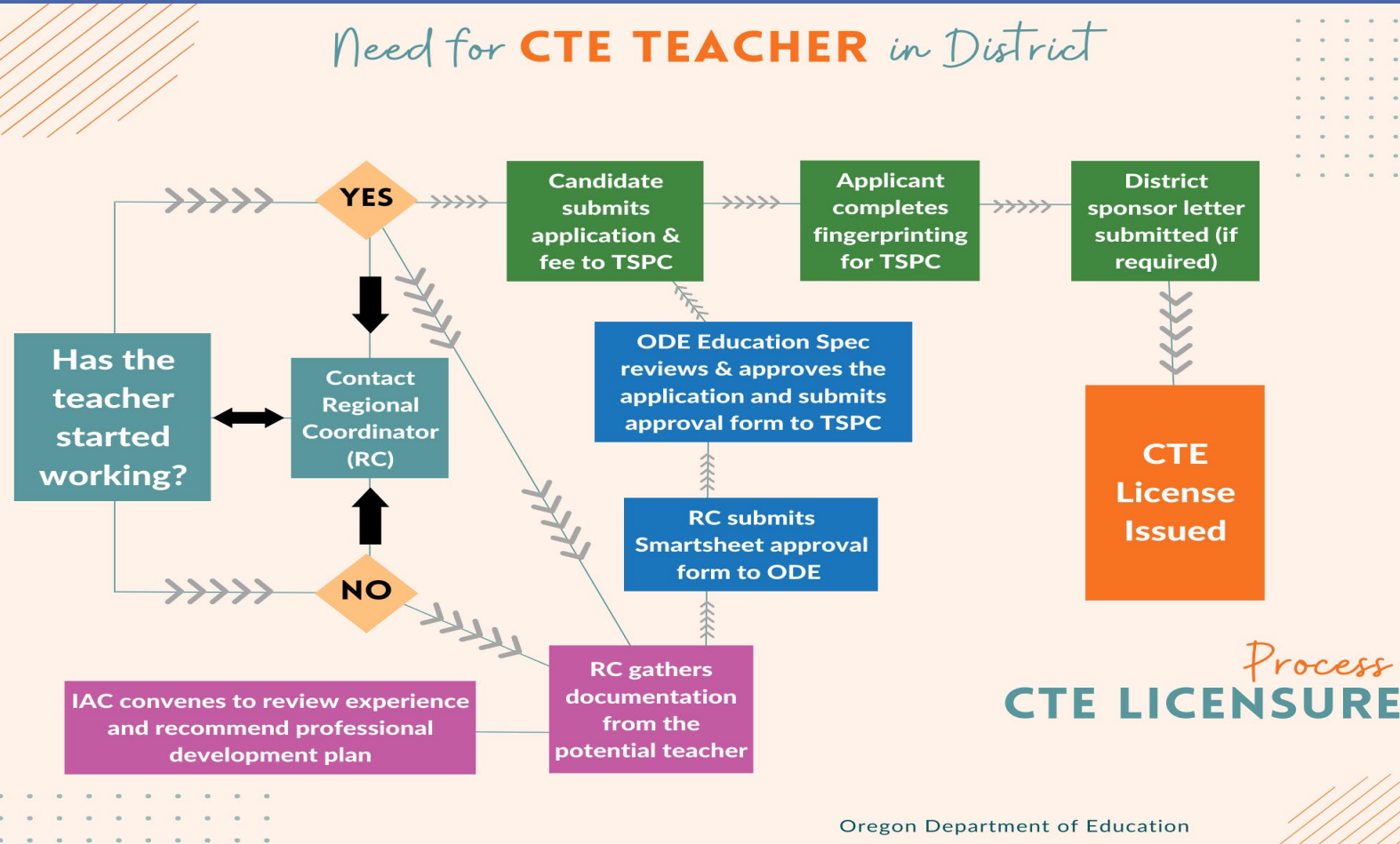
Preliminary, Professional (teaching, school counselor or admin), Principal, CTE (Restricted, Preliminary and Professional)

