(1) All applicants must create an online user account and use the online system for applications for licenses, endorsements, renewals, specializations, and reinstatements.

(2) All applicants must pay for fees through the online system. Check and cash payments are not permitted.

(3) **Requirement for Complete Application:** The Commission will only process complete applications for new licenses, endorsements, renewals, specializations and reinstatements.

(a) An application is incomplete if the applicant has not submitted a correct and complete application, all required fee payments, and all supporting documentation required to evaluate the application. **If the application is determined to be incomplete, the applicant is issued a letter that provides a list of all items needed to complete the application. The letter is called an “Incomplete Letter.”**

(b) An applicant has 90 days from the date of the issuance of an Incomplete Letter to complete the application.

(c) On the 91st day after the date of the issuance of the Incomplete Letter, an incomplete application will be closed, unless the application for licensure, registration or certificate is within a 120-day grace period, as provided in subsection (5). If the license, registration or certificate is within a grace period, the applicant will receive 90 days from the date of issuance of the Incomplete Letter or until the end of the 120 day grace period to complete the application, whichever is greater.

(d) If an application is closed, an applicant is required to submit a new application and fee for a new or renewing license, registration or certificate.

**NOTE:** If the 90 days to complete an application extends beyond a 120 day grace period, the applicant will receive the full 90 days to complete the application. However, the license, registration and certificate will still expire at the end of the 120 grace period, regardless of whether the application remains open under the 90 day allowance.

(4) **Evaluation of Application:** Licenses, registrations and certificates are issued based on the evidence in the applicant account at the time of evaluation. If an applicant submits additional acceptable evidence within 30 days of the date of issuance of a license, registration or certificate, the Director of Licensure, or designee, may re-evaluate the issuance without a new application and fee.

**EXAMPLE:** An applicant is issued a Preliminary Teaching License. The applicant submits new acceptable documentation of experience within 30 days of the issuance of the Preliminary Teaching License. The Director of Licensure, or designee, may re-evaluate the applicant for the Professional Teaching License based on the new evidence without requiring a new application and fee.

**EXAMPLE:** An applicant is moving from a Reciprocal Teaching License to a Preliminary Teaching License. The applicant is issued a Preliminary Teaching License with endorsements based on documentation of content knowledge available in the applicant account. The applicant submits additional test scores within 30 days of issuance of the Preliminary Teaching Licensee. The Director of Licensure, or designee,
may re-evaluate the applicant for new endorsements based on the new test scores without requiring a new application and fee.

(5) **Expiration of License and Grace Period:** A license, certificate or registration is expired one day after the expiration date on the license, certificate or registration unless the license, registration or certificate is eligible for the grace period.

(a) The grace period is active for 120 days after the expiration date of a license, registration and certificate.

(b) To activate the 120 day grace period, an applicant must submit a correct and complete application and all required fees prior to the expiration date.

(A) If it is determined that the application was not correct or complete after the grace period is activated, the applicant has the remainder of the 120 grace period to correct the incomplete application.

(B) If the application is not corrected by the expiration of the 120 day grace period, the applicant must submit a new application for reinstatement of the license, registration or certificate and pay reinstatement fees. The applicant will forfeit the previous application fees and any late fees paid on the prior application.

(c) If an applicant submits a correct and complete application and all required fees after the expiration date, the license, registration or certificate will be processed according to the following provisions:

(A) Day 1 to 30: If an applicant submits a correct and complete application from one to 30 days after expiration date the applicant pays $40 late fees plus all other required fees. The applicant will receive a grace period from the date of application until 120 days after the expiration date;

(B) Day 31 to 60: If an applicant submits a correct and complete application from 31 to 60 days after expiration date, the applicant pays $80 late fees plus all other required fees. The applicant will receive a grace period from the date of application until 120 days after the expiration date;

(C) Day 61 to 90: If an applicant submits a correct and complete application from 61 to 90 days after expiration date, the applicant pays $120 late fees plus all other required fees. The applicant will receive a grace period from the date of application until 120 days after the expiration date;

(D) Day 91 to 120: If an applicant submits a correct and complete application from 91 to 120 days after expiration date, the applicant pays $160 late fees plus all other required fees. The applicant will receive a grace period from the date of application until 120 days after the expiration date;

(E) Day 121 or more: Applicant pays for new application for reinstatement, reinstatement fees and all other required fees.

(F) If an applicant submits a correct a complete application prior to the expiration of the 120 day grace period, the renewal period of the license, registration or certificate will start one day after the original expiration date.

(d) Emergency licenses are not eligible for the 120 day grace period.
Statutory/Other Authority: ORS 342
Statutes/Other Implemented: ORS 342.120 - 342.430, 342.455 - 342.495 & 342.553
History:
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