

License Type or Request	Required Information
Expedited Service Requests	<p>District Request: The requesting district must provide a Statement of Need describing:</p> <ul style="list-style-type: none"> • The urgent situation requiring the expedited service • The district may be required to provide evidence to support the Statement of Need. <p>NOTE: Expedited Service can only be requested by the district. The following are the steps to be followed to complete the Expedite Service Request:</p> <ul style="list-style-type: none"> • Educator submits application and fee for the license type. • Once the district can view the application status as “Awaiting Evaluation”, the district contacts the Director of Licensure to request Expedited Service. The Director of Licensure will then instruct the evaluator to charge the \$149 Expedite Service fee. • Educator pays the fee, and submits the receipt to the district for reimbursement. Note that the cost of Expedited Service must be covered by the district under ORS 342.127. • The license will be issued immediately once the application is complete for all items required for the license.
<p>Practicum Verification For adding an endorsement to an existing Preliminary Teaching License. This does <i>not</i> include adding endorsements that require a program.</p>	<p>District Verification of Practicum: The district must submit a statement that verifies:</p> <ul style="list-style-type: none"> • The applicant completed at least 60 hours of a supervised practicum in the endorsement area; • The practicum was supervised by a teacher holding a Professional, Teacher Leader or Legacy Teaching license with an endorsement in the area the applicant is requesting to add. The statement must indicate that the supervisory teacher supports the verification of applicant skill level. • The applicant has obtained the required pedagogy skills to teach the requested endorsement area. <p>A PEER form verifying the completion of the 60 hour practicum and courses taught is also required.</p> <p><i>NOTE: A supervised practicum is just one method to meet the pedagogy requirement. Practicum Verification is required for those holding the Preliminary Teaching License when adding endorsements allowable with only a test and pedagogy verification.</i></p>
<p>License for Conditional Assignment</p>	<p>District Sponsorship: The sponsoring district must submit the request</p> <ul style="list-style-type: none"> • By October 31 for fall term; or • Within two weeks of assignment. <p>First Authorization: The sponsoring district must submit a statement confirming that:</p> <ul style="list-style-type: none"> • Requests that the LCA be authorized, and specifies the school year; • Specifies the endorsement area(s) being taught <p>Second Authorization: (<i>Elementary Multiple Subjects, Special Education, Library Media, ESOL, Music, Art, PE, Reading Intervention, Drama, Russian and Japanese</i>)</p> <p>Renewal of District Sponsorship: The sponsoring district must submit a statement confirming that:</p> <ul style="list-style-type: none"> • Requests the LCA be reauthorized; • Assures the district will continue to provide professional assistance to the educator; • Assures the educator is on target to meet the qualifications for the endorsement or license by the end of the educator’s eligibility for LCA authorizations. <p>Third Authorization: (<i>see endorsement list above</i>)</p> <p>Renewal of District Sponsorship: The sponsoring district must submit a statement confirming that:</p> <ul style="list-style-type: none"> • Requests the LCA be reauthorized;

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	<ul style="list-style-type: none"> Assures the district will continue to provide professional assistance to the educator; Assures the educator is on target to meet the qualifications for the endorsement or license by the end of the educator’s eligibility for LCA authorizations.
Charter School Registration – Teacher and Administrator	District or School Sponsorship: The sponsoring school or district must submit a statement that describes: <ul style="list-style-type: none"> The teaching or administrative position that the applicant will fill. The background of the applicant that is relevant to the teaching or administrator position, including any post-secondary education or other experience.
American Indian Teaching Language License	Tribal Sponsorship: The sponsoring tribe must submit a statement that certifies that the applicant: <ul style="list-style-type: none"> Is qualified to teach the language of the tribe; and Has demonstrated knowledge of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and other relevant federal and state statutes prohibiting discrimination; and Has demonstrated knowledge of ethical standards of professional conduct for licensees. Renewal of Tribal Sponsorship: The sponsoring tribe must submit a new statement that certifies: <ul style="list-style-type: none"> The applicant continues to be qualified to teach the tribal language.
Emergency Licenses: Teacher Administrator School Counselor and School Social Worker	District Sponsorship: The sponsoring district must submit a statement: <ul style="list-style-type: none"> Explaining the urgent circumstances that constitute the emergency and how the qualifications of the applicant will resolve the emergency; Verifying the urgent circumstances that prevents hiring of a suitable educator who holds an unrestricted educator license appropriate for the assignment to be filled; Assuring the Commission that the district will obtain the emergency license prior to assignment within the district or prior to the 91st day after the date of application for licensure; and Requesting and identifying the least amount of time necessary to meet the emergency needs of the district. District must specify a date.
International Visiting Teacher License	District Sponsorship: The sponsoring district must submit a statement that includes: <ul style="list-style-type: none"> The grade level(s) and subject-matter endorsement area(s) the applicant has been hired to teach; The district’s plan for supervision of the teacher; The district’s plan to provide a mentor for the applicant. The plan must specifically identify the mentor; and Verification that the district will obtain the license for the educator prior to assignment within the district or prior to the 91st day after the date of application for licensure. Renewal of District Sponsorship: The sponsoring district must submit a new statement verifying that: <ul style="list-style-type: none"> All assignments of the licensed teacher will remain within the scope the subject-matter endorsements on the license; and The plan for supervision and mentoring remains in place. The statement must update the name of the mentor, if appropriate. Additional Info Needed (may be uploaded by either the district or the applicant): <ul style="list-style-type: none"> A copy of the request for extension of the Exchange Visitor Program in the teacher category; and Verification that the U.S. Department of State has granted the request for extension of the Exchange Visitor Program in the teacher category, An applicant will not be eligible for a third or fourth reissue of the International Visiting Teaching License unless TSPC received official verification that the applicant has been granted an extension of the Exchange visitor Program from the U.S. Department of State.

