

# Career and Technical Educator (CTE) Teaching Licensure

## Getting Started

Career and Technical Educator (CTE) Licensure is completed in partnership between the local school district, the Oregon Department of Education (ODE) and the Teacher Standards and Practices Commission (TSPC).

School district	Desires to offer a CTE program of study funded either by a federal Perkins grant or by Oregon Measure 98 funds
School district	Works with ODE on approval for the CTE program of study
ODE and a CTE Regional Coordinator	Assist the district in determining the required industry skill and experience the teacher must have to teach the content of the program of study and convenes an Instructor Appraisal Committee to review the skill and experience of the applicant. The CTE Regional Coordinator will then submit application to ODE for approval.
ODE	Submits a completed Restricted CTE License/Add Endorsement form to TSPC as evidence that the applicant for licensure has been approved through the ODE process.
TSPC	Once the educator submits an application and fee, TSPC issues the CTE license

Because this process most often is initiated by the school district, TSPC recommends interested applicants begin the process with the local school district and/or the CTE Regional Coordinator.

Information on the ODE CTE Licensure process can be found here:

<https://www.oregon.gov/ode/learning-options/CTE/TLCresources/Pages/CTE-Teacher-Licensure.aspx>

## Contents

Restricted CTE Teaching License .....	2
Preliminary CTE Teaching License .....	3
Professional CTE Teaching License.....	4
Adding a CTE endorsement to an existing license .....	5
License for Conditional Assignment (LCA) for a CTE endorsement .....	6
Renewal of CTE Licenses .....	7
How to Apply for Renewal .....	7

## Restricted CTE Teaching License

Requires employer sponsorship, which is a separate requirement from ODE approval.

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance	None unless requested due to findings within the background check	Instructions will be emailed to you once you submit the application and fee.
Verification of Associate's degree or Higher	<p>Official transcripts of all degrees earned</p> <p>OR</p> <p>Evidence of ODE waiver [included in the Restricted CTE Application Form below-see below]</p>	<p>Official Transcripts:</p> <ul style="list-style-type: none"> <li>Electronic transcripts: <a href="mailto:tspc.transcripts@oregon.gov">tspc.transcripts@oregon.gov</a>, received directly from the college.</li> <li>Paper transcripts: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope.</li> </ul> <p><b>NOTE:</b> Transcripts uploaded by the educator into their eLicensing account or not received in a sealed university envelope cannot be accepted as official</p>
Sponsorship	Letter submitted from your Oregon employer requesting the license.	Contact your employing Oregon school district to have them submit the letter to our office.
Verification of Eligibility for Endorsement	Restricted CTE License form	Contact your CTE Regional Coordinator or the Oregon Department of Education for assistance in submitting this form.

## Preliminary CTE Teaching License

Requirement	Documents Needed	How to Submit
Application and fee		Submit through eLicensing
Fingerprints/background clearance	May not be required	See Fingerprinting on the Licensing webpage
Verification of associate degree or higher (unless waived by ODE)	<p>Official transcripts or waiver of this requirement by ODE</p> <p><i>[This documentation will already be on file if you hold or have previously held a Restricted CTE License]</i></p>	<p>Official Transcripts:</p> <ul style="list-style-type: none"> <li>Electronic transcripts: <a href="mailto:tspc.transcripts@oregon.gov">tspc.transcripts@oregon.gov</a>, received directly from the college.</li> <li>Paper transcripts: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope.</li> </ul> <p><b>NOTE:</b> Transcripts uploaded by the educator into their eLicensing account or not received in a sealed university envelope cannot be accepted as official</p>
Completion of CTE Professional Development Plan	CTE Preliminary Teaching License Application Form	Contact your CTE Regional Coordinator or the Oregon Department of Education for assistance in submitting this form.