# CAREER AND TECHNICAL EDUCATORS

- ODE (Oregon Department of Education) oversees Perkins and Measure 98 (Student Success Act) funded Programs of Study
- The Regional CTE Coordinator is your friend for newly hired CTE teachers
- Instructor Appraisal Committee reviews the candidate for endorsement eligibility (get to know your CTE Regional Coordinator)
- TSPC issues the license
- License Types:
  - Restricted CTE (sponsored)
  - Preliminary CTE (3-year)
  - Professional CTE (5-year)
- *There is no Emergency CTE license because of the funding requirements*

# CTE Licensure Process

Need for **CTE TEACHER** in District



Process  
**CTE LICENSURE**

# OTHER SPONSORED TEACHING LICENSES

## Limited Teaching

- Specific subject
- The Commission doesn't offer an endorsement
- District-Sponsored
- Three-year license
- Cannot be a TOSA

## International Visiting Teacher

- US State Department J1 Visa
- Licensed in another country
- Reissued yearly with proof of J1 Visa

# ADMINISTRATOR LICENSURE PATHWAYS

| Building or District Assignment? | Qualifications  | License Type                                  | To Get the Next License<br>Note: the time on the Restricted in the any admin assignment meets licensed educator experience | Next License Type   | Next License Required  | To get to Professional License  | Next License Type                |
|----------------------------------|---|---|--|---|--|---|----------------------------------|
| Building                         | Bachelor's degree<br><br>No master's<br><br>No admin prep but enrolled<br><br>License experience - maybe  | <b>Restricted</b> (1 year)<br>Renewable twice | Finish master's<br><br>Finish Principal prep<br><br>3 years of licensed educator experience                                | <b>Principal</b> (3 years)<br>Renew forever                                   |  | Complete 3 years of 1.0 or 6 years of .5 to .99 FTE administrator (building or district assignment) experience; and<br><br>Professional Admin Program<br><br>The Professional Admin Program must be completed after the awarding of the Principal License. A doctorate or other coursework beyond the Principal program MIGHT waive the Pro Admin program, but the burden of proof to demonstrate how they meet the preparation standards is on the administrator | <b>Professional</b><br>(5 years) |
| Building                         | Master's<br><br>No admin prep but enrolled<br><br>License experience – maybe  | <b>Restricted</b> (1 year)<br>Renewable twice | Finish Principal prep<br><br>3 years of licensed educator experience   | <b>Principal</b> (3 years)<br>Renew forever                                   |  |   |                                  |
| Either                           | Bachelor's degree<br><br>No admin prep but enrolled<br><br>No experience as a licensed educator   | <b>Restricted</b> (1 year)<br>Renewable twice | Finish Principal prep<br><br>Master's (if necessary)<br><br>3 years of licensed educator experience                        | <b>Principal</b> – but in a district admin assignment requiring the Pro Admin | <b>Principal</b> License<br><br><b>Admin LCA</b> (1 year)<br>Renewable twice |   |                                  |
| Either                           | Already a teacher, school counselor, school psychologist, SLP – any position in K-12 education that requires a professional license<br><br>No admin prep but enrolled | <b>Restricted</b> (1 year)<br>Renewable twice | Master's<br><br>Principal prep<br><br>3 years licensed educator experience   | Principal (3 years)<br>Renew forever  |  |   |                                  |

# OTHER ADMINISTRATOR LICENSES

## Reciprocal Administrator License:

- Holds a full administrator license from another state
- Valid for 18 months to complete Oregon Law and Finance (be sure they enroll ASAP)
- After 18 months, will be awarded the Principal or Professional, depending on preparation and experience
- Caution: some states don't offer preparation and licensure beyond the Principal license

## Emergency Administrator License Circumstances:

- Short term, one time only assignment
- Retired administrator with a lapsed license
- Failure to complete requirements for Principal while on the Restricted
- Out of state program completers with unusual preparation
- Not yet enrolled in a Principal preparation program