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	<p>NOTE: A PEER form is also required to verify the current assignment.</p>
<p>Limited Teaching License</p>	<p>District Sponsorship: The sponsoring district must submit a statement:</p> <ul style="list-style-type: none"> • Explaining the district’s need for instruction in highly specialized subjects for which the Commission does not issue a specific endorsement; • Describing how the applicant is qualified to teach the highly specialized subject; • Assuring the Commission that the district will limit the assignment(s) of the applicant to the requested specialized subject; and • Assuring the Commission that the district will obtain the Limited Teaching license prior to assignment within the district or prior to the 91st day after the date of application for licensure. <p>Renewal of District Sponsorship: The sponsoring school district must submit a new statement confirming that the applicant will continue to be assigned to the same highly specialized instruction area.</p> <p>NOTE: A PEER form is also required to verify continuing PDUs and the current assignment.</p>
<p>Limited Student Service License</p>	<p>District Sponsorship: The sponsoring district must submit a statement:</p> <ul style="list-style-type: none"> • Explaining the district’s need in relation to the co-applicant specialist’s qualifications; • Describing how the applicant is qualified to serve in this assignment; • Attest that the role to be filled has been structured so as to not require a school counselor, school psychologist or school social worker license; and • Assuring the Commission that the district will obtain the Limited Student Service License prior to assignment within the district or prior to the 91st day after the date of application for licensure. <p>Renewal of District Sponsorship: The sponsoring school district must submit a new statement confirming that the applicant will continue to be assigned to the same area.</p> <p>NOTE: A PEER form is also required to verify continuing PDUs and the current assignment.</p>
<p>Restricted Teaching License</p>	<p>District Sponsorship: The sponsoring district must submit a statement:</p> <ul style="list-style-type: none"> • Describing the extenuating circumstances preventing the district from hiring a teacher holding an unrestricted teaching license appropriate for the assignment and how the issuance of the restricted license will protect the district's programs or students; • Explaining how the qualifications of the applicant will resolve the extenuating circumstances; • Assuring the Commission that the district will obtain the Restricted Teaching License for the educator prior to assignment within the district or prior to the 91st day after the date of application for licensure ; • Describing the district’s plan to provide a mentor for the teacher. The plan must specifically identify the mentor; and • Describing the plan for how the teacher will make progress toward qualifying for non-provisional state licensure within the first term of the Restricted Teaching License. <p>Renewal of District Sponsorship: The sponsoring district must submit a new statement confirming that:</p> <ul style="list-style-type: none"> • The extenuating circumstances necessitating the Restricted Teaching License still exists; • The applicant is still qualified and needed to remedy the situation; • The plan for mentoring remains in place. The statement must update the name of the mentor (if needed); and • The teacher is on track to meet the qualifications for the Preliminary Teaching License by the end of the final term (after second reissue) of the Restricted Teaching License.

