

**Oregon Teacher Standards and Practices Commission**

**TSPC Newsletters and Field Notes -- 2016**

*This is a repository of TSPC communications to educator preparation providers for 2016.*

*Information contained in newsletters and field notes are a reflection of then-current laws and processes. Current rules can be found in* [*Oregon Administrative Rule Chapter 584*](http://us12.campaign-archive2.com/)*.*

*See the* [*TSPC website*](http://eepurl.com/bYn9tb) *for current information or contact* [*TSPC staff*](https://t.e2ma.net/click/rkoeo/fzznun/3ld4td)*.*

| **Date** | **Subject** |
| --- | --- |
| 12/16/16 | Field Notes:  Adding endorsements (including Monica’s 9/9/16 memo):    Dyslexia report clarification (including guidance document):    Dyslexia and ELL reports: They will be public documents  PDUs Q & As  Rules Advisory Committee (RAC) website location and who to contact  Have you ever thought, “Where did I see that?” – Links to EPP page and Papertrail—2016 document  (topics list)  Teacher shortage Q & A  Cooperating Teachers shortage Q & A |
| 11/28/16 | Field Notes:  November 2016 Commission debrief  Clinical practices for dual endorsement candidates  Cooperating Teacher update  eLicensing update  ELL report clarifications  Program Completion Reports (C-2s) required  Program Review and Standards Handbook  Public Records Request form  Rules Advisory Committee (RAC)  TSPC staffing |
| 11/18/16 | [Newsletter](http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_584/584_tofc.html) (11/18/16)  Save the Date: TSPC Professional Practices Discussion with the Districts:  12/8/16 |
| 11/8/16 | Email on behalf of Trent Danowski:    ELL Report Revision Guidance:    *The above document was emailed in a second email to revise the due date listed in the report.*  Revised ELL Standards Template: |
| 11/8/16 | [Newsletter](http://eepurl.com/cf7JV1) (11/4/16)  Thanks to OSPA  Change in fingerprinting fee to $55  Not available in Educator Lookup: Test scores (including Civil Rights) and transcripts  PEER form receipt notification: PEER form no longer entered so it doesn't trigger the automatic email to notify districts. Look in Educator Lookup to verify the PEER form was entered into the file, usually within 48 hours from when we receive it.  Commission meeting agenda link  Sidebar:  Videos: Two videos are now available, for: Browser Assistance and Forgot Username and Password Reset. Videos are on the sign-in page and there is a link to Educator Lookup on the sign-in page. |
| 10/25/16 | TSPC Field Notes  Commission meeting dates  TSPC contacts |
| 9/23/16 | TSPC reports update  ELL report  Annual report  Reports summary  Campus visits |
| 9/16/16 | [Newsletter](http://eepurl.com/b5mKJn) (9/16/16)  License for Conditional Assignment (LCA) -- details on the Licensing tab  TSPC will present at the OSPA Fall Conference  Sidebar:  Expedited Applications must be complete before you send the C-3 form to TSPC  Applications must be submitted online through e-Licensing. For help, see [C-3 submission guidelines](http://eepurl.com/b1dZsH)  PDU requirements overview and link to website  APD form: Is not for regular renewal and PDU verification. It is submitted by a district to verify the APDUs completed in that district. It should be submitted by the district to [contact.tspc@oregon.gov](http://www.oregon.gov/tspc/Pages/contact_us.aspx). |
| 9/9/16 | Adding endorsements |
| 9/8/16 | [Newsletter (9/2/16)](http://www.oregon.gov/tspc/Pages/index.aspx)  A Message from the TSPC Professional Practices Team: A reminder for educators about social media and digital communications in education  NASDTEC schools and districts access to the NASDTEC Clearinghouse  District sponsorship letters (for emergency licenses) |
| 8/22/16 | [Newsletter (8/19/16)](http://www.tspc.state.or.us/General/c-3%20submission.htm?u=3d28c3b6ff9b73244eb35a366&id=d2b56f9241)  A message from Elizabeth, Director of Licensure  Include the TSPC account number or other identifying information  Confirm your applicant has submitted application and fee before district letters  Contacting staff  Fingerprinting: FieldPrint  Emergency versus Restricted Teaching Licenses: What's the difference?  Sidebar:  eLicensing tips: forgotten usernames  "Payment Error" message: Some browser or network settings and operating systems block from opening other websites. Remedy: try a different browser/computer/network  System outage: Did not affect eLicensing or the phones, did affect productivity |
| 8/5/16 | [Newsletter (8/5/16)](http://eepurl.com/b7bCaf?u=3d28c3b6ff9b73244eb35a366&id=4b03833b3d)  A message from Monica (listed meetings attended and groups she met with)  eLicensing Updates  Expedited Fee Process reminder (posted to Topic A-L)  Error before the payment screen  School Psychologist Licensure  Do you know who your district's TSPC contact is?  Question of the week: Should applicants create multiple user names? |