## Professional CTE Teaching License

**NOTE: If you are applying to move to your first Professional CTE License from the Preliminary CTE License, you will also need to meet any renewal or reinstatement requirements for that license in addition to the requirements here (see chart below).**

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/ background clearance	May not be required	See Fingerprinting on the Licensing webpage
Verification of CTE Teaching Experience	PEER Form verifying: <ul style="list-style-type: none"> <li>4 years of full time experience; or</li> <li>6 years half time or more experience.</li> </ul>	Contact your employing school districts to have them complete this form. This form must be submitted electronically directly from the school district or received in a sealed school district envelope.
Verification of completion of an advanced professional development program <b>after</b> you have obtained your first Preliminary CTE teaching license.	Options for Advanced Programs are (select <b>ONE</b> ):	
	<b>Advanced Professional Development Program:</b> Complete at least 150 PDUs of advanced professional development through your Oregon school district.	Advanced PDU Completion Report form submitted directly to TSPC by the employing school district.
	<b>Degree Program:</b> Admission to and completion of a bachelor's, master's, or doctoral degree program that is reasonably related to improving the pedagogy skills or subject-matter knowledge of the endorsement(s) on the Preliminary CTE license. The program must be regionally accredited or foreign equivalent.	Official Transcripts: <ul style="list-style-type: none"> <li>Electronic transcripts: <a href="mailto:tspc.transcripts@oregon.gov">tspc.transcripts@oregon.gov</a>, received directly from the college.</li> <li>Paper transcripts: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope.</li> </ul>
	<b>Advanced Licensure Program:</b> Admission to and completion of a Commission-approved advanced licensure program	Official Transcripts: <ul style="list-style-type: none"> <li>Electronic transcripts: <a href="mailto:tspc.transcripts@oregon.gov">tspc.transcripts@oregon.gov</a>, received directly from the college.</li> <li>Paper transcripts: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope.</li> </ul> And Program Completion Report submitted to TSPC by the college or university
	<b>National Board for Professional Teaching Standards Certification</b>	A copy of the National Board for Professional Teaching Standards certificate
	<b>Professional Certification:</b> A nationally recognized professional certification related to the Career and Technical Education program area. The Oregon Department of Education must approve the certification.	<ul style="list-style-type: none"> <li>A copy of the professional certification;</li> </ul> And <ul style="list-style-type: none"> <li>Documentation of acceptance by the Oregon Department of Education</li> </ul>

## Adding a CTE endorsement to an existing license

**Note:** CTE endorsements can be added to the following licenses:

- Preliminary Teaching
- Professional Teaching
- Teacher Leader
- Restricted CTE
- Preliminary CTE
- Professional CTE

Requirement	Documents Needed	How to Submit
Application and fee		Submit through eLicensing
Fingerprints/background clearance	May not be required	See Fingerprinting on the Licensing webpage
Completion of CTE Professional Development Plan	ODE Add CTE Endorsement Form	Contact your Regional Coordinator the Oregon Department of Education to have them submit this form.

## License for Conditional Assignment (LCA) for a CTE endorsement

For those holding one of the following:

- Preliminary Teaching License
- Professional Teaching License
- Teacher Leader License
- Preliminary CTE License
- Professional CTE License

**The LCA is not a ‘stand-alone’ license.** It is only valid with a current underlying Oregon license. Be certain you are aware of what you must complete in order to add the CTE endorsement at the end of the term of your LCA.

Requirement	Documents Needed	How to Submit
Application and fee		Submit through eLicensing
Fingerprints/background clearance	Fingerprinting should not be required	See Fingerprinting on the Licensing webpage
Restricted CTE Application Form	ODE Add CTE Endorsement Form	Contact the Oregon Department of Education to have them submit this form.

## Renewal of CTE Licenses

Renewal requirements for CTE licenses are as follows:

License	*PDUs	PEER Form Verifying Assignment (Needed Only if employed in Oregon)	Employer Sponsorship
Five-Year CTE	X	X	X
Preliminary CTE	X	X	
Professional CTE	X	X	
Restricted CTE			X

\*Licenses requiring PDUs must earn 25 Continuing PDUs for each year the license is valid. Your total minimum PDU requirement is as follows:

- 125 PDUs if your license has a 5-year renewal cycle
- 75 PDUs if your license has a 3-year renewal cycle

**NOTE:** Continuing PDUs are for license renewal purposes only, **not** to qualify as Advanced Professional Development toward an upgrade to a Professional License. Please contact your district if you are completing an Advanced Professional Development program.

### How to Apply for Renewal

- **Application and fee:** submitted through eLicensing
- **PEER form:** Contact your employing Oregon School District to have them complete this form. This form must be submitted:
  - By your Oregon school district through the eLicensing District Portal; or
  - Emailed to [contact.tspc@oregon.gov](mailto:contact.tspc@oregon.gov) directly from the school district; or
  - Received in a sealed school district envelope through the US Postal Service.
- **Employer Sponsorship:** Contact your employing Oregon school district to have them submit the letter to our office