

Renewing Your Oregon Educator License

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Disclaimer: Requirements outlined in this guidance are intended to assist applicants on what must accompany an application and fee for an Oregon School Administrator License. They do not supersede or nullify the requirements of Oregon Administrative Rule, Division 584.
Rules in effect as of 12/1/2020



General Information

To *renew*, most license types require an application, fee, PEER form (if employed) and verification of PDUs:

- **Application and fee:** submitted through eLicensing
- **PEER form:** The PEER form is used to verify your licensed assignment, and is the preferred method of verifying your continuing PDUs (see next item). Contact your employing Oregon School District to have them complete this form. This form must be submitted in one of the following ways:
 - By your Oregon school district through the eLicensing District Portal,
 - Emailed to contact.tspc@oregon.gov directly from the school district or
 - Received in a sealed school district envelope through the US Postal Service.
- **Continuing PDUs:** Are verified one of the following ways:
 - Directly by your employer on a TSPC PEER form (see previous item)
 - Official transcripts from an approved accredited college
 - PDU Certificate and LogPlease review the “Continuing Professional Development Guide” for full details on Continuing PDUs.

NOTE: Continuing PDUs do not qualify you for a Professional License. Please review the “Upgrading to Professional” page for details on Advanced Professional Development.

A few license types require district sponsorship and proof of progress in your preparation program. Common document types required for reissuance of these sponsored licenses includes:

- **Employer Sponsorship:** Contact your employing Oregon school district to have them submit the letter to our office
- **Official Transcript Submission**
 - Electronic: tspc.transcripts@oregon.gov, received directly from the college.
 - Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope.
 - Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official and will delay your renewal or upgrade request.
- **Letters from your college preparation program:** Contact your Educator Preparation Program to have them submit the letter to our office at contact.tspc@oregon.gov

Teaching Licenses – Renewal Requirements

License	*PDUs	PEER Form Verifying Assignment (Needed Only if employed in Oregon)	Employer Sponsorship	Other [see below]
American Indian Language	75		X	
Charter School Registry-Teaching			X	
Five-Year CTE	125	X	X	
International Visiting Teacher		X	X	A
License for Conditional Assignment			X	B
Legacy Teaching	75	X		
Limited Teaching	75	X	X	
Preliminary CTE	75	X		
Preliminary Teaching	75	X		
Professional CTE	125	X		
Professional Teaching	125	X		
Restricted CTE			X	
Restricted Substitute			X	
Restricted Teaching			X	C
Substitute Teaching				
Teacher Leader	125	X		D

** Due to the current COVID-19 outbreak, the required professional development for all Oregon licensed educators has been reduced for the 2019-20 and 2020-21 school years. Please review the “TSPC COVID PDU Reduction Calculation” document on the Renewal Information and Instructions page for complete information.*

A: The International Visiting Teacher requires that the J-1 Visa be current with each reissue.

B: The LCA is not a stand-alone license and is only valid with an appropriate current underlying license. Please review the instructions in your eLicensing Messages tab that you received with your first issuance of the LCA to determine whether your specific LCA qualifies for reissuance.

C: The Restricted Teaching License requires evidence of progress in your teacher prep program to reissue. Please review your license advice you received with your first Restricted Teaching License for details.

D: Renewing the Teacher Leader License requires submission of the Teacher Leader Portfolio to demonstrate the continuing leadership activities.

Administrator Licenses – Renewal Requirements

License	*PDUs	PEER Form Verifying Assignment (Needed Only if employed in Oregon)	Employer Sponsorship	Other [see below]
Charter School Registry-Administrator			X	
Legacy Administrator	75	X		
Principal	90	X		
Professional Administrator	120	X		
Restricted Administrator		X	X	E
License of Conditional Assignment for Professional Administrator				F

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E: The Restricted Administrator License requires verification of progress in your administrator preparation program. Please review your license advice you received with your first Restricted Administrator License for details.

F: The LCA for Professional Administrator is not a stand-alone license and is only valid with an appropriate current underlying license. It requires verification of progress in your Professional Administrator License preparation program to reissue. Please review your license advice you received with your first LCA for details.

Personnel Service Licenses/School Nurses- Renewal Requirements

License	*PDU's	PEER Form Verifying Assignment (Needed Only if employed in Oregon)	Employer Sponsorship	Other [see below]
Emergency School Nurse		X	X	G
Limited Student Service	75	X	X	
Legacy School Counselor	75	X		H
Preliminary School Counselor	75	X		H
Preliminary School Psychologist	75	X		
Preliminary School Social Worker	75	X		
Professional School Counselor	125	X		H
Professional School Nurse	125	X		G
Professional School Psychologist	125	X		
Professional School Social Worker	125	X		
Restricted School Counselor			X	I
Restricted School Social Worker			X	I

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G: The Emergency School Nurse and Professional School Nurse Certificates both require a current registered nurse license issued by the Oregon State Board of Nursing. A photocopy is acceptable.

H: Under Oregon law, licensed school counselors are required to report on their completion of professional development related to suicide prevention, treatment and management. A link to the survey will be provided once a renewal application has been submitted. The survey is accessible at [this link](#).

I: The Restricted School Counselor and Restricted School Social Worker Licenses both require verification of progress in your school counselor or school social worker preparation program to reissue. Please review your license advice you received with your first Restricted License for details.