# PERSONNEL SERVICES

## School Counselor

- Emergency
- Restricted
  - 1 year renewable 4 times
  - Must be enrolled
- [Preliminary] School Counselor
  - 3 years
- Professional
  - 5 years

## School Psychologist

- [Preliminary] School Psychologist
  - 3 years
- Professional
  - 5 years

## School Social Worker

- Emergency
- Restricted
  - 1 year renewable 3 times
- [Preliminary] School Social Worker
  - 3 years
- Professional
  - 5 years

## Limited Student Services

- 3 years
- Restricted to the sponsoring district
- Bachelor's degree
- One year of graduate level coursework or professional experience
- Not a school counselor or school psychologist
- Endorsements: Student Assistance Specialist or Behavior Specialist

# OUT OF STATE PREPARED ANY CATEGORY

Reciprocity means honoring the other state's

- License, credential, certificate
- Endorsements equivalent to those approved by the Commission
- Program approval standards
- Content knowledge preparation
- States with severe shortages might compromise their preparation standards or license requirements
- Professional Practices standards

## Common issues - Endorsements

- Levels for Elementary
  - Early childhood
  - Birth to grade 3
  - K-6
  - K-8
    - We grant K-8. Content prep thru 8<sup>th</sup> grade is problematic for some
- Categorical Special Education
  - Mild/Moderate
  - Severe
  - Autism Spectrum Disorders
  - Emotionally Disturbed
    - We grant Special Education: Generalist

## Administrators

- Lack Oregon Law and Finance
- Require employment prior to issuing the credential
- Not requiring licensure for Superintendents
- Not offering two-tiered system (Principal and Professional)



# SPONSORED LICENSES – DISTRICT RESPONSIBILITY

- Bug the educator about their program enrollment
- Continually follow up with them on their progress
- ***Caution on out of state programs:***
  - It is difficult for in-service teachers to add endorsements for programs located in Arizona
  - Western Governor's may require an extra semester to "student teach"
  - Make sure the program being completed is approved for licensure in the other state
- Bug them again about progress in their program

# RENEWALS AND REISSUES

## Renewable Licenses

- Preliminary/Principal
- Professional
- Limited
- *The requirement for renewing educators to submit PDUs is currently suspended through 6/30/2029.*
  - It doesn't mean:
    - They don't have to earn them or
    - That districts shouldn't submit the PEER form
  - Licenses expiring on or after 7/1/2029 will be expected to submit PDU verification
- Reissued Licenses
  - Restricted
  - License for Conditional Assignment
  - "Reissue" means the license requires continued sponsorship and proof of progress towards full licensure – districts should be following up with those completing programs

# DATES, DEADLINES AND TIMELINES

## *120-day Grace Period*

- Granted for **renewals and reissues** only, IF the educator submits the application and fee prior to the expiration of the existing license (Emergency license types not eligible)

## *90 days – ORS 342.125 (aka Senate 205 [2017])*

- Permits an educator with a cleared background check to begin their assignment prior to license issuance for **90 days from the date of the application – the district tracks this 90 days**
- Most districts exercise this option

## *90 days – Incomplete Application*

- When TSPC evaluates an application, if more information is needed, the application will remain “open” for 90 days from the date TSPC notifies the applicant of the missing information

***NOTE: An applicant's 90 days to work under ORS 342.125 will expire prior to the 90 days before the application is “closed”***