| 7/22/16 | [Newsletter](http://eepurl.com/b9Utuf) (7/22/16)  New Deputy Director to begin August 1 (Trent Danowski)  Oversight of Professional Practices  Assisting Monica with state approval of EPPs  Question of the week: Do districts need to expedite requests for the LCA? Answer: No  Username reminders…If you forget, don't create a new username.  Sidebar:  LCA reminders |
| 7/11/16 | [Newsletter](http://eepurl.com/cpgqNz) (7/8/16)  The busy summer season has arrived  Processing time: A quick update - about the backlog  What's in Educator Look Up?  Continuing PDU documentation may be easier than you think  Supporting documents: A few simple steps may save you some time  TSPC district liaisons are a great resource  Fast Track is up and running!  Expedited service: A few quick reminders  Expedited service fees are now being charged $149 + $10 portal fee  Teaching licenses for 2016-17 can be expedited August 1  Late fees: Apply before expiration date  Sidebar:  eLicensing updates released for improved accessibility and expedited service and late fees  No additional enhancements to eLicensing until the fall  Fall 2016 eLicensing changes:  District access  Program (university) access  Improvements to licensure processing functionality  All state offices are transitioning to a new phone system |
| 6/28/16 | Overcharges and refunds in eLicensing  Re-run of information on how to avoid over-charges for background checks.  Re-forward of the 6/24/16 email, below. |
| 6/24/16 | [Newsletter](https://t.e2ma.net/click/rkoeo/fzznun/r8a4td) (6/24/16)  Fees  Expedited Service Fees: eLicensing to start charging for expedited service June 29  Expedited Service Process: Districts may start expediting teaching licenses for 2016-17  Late Fees  Forgot password  Applicant History  Selecting country  Renewal updates: International Visiting Teacher and Five-Year CTE  June Commission Meeting  Highlights from June meeting  Professional Practices (cases, new complaint forms, PP subcommittee update, private letter of  reproval process amendments)  Licensure (fast track continues the same process, Teacher Leader License, Redesign review issues  & lessons learned, license production 12 weeks)  Program approval (language proficiency consistency standards for bilingual, dual language, and  world language endorsements); Cooperating Teacher Standards; ELL reports; experimental  courses or programs; round table discussion summary reports; CAEP implementation and unit  review subcommittee update)  Administrative Rules  Permanent rules: No permanent rules were adopted at this meeting  Temporary rules: Commission adopted six temporary rules, to become effective 7/1/16. Related to:  National Accreditation Transition  Teacher Leader License  Application Processing Procedures  Middle Level  Experimental Programs  Informal Letters of Reproval  Proposed rules: Commission proposed about 20 rule changes, mostly technical or clarifications  TSPC staff changes  Highlights from Rulemaking  Temporary rules:  Middle Level: To permit MLMS to add foundational subjects with a test  Grace period: Will provide all licenses expiring June 30 with 120-day grace period with application and  Paid fee on file. Will apply to Restricted Substitute, Restricted Teaching and Int’l. Visiting Teaching.  Late fees: Replaces “month” with “30 days” for how late fees will be calculated.  June Proposed Rules  Professional Teaching License: Experience Requirement: Clarification on what does and doesn’t count  Restricted License  Family and Consumer Studies: Proposes title change to Family and Consumer Sciences  Public hearing on dyslexia and reading: July 27, 2016 |
| 6/24/16 | Transcripts and refunds |
| 6/22/16 | Forwarded CAEP Accreditation Weekly Update: Week of Wed., June 21, 2016, with note that this update includes a recap of changes made by CAEP at their June meeting, including:  Revisions to Advanced Standards; and  Revisions to Standard 3, component 2.  Also included were:  2016 Fall CAEP Conference notice with registration open note -- 7/31 early bird  New CAEP [Standards for Advanced Programs](mailto:contact.tspc@oregon.gov)  [CAEP 2016 Standards for Advanced Programs](http://eepurl.com/cmLCYv)  [CAEP 2016 Standards for Advanced Programs: One-Pager](http://eepurl.com/b85YVP)  [Board Action: Summary of Changes in Standards for Adv. Programs (6/10/16)](https://t.e2ma.net/click/rkoeo/fzznun/70b4td)  [Policy Changes: Accreditation for Advanced Programs](https://t.e2ma.net/click/rkoeo/fzznun/ntc4td)  [Scope of Accreditation for Advanced Programs](http://us12.campaign-archive2.com/)  [CAEP Accreditation Handbook](http://eepurl.com/cdXD_v)  TEACH Grants update |
| 6/10/16 | June 26-28 CAEP Site Team training -- space is available |
