**Reauthorization Approval Form**

For EI/ECSE Specialist and Supervisor applicants

(To be filled out by applicant’s supervisor & emailed to ODE)

**Applicant Information:** 🞎 For Specialist Reauthorization 🞎 For Supervisor Reauthorization

**Name of Applicant:**

|  |  |  |
| --- | --- | --- |
|  |  |  |

Last First Middle

|  |  |
| --- | --- |
|  |  |

Current Mailing Address City, State & Zip Code

|  |  |
| --- | --- |
|  | ( ) |

Email Address Phone Number: Business

**Verification of Experience:**

**For initial reauthorization,** I hereby certify that the above-named applicant successfully completed a minimum of two years experience between initial authorization and renewal

**OR**

**For subsequent reauthorizations,** I hereby certify that the above-named applicant successfully completed a minimum of three years experience between previous renewal and current application.

**Verification of Requirements:**

I hereby certify that the above-named applicant has successfully completed:

A Professional Development Plan based on the EI/ECSE Personnel Standards.

A new Professional Development Plan for the upcoming 5 year period of authorization.

The required number of Professional Development Units (75 for initial reauthorization, 125 for subsequent reauthorizations).

**Verification of Background Check:**

I certify the above-named applicant has not been convicted of any of the crimes found in ORS 342.143

**Supervisor Recommendation:**

This candidate has fulfilled their professional responsibilities and I recommend them for

reauthorization.

**Supervisor’s Signature/Information:**

Name of Supervisor Supervisor’s Program Date

Email address City, State, Zip

**Supervisor Licensure:**

TSPC **OR**  Supervisor Authorization (Date of Expiration: \_\_\_/\_\_\_/\_\_\_)

**Before applicant’s date of reauthorization expiration please email completed form to:**

[ODE.Authorization@ode.oregon.gov](mailto:ODE.Authorization@ode.oregon.gov)

**If you prefer to send it via Secure File transfer please use the following link:** <https://district.ode.state.or.us/apps/xfers/>

**Information for the Reauthorization Approval Form**

The proposed revisions for Reauthorization (OAR 581-015-1105: Specialist and OAR 581-015-1106: Supervisor) were approved and went into effect on June 10th, 2003. The new process requires the applicant’s supervisor to fill out the attached Reauthorization Approval Form and send to ODE.

**The new process requires:**

Supervisors to verify applicant’s successful completion of:

* + A PDP based on the EI/ECSE Personnel Standards
  + A new PDP for the upcoming 5 year period
  + PDU credits:
    - 75 PDUs for the initial reauthorization (3 years from date of initial authorization) and
    - 125 PDUs for the subsequent 5 year reauthorizations
  + Experience:
* Minimum of two years between initial authorization and renewal
* Minimum of three years between previous renewal and current reauthorization application

**Additional Information:**

1) Self-evaluation: There will be no self-evaluation requirement for reauthorization.

2) Supervisors/Specialists: The reauthorization requirements are the same for supervisors and specialists.

3) Format for PDP: There is not a required format for the PDP. The requirement that PDPs are based on the EI/ECSE Personnel Standards still exists (ODE will verify that PDPs include the EI/ECSE Personnel Standards through Service Area Plan information).

4) Options for PDUs: As we are trying to align as much as possible with TSPC, it is at the discretion of the EI/ECSE contractor as to what is appropriate to count as PDU credits.

5) Year of Experience: At least 8 consecutive months, of at least half-time or more, will count as one year of experience.

6) Reminder Notices: ODE will send out reminder notices to candidate’s supervisor 3 months before reauthorization is due.

7) Submission of Approval to ODE: Supervisors should send the Reauthorization Approval

Form to Holly Reed Schindler at ODE: [ODE.Authorization@ode.oregon.gov](mailto:ODE.Authorization@ode.oregon.gov)

before each applicant’s reauthorization is due.