## *30 days - Request Review of License Issued*

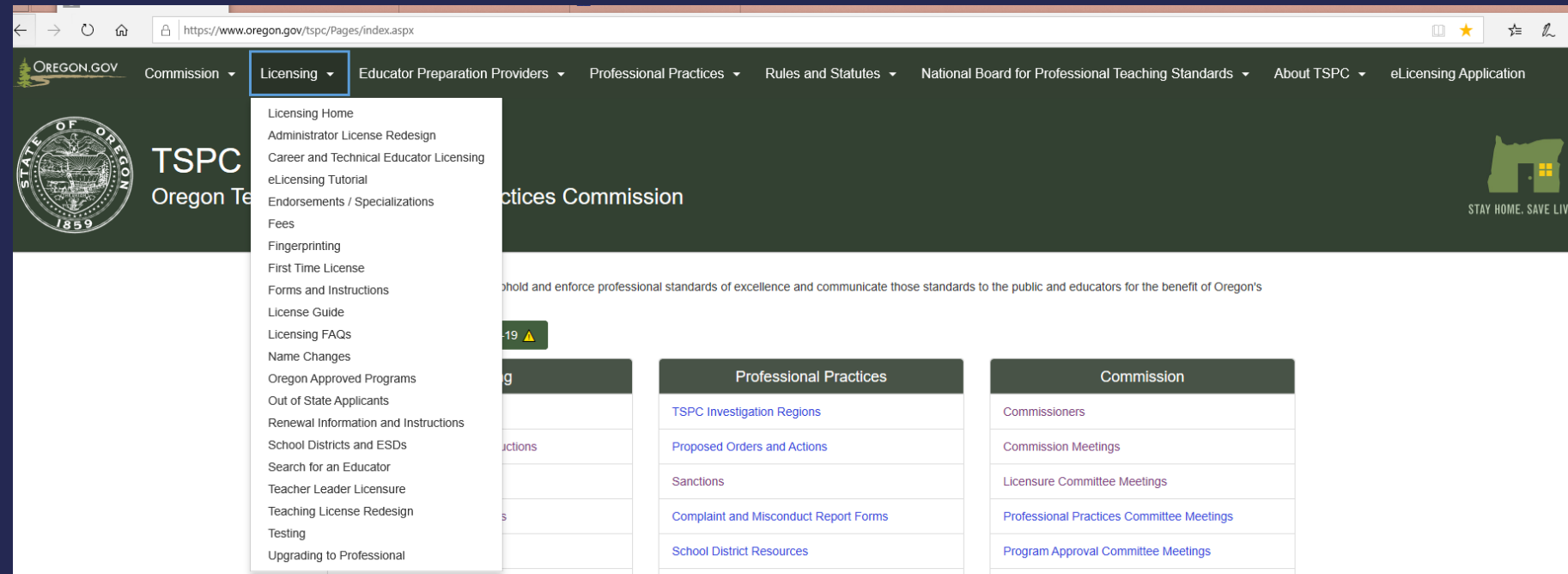
- If a license is issued incorrectly or the applicant can produce additional evidence to support a different license, they can request a review of an application within 30 days of the date the license was issued

# ELICENSING

- First implemented January 2016 with only the ability for educator to apply and pay the licensing fee online
- Version 2.0 implemented April 2019, making eLicensing the “database of record” for Oregon Educator Licensing
- ***Places more responsibility on the educator to complete the licensing process***
  - Check eLicensing for Status and Messages
  - License Image is available to educators
- District portal provides more information
  - Senate Bill 155 “flags”
  - Application and license status
  - Background check date
  - Secure login required
- The work on eLicensing is finalized
- Plans are being made to secure and implement a new online portal and database

# TSPC WEBSITE

- Redesigned in June 2020
- Menu across the top
- Drop downs to division-specific pages
- Information provided in PDFs for easier navigation and saving of frequently utilized pages
- The Schools, Districts and ESDs should be of particular interest



# IMPORTANT CONTACTS

- Agency Communications
  - eLicensing communications to District Portal users (email from Elizabeth)
  - TSPC Newsletter when TSPC has policy or other updates for districts (MailChimp)
- Licensure
  - Your assigned evaluator; or
  - Elizabeth Keller, Director of Licensure
  - [Elizabeth.keller@tspc.oregon.gov](mailto:Elizabeth.keller@tspc.oregon.gov)
- Professional Practices
  - Your assigned investigator; or
  - Cristina Edgar, Director of Professional Practices
  - [Cristina.d.edgar@tspc.oregon.gov](mailto:Cristina.d.edgar@tspc.oregon.gov)