

# OREGON TEACHING LICENSES

## Application Submission Guidance First License Requirements

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## Introduction

### Oregon Teaching License Types and Terms of License

The Oregon Teacher Standards and Practices Commission offers a variety of license designed to honor preparation level and background of diverse educators, as well as provide for the workforce needs of Oregon’s school districts. Provided here is a high-level overview of the available licenses. If you are new to teacher licensure in Oregon, read each purpose statement carefully to determine which license best suits your background and preparation.

License Type	Purpose	Term of License
American Indian Language and Culture	The American Indian Languages Teaching License is issued to qualified individuals to provide the essential teaching of American Indian languages. It qualifies its holder to teach prekindergarten through grade 12 Oregon public school district, education service districts, and charter school assignments in the American Indian Language authorized by the license.	3 years
Career and Technical Educator (Restricted, Preliminary, Professional)	Career and Technical Educator (CTE) Licenses qualifies its holder to teach in an ODE approved Career and Technical Education Program of Study in an Oregon school district, education service districts, or charter school assignments. The Restricted CTE Teaching License is issued to qualified individuals who have at least an associate’s degree, or equivalent, and relevant and documented industry work experience, but has not completed a teacher preparation program. These licenses are discussed in-depth on the Career and Technical Educator Licensing webpage.	1, 3 or 5 years, depending on the license type
Charter School Registry-Teacher	The Charter School Teacher Registration is issued to non-licensed persons who are employed as teachers in a charter school.	3 years
Emergency	The Emergency Teaching License is issued to individuals who have demonstrated adequate qualifications to receive a teaching license on an emergency basis, but who have not completed all requirements for a regular teaching license. The Emergency Teaching License is designed for short-term licensure only and may not continue once the emergency situation has been remedied.	Varies; typically one year or less
International Visiting	The International Visiting Teacher License is issued to educators who permanently reside in another country and who are participating in a cultural exchange of teachers and teaching strategies between Oregon and their country. The Participating educator may be licensed as an international visiting teacher for up to five years.	1 year; May be reissued up to four times with district sponsorship.
License for Conditional Assignment	Oregon school districts may request a License for Conditional Assignment (LCA) for any educator holding a Preliminary, Professional, Teacher Leader, Legacy or Reciprocal teaching license. The purpose of an LCA is to allow a school district to request mis-assignment for an educator to teach in an out-of-field subject-matter endorsement area for which the educator is not authorized to teach, while the educator completes requirements necessary either to add the subject-matter to the underlying license or to obtain a new license type	Expires June 30 of the school year for which the LCA is authorized.
Limited Teaching License	The Limited Teaching License is issued to qualified individuals to allow them to teach in one or more highly specialized subjects of instruction (for example: Dance; Fire Science; Graphic Design). The Limited Teaching License is available to individuals who have not completed a teacher preparation program.	3 years

License Type	Purpose	Term of License
Preliminary Teaching	The Preliminary Teaching License is issued to new teachers who have completed a Commission-approved teacher preparation program. The Preliminary Teaching License signifies that the educator is a novice teacher who has not met the advanced competencies and experience requirements for the Professional Teaching License	3 years
Professional Teaching	The Professional Teaching License is issued to experienced teachers who have successfully demonstrated an advanced level of educator knowledge, skills, and dispositions.	5 years
Reciprocal Teaching	The Reciprocal Teaching License is issued to teachers who have completed an educator preparation program and hold an active and valid non-provisional teaching license from another state. The purpose of the Reciprocal Teaching License is to allow an out-of-state licensed teacher to transition into the Oregon licensure system based on the credentials they earned in the other jurisdiction while they work on any missing Oregon requirements. At the end of the one-year Reciprocal term, the teacher must meet the requirements of the Oregon Preliminary Teaching License or another non-provisional Oregon license. The Reciprocal Teaching License is valid for full-time teaching and substitute teaching. A separate Substitute Teaching License is NOT required	1 year
Restricted Substitute	The Restricted Substitute Teaching License is issued to qualified individuals who hold a minimum of a bachelor's degree, but have not completed a teacher preparation program. It requires district sponsorship. The Restricted Substitute Teaching License permits a qualified individual to substitute teach in a prekindergarten through grade 12 Oregon public school district, education service districts, and charter school assignments.	1 year
Restricted Teaching	The Restricted Teaching License is issued to qualified individuals who have a minimum of at least a bachelor's degree and who have substantial preparation in the subject matter in their teaching area, but have not completed a teacher preparation program. The recipient of the license is required to qualify for the Preliminary Teaching License within three years of the issuance of the Restricted Teaching License.	1 year
Substitute	The Substitute Teaching License is issued to educators who have completed a teacher preparation program but do not hold a regular Oregon teaching license. The Substitute Teaching License permits an educator to substitute teach in prekindergarten through grade 12 Oregon public school districts, education service districts, and charter school assignments to replace a teacher who is temporarily unable to work.	3 years
Teacher Leader	The Teacher Leader License is issued to professional teachers who have demonstrated exceptional leadership in the school environment, education profession and the larger community while consistently advancing student growth and achievement.	5 years