| 6/10/16 | [Newsletter](https://t.e2ma.net/click/frtdo/fzznun/7wortd)  Fast Track and expedited applications  Fast Track rules  Expedited licenses (admin only…teachers can expedite 8/1)  Fast Track need reduced because of eLicensing (backlog is now 12 weeks)  Do you still have questions about which license to apply for?  TSPC staff are answering about 150 calls per day.  How to avoid hold times. (Email, check the FAQs.)  Applicant question of the week: What is my eLicensing username and password. Do I have a username and password? Answer: You may be in the TSPC database but that does not mean you automatically have an eLicensing account.  Create a new account when you apply for a new license or license renewal  Next Commission meeting is June 20-22 in Warm Springs (draft agenda) |
| 6/6/16 | Field Notes  CAEP: Spring 2016 State Clinic materials and advanced program timeline info.  CAEP: Accreditation Update Final State Clinic PPT  edTPA: May 2016 newsletter link  edTPA Operational Update (submission & reporting schedule, 2016-17 schedule, 2016-17 handbooks)  edTPA: Summary of May coordinator conference call  Testing: ORELA vouchers are available to purchase by EPPs for candidates |
| 6/6/16 | CAEP Institutional Training at Marylhurst University |
| 5/27/16 | [Newsletter](https://t.e2ma.net/click/rkoeo/fzznun/vn93td)  New Executive Director Monica Ann Beane starting June 1  eLicensing functionality: Application submissions and online fee payments  Educator Lookup: All other applicant information  New Redesign web page  ESSA update  Licensure Guide  Course codes assigned to endorsements  Which endorsements can teach a particular course  Teachers on Special Assignment (TOSA)  Speech Language Pathologists  Initial II licensee wants to apply for a Professional License (Question of the Week)  Next Commission meeting |
| 5/19/16 | Candidate accounts in eLicensing |
| 5/13/16 | [Newsletter](http://eepurl.com/b1Inif)  New licensure redesign web page  Overview of new teaching licenses, tables for converting old to new licenses, endorsements, and  specializations, updates on timelines for redesign of admin and personnel service licenses  Error messages and their meanings  Improving efficiency: wait times, best time to call: noon hour or 5-5:30 p.m. new computer terminal available  at TSPC, computer access  2016-17 expedited requests (8/1 w/begin accepting expediting requests f/16-17) expedited request  guidelines (complete and correct; district statement of need, including assignment start date; only  accepted from a school or district; the 8/1 date only applies to teacher and personnel service licenses),  admin expedited requests accepted now  Updated APD form for professional development |
| 5/12/16 | Field Notes  Who to contact at TSPC  CAEP Visitor Team evaluation rubric  edTPA e-blast  Proposed dyslexia and reading rules |
| 5/10/16 | [Newsletter](https://t.e2ma.net/click/rkoeo/fzznun/bga4td)  New executive director announcement |
| 5/3/16 | Field Notes  Fingerprinting - where candidates access their certificates of clearance  Fingerprinting - overcharges  OARs -- Status of program rules revisions |
| 4/22/16 | Field Notes  CAEP fall conference save-the-date  CAEP Standard 3  CAEP rubric in handbook  USDOE proposed regulations  Licensing - gold seal  Licensing - How to determine if a candidate already has an account  Where to find Educator Look Up |
| 4/21/16 | CAEP Session 3 (Standards 4 & 5) |
| 4/18/16 | [Newsletter](http://eepurl.com/b3oO0X)  OACTE survey |
| 4/14/16 | Field Notes  CAEP  EPP annual reports due 4/15/16  New TSPC CAEP web page  2016 Spring CAEP Conference presentations  CAEP Accreditation Handbook  TSPC  Commission April meeting audio recordings  June Commission dates are 6/20-22, not 6/22-24  edTPA  New TSPC edTPA page  Link to national edTPA web page  edTPA resources: Top 10 and stakeholders handouts |
| 4/6/16 | Fingerprinting update from TSPC  Being charged twice for fingerprinting  Overview of the fingerprinting process (timelines and responsibilities) |
| 3/11/16 | TSPC review of draft program rules -- meeting information |
| 3/9/16 | CAEP accreditation info. On advanced programs and webinars  Advanced level programs - when should they be included  CAEP volunteers call for service  Upcoming EPP webinars  Archived EPP webinars |
| 2/25/16 | 3/2/16 Title II training |
| 2/25/16 | 3/2/16 Title II training |
| 2/18/16 | 2/16/16 TSPC newsletter  FAQs re: licenses, endorsements, PDUs, processing time, fingerprinting, expiration date, C-1 forms no  longer accepted, contact information, correspondence to TSPC, processing time, all fingerprinting  now done by Fieldprint, expirations extended, payment attempt failure, unexpected error |
| 1/27/16 | TSPC field notes  eLicensing problems, PA-1 forms no longer used, fingerprinting, C-2 forms,  fast track no longer available, TSPC working in two systems |