



Oregon

Kate Brown, Governor

TEACHER STANDARDS AND PRACTICES COMMISSION

250 Division Street N.E. Salem, OR 97301

Phone: (503) 378.3586

Fax: (503) 378.3758

www.oregon.gov/tspc

March 1, 2019

To: Educators who held an Initial Administrator License, now expired

From: The Teacher Standards and Practices Commission

RE: Administrator Licensure Redesign Update

On February 7, 2019, the Commission adopted new rules for Administrator Licensure. One significant change may allow you to reinstate your expired Initial Administrator License. Specifically, the requirement to complete the Continuing Administrator License (CAL) program has been removed.

The Preliminary (Initial) Administrator License has been renamed as a Principal License. The Principal License allows the holder to work in building-level administrative positions.

We are sending this notice as you may wish to apply to reinstate your Principal (Preliminary or Initial) Administrator License. The option to reinstate the Principal License is available only until August 1, 2022. Reinstating the license after August 1, 2022 will require a review of your progress in your preparation program by an Oregon-approved program. The program will determine what additional coursework you need to be eligible for the Principal License.

The important information for you from this communication – you can again be licensed as an Administrator License without additional coursework or PDUs if you apply for the license prior to August 1, 2022.

Additionally, the Commission has updated the Scope and Responsibilities for both the Principal and Professional Administrator Licenses. Please review the new definitions, and scope and responsibilities of administrator licenses [at this link](#).

We expect this initial announcement to generate a large volume of contact with our office, and we are requesting your assistance in managing that contact. Please review the [Administrator Licensure Redesign](#) webpage carefully before reaching out to our office with questions. We also recognize that many of you will have unique situations to navigate during this transition. Please let us know how we can assist you.

To better serve questions specific to Administrator Licensure questions, we've created a new email address: AdminLicense.tspsc@oregon.gov

Or contact us by phone, Monday through Friday between 8am and 5pm: 503-378-3586