**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 6/8/2020



## About These Requirements

Requirements outlined in this guidance are intended to guide applicants on what must accompany an application and fee for an Oregon Teaching License. TSPC may already have some of these documents on file. There is no need to resubmit items already on file.

**Fingerprinting:** Fingerprints are generally required for first-time Oregon licensees only. If you hold another Oregon license, or were fingerprinted for TSPC purposes within three (3) years of submitting your application for an Administrator license, you are not required to complete this process.

**Transcripts:** TSPC only needs transcripts not already on file or for academic work completed since your last application to TSPC. Check your eLicensing file Documents tab or email TSPC at [contact.tspc@oregon.gov](mailto:contact.tspc@oregon.gov) to find out if additional transcripts are required.

## American Indian Language Teaching

Requires employer sponsorship

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Tribal Sponsorship	Letter submitted by your Oregon employer/tribal sponsor requesting the license.	Contact your sponsoring Oregon tribe to have them submit the letter to our office.

## Career and Technical Education (CTE) Licenses-

Requirements for all CTE licensure can be found on the *Career and Technical Educator Licensing* webpage.

## Charter School Registry-Teaching

Requires employer sponsorship

**Note:** This Registry is valid to serve as Teacher only. For assignments as an Administrator or for Personnel Service, Please review the corresponding Administrator and/or Personnel Docs.

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Sponsorship	Letter submitted from/by your Oregon employer/Charter School requesting the license.	Contact your employing Oregon charter school to have them submit the letter to our office.
Verification of experience relevant to the teaching position	Official transcripts;  OR  Resume; or Other evidence of experience relevant to the teaching position.	<p><b>Official Transcripts-Choose ONE:</b></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> <p><b>Resume or other evidence-Choose ONE:</b></p> <ul style="list-style-type: none"> <li>Uploaded to Documents section in eLicensing account</li> <li>Email scanned copy to <a href="mailto:contact.tspc@oregon.gov">contact.tspc@oregon.gov</a></li> <li>Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301</li> </ul>
List of other professional licenses	Copy of professional license	<p><b>Choose ONE option:</b></p> <ul style="list-style-type: none"> <li>Uploaded to Documents section in eLicensing account or</li> <li>Email scanned copy to <a href="mailto:contact.tspc@oregon.gov">contact.tspc@oregon.gov</a> or</li> <li>Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301</li> </ul>

## Emergency Teaching

Requires employer sponsorship.

**NOTE:** All Emergency License requests are reviewed by the Director of Licensure and/or Executive Director.

Requirement	Documents Needed	How to submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
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 qualifications for teaching position	<ul style="list-style-type: none"> <li>• Official Transcripts</li> <li>• Resume</li> <li>• Specific documentation as requested by Director of Licensure or Executive Director upon review of the application.</li> </ul>	<p><b>Official Transcripts-Choose ONE:</b></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> <p><b>Resume or other evidence-Choose ONE:</b></p> <ul style="list-style-type: none"> <li>• Uploaded to Documents section in eLicensing account</li> <li>• Email scanned copy to <a href="mailto:contact.tspc@oregon.gov">contact.tspc@oregon.gov</a></li> <li>• Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301</li> </ul>



## International Visiting Teacher

Requires employer sponsorship.

