



# Teacher Registration Instructions

Please complete the following form and submit with a non-refundable **\$75 application fee**. Teachers must hold all Oregon licenses, certificates and ratings, and successfully pass qualifying exams legally required for employment in the field in which they teach. OAR 715-045-0012(3).

This form must be on file with the Higher Education Coordinating Commission, Office of Private Postsecondary Education, prior to the commencement of any instruction except when emergency provisions are being utilized [OAR 715-045-0012(2)]

The following documents **MUST** be submitted with your application:

- Copies of current licenses or certificates legally required for employment in the field in which you teach (*i.e.*, *cosmetology*, *massage technician*, *CDL*, *etc.*).
- Copy of High School Diploma, High School Transcripts, High School Modified Diploma, or GED or copy of postsecondary transcript / certificate / diploma.
- Copy of work résumé.
- The \$75 non-refundable application fee, paid by check made payable to Oregon Higher Education Coordinating Commission.

All sections of registration form must be completed. Be sure to include:

- Applicant's social security number.
- Check one of the boxes in the criminal history section and, if you check "YES" you must submit with your registration:
  - ✓ Letter of Recommendation from your employing school, and
  - ✓ Letter from your most recent employer, parole officer or other appropriate professional source.
- **The School Director of the school you will be teaching at must sign your registration form.**

## Options for submitting the application

You **must** mail the \$75 application fee with the name of the applicant to the Commission.

**Mail your application and fee to:**

Higher Education Coordinating Commission

Office of Academic Policy and Authorization

PCS Licensing Unit

3225 25th Street SE Salem, OR 97302

## Renewal Information (There is a separate application for renewals)

- All teacher registrations are issued for a three-year period.
- The Commission does not issue renewal notices to registered teachers. It is the responsibility of you and your employing school to ensure your registration is current.
- 30 hours of Continuing Education is recommended for general PCS teachers and is required for Cosmetology teachers. Check with the school(s) where you are teaching to see what programs they may have approved or are offering for continuing education.
- Please notify the Commission of any change in mailing address, e-mail or phone number.
- There is a **\$75 renewal fee** for each teacher registration.
- ALWAYS obtain the most current application from the Commission's [website](#) for PCS Forms and Procedures.

## Social Security Number Requirement, Authority, and Disclosure Statement

As part of your application for an initial or renewed registration as a teacher, director, or agent for a licensed private career school, as issued by the Higher Education Coordinating Commission, Office of Private Postsecondary Education, you are required to provide your Social Security Number (SSN) to the Commission as part of the application process [ORS 25.785 and 42 USC § 666(a)(13)].

Your SSN will be stored in the Commission's electronic database using the highest level of encrypted security protocols. It will be provided on a quarterly basis to the Oregon Department of Justice through secured electronic

means for the purpose of enforcing child support orders. Your SSN will not be printed or displayed in any public forum through any medium unless expressly required by state or federal law.

Failure to provide your SSN will be a basis for the Higher Education Coordinating Commission, Office of Private Postsecondary Education, to refuse to issue or renew a license or registration as described above.

Any other use or disclosure of your SSN will require your written authorization.

## Application for Teacher Registration

**All boxes MUST be completed. All required documentation MUST be included, and your payment received for your application to be reviewed.**

Applicant Name					
Date of Birth		Social Security Number			
Email Address		Phone			
Home Address					
City		State		Zip	

**Instructors must be a minimum of 18 years of age. Submit a copy of your high school diploma, GED, or postsecondary degree diploma or certification with your application.**

### Education/Training History

Name and Location of School	Course of Study (Major)	Dates Attended		Full Time/Part Time	Type of Degree or Certificate Earned/Number of Hours if Applicable
		From	To		

**Please include a copy of all 'official' postsecondary school transcripts.**

## Work Experience

Applicant must have two years of work experience or two years of education, or any combination of both, in the subject that they instruct. One year of experience is defined as 1,875 hours of work, education, or training per year (37.5 hours per week times 50 weeks). Part-time experience will be allowed if the total hours equal the equivalent of two years of full-time experience (3,750 hours) [OAR 715-045-0012(3)(d)(A)]. **FOR NEW TEACHERS, WORK EXPERIENCE MUST HAVE BEEN WITHIN THE LAST FIVE YEARS.**

If a credential or qualifying examination is required for employment in the field by the state in which the school is located, the two years of experience must include at least one year of work experience as a certified practitioner in the subject in which you instruct, following certification or licensure.

**Cosmetology only** - Applicants may obtain their license by completing a 1,000 hour cosmetology teacher training program offered by a licensed private career school, if the applicant possesses a valid credential from the Oregon Health Licensing Office. Applicants that have an expired teacher license that is no more than three years old or was previously licensed in another state whose teacher requirements are less than those in Oregon can take a 200-hour teacher training program offered at a licensed career school.

Complete all sections below, starting with the most recent position:

Employer Name, address, and phone number, or qualified teacher training	Dates of employment or program	Full time or part time (if part time include # of hours/month)	Duties performed (all applicants)	Teacher training program hours (cosmetology only)

Please include a résumé with your application.

**Cosmetology** - teacher training hours must include a transcript.

## Other Postsecondary Work

(Summer schools, extension courses, seminars, military experience, etc)


Programs and Courses which applicant will be offering instruction. The name of the programs listed **MUST** be the same name as the programs listed on the school's license. Courses within the program may vary:

This section must be completed (use additional sheets if needed).

Program	Course

## Criminal History

Have you ever been convicted of a crime other than a minor traffic violation? Please check the appropriate box.

Yes

No

If answer is “yes,” attach explanation on separate sheet and submit a copy of court records, a letter of recommendation from the employing school and a letter from your most recent employer, parole officer, or other appropriate professional source. [OAR 715-045- 0012(8) and OAR 715-045-0012(13)].

Be advised that if you work at a school that enrolls minors you will be required to have a fingerprint background check completed. *Check with the school you are considering working for to verify if this would be a requirement.*

School you plan on working for:

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I hereby certify the above information is true and correct to the best of my knowledge. I am aware that if any statement made herein has been misrepresented, my registration as an instructor may be suspended or revoked.

Print Applicants Name	Signature of Applicant	Date
Print School Directors Name	Signature of School Director	Date

**Please note that your application for registration will not be accepted without the School Director's signature.**

**YOUR APPLICATION WILL NOT BE ACCEPTED IF THE FOLLOWING IS NOT INCLUDED:**

- Copies of current licenses or certificates legally required for employment in the field in which you teach (*i.e., cosmetology, massage technician, CDL, etc.*).
- Copy of High School Diploma, High School Transcripts, High School Modified Diploma, or GED or copy of postsecondary transcript/certificate/diploma.
- Copy of employment résumé.
- The \$75 non-refundable application fee, paid by check to the Higher Education Coordinating Commission

**If you checked YES to a criminal history. Your application MUST also include:**

- Letter of Recommendation from your employing school
- Letter of Recommendation from your most recent employer, parole officer or other appropriate professional source
- Copy of court records, and
- Letter of explanation from applicant

**ALL SECTIONS OF THE REGISTRATION FORM MUST BE COMPLETED. BE SURE TO INCLUDE:**

- Applicant's social security number.
- Check one of the boxes in the criminal history section and, if you check "YES" you must include the previous section information with your registration (see above).
- The School Director of the school you will be teaching at MUST sign your registration form.**