

Emergency Restricted Substitute License

In September of 2021, Oregon school districts and Education Service Districts made TSPC Staff aware of extreme shortages of licensed substitute teachers. TSPC Staff determined that the creation of an Emergency Substitute License might provide some relief in schools requiring the services of a licensed substitute.

This new license type was filed as a temporary rule with the Oregon Secretary of State on September 28, 2021 and will expire on March 29, 2022. At the time the rule expires, the Commission will consider circumstances occurring at that time to determine the future of the license. Licenses expiring on or after March 29, 2022 will remain valid through the expiration date indicated on the license.

Individuals interested in this license must first contact your local school district. Not all districts will utilize this option, and applicants must work with their sponsoring district to obtain the license.

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Eligibility to Apply

You may be eligible to apply for this license if:

- You have obtained the sponsorship of an Oregon school district, education service district or charter school; and
- You are at least 18 years of age: and
- You are of good moral character, and mental and physical health necessary for employment as an educator.

Disclaimer: Requirements outlined in this guidance are intended to assist applicants on what must accompany an application and fee for an Oregon School Administrator License. They do not supersede or nullify the requirements of Oregon Administrative Rule, Division 584.

Rules in effect as of 10/8/2021



Steps to apply for the license

1	Confirm the sponsorship of your school district, educator service district or charter school
2	Once sponsorship is confirmed, use the eLicensing system to submit an application and fee on or before March 31, 2022. Important note: It is your responsibility to determine that you have met all eligibility requirements for this license, including district sponsorship PRIOR to submitting your application. All fees paid through eLicensing are Non-Refundable , so if you don't qualify for licensure, you will not receive a refund. <ul style="list-style-type: none"> As of October 8, 2021, the Emergency Substitute License type is not available in eLicensing. If you are not offered that license type within the eLicensing application, select "Restricted Substitute" and TSPC staff will correct the license type prior to issuing the license. If you have ever logged into eLicensing and are experiencing trouble with your username, please email online.tspc@tspc.oregon.gov for assistance.
3	After you submit the application and fee, you'll receive instructions for completing fingerprinting through a Fieldprint location. <i>Please read this email carefully to determine if you need to complete fingerprinting for purposes of a TSPC background check.</i>
4	[This requirement remains suspended as of 10/8/2021] Satisfy the Commission requirement for knowledge of United States and Oregon civil rights and professional ethics in effect at the time of application
5	<i>An applicant may be asked to provide a resume, official transcripts or other evidence of qualifications if requested by the Executive Director.</i>

What will the term of the license be?

If the application is received...	The license will be issued to...
On or before 12/31/2021	6/30/2022
On or after 1/1/2022 and on or before 3/29/2022	Six months from the date of the application

What should the sponsor include in the letter?

- Describe the extenuating circumstances preventing the district from hiring a teacher holding a Restricted Substitute, Substitute, or other non-provisional teaching license appropriate for the assignment and how the issuance of the emergency license will protect the district's programs or students;
- Explain how the qualifications or services of the applicant will resolve the extenuating circumstances;
- Assure the Commission 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;
- Assure the Commission that a designated administrator will provide training, guidance, and supervision of the educator to support the educator's service in the assigned schools; and
- Assure the Commission that the district will determine the educator's interest in pursuing a teaching career and provide guidance in this pursuit.

Note: Upon request of the Commission, the district shall submit documentation of the district's plan for administrator support of the educator, including the name of the administrator responsible for providing this support

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Frequently Asked Questions

How is this license different from the Restricted Substitute License?

The Restricted Substitute License requires the applicant to hold a bachelor's degree.

Why not just issue Emergency Teaching Licenses to cover these substitutes?

Emergency Teaching Licenses are issued for a single, specific assignment with appropriate content-area endorsements. A substitute endorsement cannot be added to an Emergency Teaching License.

Can student teachers who don't yet have a bachelor's degree get an Emergency Substitute Teaching License?

Yes, with district sponsorship. Be sure you work with the program to avoid causing issues with the student teaching requirements.

Can the holder of an Emergency Substitute License sub in multiple districts?

No. The holder of an Emergency Substitute Teaching License is only eligible to accept assignments within the sponsoring district. If the substitute wishes to accept assignments in other districts, the substitute must submit an application and fee for each district and obtain sponsorship from each district.

Our district gets our subs through our ESD. Will the ESD subs be eligible to work in our district?

No. The holder of the Emergency Substitute Teaching License can only accept assignments within the sponsoring district.

Does the 90 days under ORS 342.125 apply to the Emergency Substitute License?

Yes, as long as your district permits educators to work without the license for 90 days from the date of application after the TSPC background check clears (the application changes from status "Submitted" to status "Awaiting Third Party" or "Awaiting Evaluation").

How does someone apply for this license in eLicensing?

This temporary rule was created very quickly, and the License Type "Emergency Substitute Teaching License" may not be available in eLicensing until the middle of November. Please advise your applicants to select the "Restricted Substitute Teaching License" and TSPC staff will make the correction when we issue the license.

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