

EI/ECSE Authorization

What is Authorization?

Authorization is the process developed by the Oregon Department of Education (ODE) to assure the quality of personnel serving children in their EI/ECSE programs. Authorization is obtained by developing a portfolio to document the required competencies and submitting it for review to a state panel.

Who is required to get Authorization?

As of October 1, 1998 personnel hired in the position of Specialist or Supervisor must hold either a valid TSPC license in EI/ECSE or a related field or hold an Authorization. At this time Related Servers and Paraprofessionals are not required to hold Authorization. Click here for more information on [who needs to be authorized](#).


What is the process for compiling a portfolio?

Each candidate for Authorization should download and complete the following forms:

- Application/Instructions
- Mastery and Documentation Key
- Portfolio pages

Candidates then follow a self-evaluation process that allows them to review competencies in each of eight "core" areas. For each competency, there is an indication of the level of mastery required and the items of documentation that are necessary to include. Click here for more information on [compiling your portfolio](#).

How long does it take to complete a portfolio?


Based on the pilot study, it is estimated that a participant will spend approximately 15 hours completing a portfolio, including planning time. Technical assistance is available through your supervisor, the website and [Holly Reed Schindler](#)  at the Oregon Department of Education.

What is the process for submitting a portfolio?

After a candidate completes filling out the Portfolio, including the necessary documentation, the entire packet must be mailed or hand delivered to:

State Authorization Review Panel
c/o Holly Reed Schindler

Oregon Department of Education
255 Capitol Street NE
Salem, OR 97310

Click here for more information on [submitting your portfolio](#) .

If I am the supervisor, who is the individual who is my supervisor for the renewal process?

The individual who is responsible for your day-to-day supervision and the signatory of your professional development plan is considered your supervisor in respect to the renewal process.

Who is responsible for assuring that EI/ECSE personnel meet the Initial Authorization requirements?

Although the EI/ECSE contractor is responsible for assuring that all personnel hired meet State personnel standards, the responsibility for becoming Authorized lies with the individual applicant, not the contractor.

The OARs specify years of experience, required for Reauthorization.

OAR 581-016-2905 (10) Applicant renewal of the Early Childhood Specialist authorization must include the following:

A. For initial renewal, a minimum of two years experience between issuance of initial authorization and renewal application; B. For subsequent renewal, a minimum of three years experience between previous renewal and current application . . .

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

Must an individual who currently holds a Specialist Authorization resubmit a portfolio to be-come authorized as a Supervisor?

Individuals currently holding a Specialist Authorization are required to submit documentation related to the twenty-one competencies identified as having a higher mastery level for Supervisors than for Specialists. Competencies met though prior submission for the Specialist Authorization do not need to be resubmitted. Click here for [instructions and materials, as well as the Specialist to Supervisor](#) authorization requirements document.

What are the deadlines for developing and submitting a portfolio?

Click here for more information on [submission deadlines](#) .

Timeline for completing Authorization: allowances, waivers and flexibility for completion.

OARs require that individuals hired as EI/ECSE specialists must be authorized within one-year of employment if they do not hold a TSPC license. OAR 581-015-1100, Section (8) specifically states that: ,

"If a candidate is unable to complete the authorization process within a 12 month period, the EI/ECSE contractor shall request a waiver from the Oregon Department of Education for up to one year to allow for the candidate's completion of the authorization process."

Thus, if a candidate cannot meet the timelines as required, it is his/her responsibility to notify the contractor and it is the contractor's responsibility to initiate the waiver process with the Oregon Department of Education.