



Oregon

Kate Brown, Governor

Teacher Standards and Practices Commission

250 Division St NE
Salem, OR 97301-1012



TO: Educators Renewing Licenses

FROM: Teacher Standards and Practices Commission

SUBJECT: Important information related to your license renewal.

TSPC records show that your teaching license either has or soon will be up for renewal. This email is to provide you with important information about changes to the Oregon educator licensing system that will affect licensure applications.

- The application process will transition to an online-only system that will begin accepting applications and fee payments on January 19, 2016.

When fully implemented, this new system will reduce application wait times, offer enhanced online features, and provide improved security for personal information.

- You will not be able to submit your application from January 1 through 18.

We apologize for any inconvenience caused by this delay. During this transition time, current licenses will remain active, grace periods will be extended, and late fees will not be assessed. TSPC will also be working closely with school administrators and district staff to ensure active licenses are not negatively impacted during this short transition period.

New fees are effective January 1. To submit your application under the old fee structure, your application must be **received** by mail or in person at the TSPC office by **5 p.m. December 31**.

Important dates:

Until December 31 (5 p.m.): TSPC will accept applications and fee payments by mail or in person under the current fee and licensure application system. Mailed applications and fee payments must be **received** at the TSPC office by December 31, 2015.

January 1-18: TSPC staff will transition records to the new online application system. To ensure a smooth and secure transition to the new system, applications and fee payments will not be accepted from January 1 through 18. **If you submit an application by mail, email, fax or in-person after December 31, 2015, your application and fee will be returned with instructions for online submission on or after January 19, 2016.**

January 19: The online application system will begin accepting applications and fee payments. All new and renewal applications and payments must be submitted online.

After the initial launch, the new online application system and license structure will be simpler, faster, and more secure. You can read more about the changes on the TSPC website: www.oregon.gov/tspc.