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Restricted Administrator License	<p>District Sponsorship: The sponsoring district must submit a statement:</p> <ul style="list-style-type: none"> • Describing the extenuating circumstances preventing the district from hiring a building-level administrator holding a non-provisional Oregon Principal License and how the issuance of the restricted license will protect the district's programs or students; • Explaining how the qualifications of the applicant will resolve the extenuating circumstances; • Assuring the Commission that the district will obtain the Restricted Administrator License for the educator prior to assignment within the district or prior to the 91st day after the date of application for licensure ; • Describing the district’s plan to provide a mentor for the administrator. The plan must specifically identify the mentor; and • Describing the plan for how the educator will make progress toward qualifying for non-provisional state licensure within the first term of the Restricted Administrator License. <p>Renewal of District Sponsorship: The sponsoring district must submit a new statement confirming that:</p> <ul style="list-style-type: none"> • The extenuating circumstances necessitating the Restricted Administrator License still exists; • The applicant is still qualified and needed to remedy the situation; • The plan for mentoring remains in place. The statement must update the name of the mentor (if needed); and • The educator is on track to meet the qualifications for the Preliminary Administrator License by the end of the final term (after second reissue) of the Restricted Administrator License
Restricted School Counselor License	<p>District Sponsorship: The sponsoring district must submit a statement:</p> <ul style="list-style-type: none"> • Describing the extenuating circumstances preventing the district from hiring a school counselor holding an unrestricted school counselor license and how the issuance of the restricted license will protect the district's programs or students; • Explaining how the qualifications of the applicant will resolve the extenuating circumstances; • Assuring the Commission that the district will obtain the Restricted School Counselor License for the educator prior to assignment within the district or prior to the 91st day after the date of application for licensure ; • Describing the district’s plan to provide a mentor for the educator. The plan must specifically identify the mentor; and • Describing the plan for how the educator will make progress toward qualifying for non-provisional state licensure within the first term of the Restricted School Counselor License. <p>Renewal of District Sponsorship: The sponsoring district must submit a new statement confirming that:</p> <ul style="list-style-type: none"> • The extenuating circumstances necessitating the Restricted School Counselor License still exists; • The applicant is still qualified and needed to remedy the situation; • The plan for mentoring remains in place. The statement must update the name of the mentor (if needed); and • The educator is on track to meet the qualifications for the Preliminary School Counselor License by the end of the final term (after second reissue) of the Restricted School Counselor License

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Restricted School Social Worker License	<p>District Sponsorship: The sponsoring district must submit a statement:</p> <ul style="list-style-type: none"> • Describing the extenuating circumstances preventing the district from hiring an educator holding an unrestricted license appropriate for the assignment and how the issuance of the restricted license will protect the district's programs or students; • Explaining how the qualifications of the applicant will resolve the extenuating circumstances; • Assuring the Commission that the district will obtain the Restricted School Social Worker License for the educator prior to assignment within the district or prior to the 91st day after the date of application for licensure ; • Describing the district’s plan to provide a mentor for the educator. The plan must specifically identify the mentor; and • Describing the plan for how the educator will make progress toward qualifying for non-provisional state licensure within the first term of the Restricted School Social Worker License. <p>Renewal of District Sponsorship: The sponsoring district must submit a new statement confirming that:</p> <ul style="list-style-type: none"> • The extenuating circumstances necessitating the Restricted School Social Worker License still exists; • The applicant is still qualified and needed to remedy the situation; • The plan for mentoring remains in place. The statement must update the name of the mentor (if needed); and • The educator is on track to meet the qualifications for the Preliminary School Social Worker License by the end of the final term (after second reissue) of the Restricted School Social Worker License
Restricted Substitute Teaching	<p>District Sponsorship: The sponsoring district must submit a statement:</p> <ul style="list-style-type: none"> • Explaining the district’s need for the Restricted Substitute Teaching License; • Assuring the Commission that the district will obtain the Restricted Substitute license for the educator prior to assignment within the district or prior to the 91st day after the date of application for licensure. <p>Renewal of District Sponsorship: The sponsoring district must submit a new statement confirming that:</p> <ul style="list-style-type: none"> • The need for the restricted substitute continues to exist.
Restricted CTE Teaching License	<p>District Sponsorship: The first issuance of the Restricted CTE License is based on ODE recommendation. No district sponsorship is required for the first issuance of the Restricted CTE License.</p> <p>First Reissue: The sponsoring district must submit a statement that verifies:</p> <ul style="list-style-type: none"> • The applicant continues to be sponsored by an ODE-approved sponsor. If the applicant is employed in a CTE teaching position, the sponsor must be the employing school, district, college or other institution; and • The applicant is on target to meet the qualifications for the Preliminary CTE Teaching License by the end of the final term (after second reissue) of the Restricted CTE Teaching License; and • The names of the supervisory administrator and CTE mentor, if the applicant is employed in a CTE teaching position. <p>Second Reissue: The sponsoring district must submit a statement that verifies:</p> <ul style="list-style-type: none"> • The applicant continues to be sponsored by an ODE-approved sponsor. If the applicant is employed in at CTE teaching position, the sponsor must be the employing school, district, college or other institution; and • The applicant has completed more than 50 percent of the approved Professional Development Plan in order to meet the qualifications for the Preliminary CTE Teaching License by the end of the final term (after second reissue) of the Restricted CTE Teaching License; and • The names of the supervisory administrator and CTE mentor, if the applicant is employed in a CTE teaching position.