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
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 foreign degree (equivalent to U.S. bachelor's degree or higher)	Official transcripts for all degrees conferred. <b>Note:</b> <i>Foreign transcripts require official evaluation from an agency typically approved on the NACES.org website. Transcript evaluations are subject to review by the Director of Licensure or Executive Director.</i>	<b>Official Transcripts-Choose ONE:</b> <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>NOTE:</b> Transcripts uploaded by the educator into their eLicensing account or not received in a sealed university envelope cannot be accepted as official.
Verification of foreign teaching credential	Copy of teaching credential. <b>Note:</b> <i>Foreign documents may require official translation.</i>	<ul style="list-style-type: none"> <li>Uploaded to Documents section in eLicensing account; or</li> <li>Email scanned copy to <a href="mailto:contact.tspc@oregon.gov">contact.tspc@oregon.gov</a>; or</li> <li>Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301</li> </ul>
Verification of Exchange Visitor Program Participation monitored by the U.S. State Department	Copy of current and valid J-1 Visa.	<ul style="list-style-type: none"> <li>Uploaded to Documents section in eLicensing account; or</li> <li>Email scanned copy to <a href="mailto:contact.tspc@oregon.gov">contact.tspc@oregon.gov</a>; or</li> <li>Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301</li> </ul>

## License for Conditional Assignment-Teaching

The LCA is issued only upon request from an employing Oregon School district.

**The LCA is not a 'stand-alone' license.** It is only valid with a current underlying Oregon license. Once issued, please carefully review the instructions you will receive on how to add the endorsement to your current license.

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Sponsorship	Letter submitted from your Oregon employer requesting the LCA.	Contact your district office to have them submit this request.

## Limited Teaching

Requires employer sponsorship.

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Verification of Associate's degree (or equivalent)	<p>Official Transcripts</p> <p><b>Note:</b> <i>Please contact our office for further instruction if no transcribed coursework has been completed.</i></p>	<p><b>Choose ONE:</b></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.

## Preliminary Teaching

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/ background clearance		Instructions emailed upon submission of an application and fee
Verification of Bachelor's degree or Higher	Official transcripts of all degrees earned	<p><b>Choose ONE</b></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>
Verification of Teacher prep program- <b>Oregon Program Completers</b>	Official Transcripts  AND  Program Completion Report (PCR)	<p><b>Transcripts-Choose ONE:</b></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 or not received in a sealed university envelope cannot be accepted as official</p> <p><b>PCR:</b> Contact your college to have them submit the form electronically.</p>
Verification of Teacher prep program- <b>Out-of-State Program Completers</b>  <b>Note:</b> if you currently hold or previously held an Oregon Reciprocal Teaching License, this info should already be on file and you do not have to resubmit these items.	Official transcripts  AND  2. Copy of your out-of-state license.	<p><b>Transcripts-Choose ONE:</b></p> <ul style="list-style-type: none"> <li>Electronic: <a href="mailto:tspc.transcripts@oregon.gov">tspc.transcripts@oregon.gov</a>, received directly from the college.</li> <li>Paper: 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 or not received in a sealed university envelope cannot be accepted as official</p> <p><b>Out-of-state License-Choose ONE:</b></p> <ul style="list-style-type: none"> <li>Uploaded to Documents section in eLicensing account</li> <li>Email scanned copy to <a href="mailto:contact.tspc@oregon.gov">contact.tspc@oregon.gov</a></li> <li>Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301.</li> </ul>
Testing	Subject matter test(s) for endorsement area(s)	<p><b>NES Exams:</b> Exam scores are automatically forwarded to TSPC.</p> <p><b>Praxis Exams:</b> Please designate with the testing company when you register that exam scores be provided to TSPC; <b>or</b></p> <p>Choose ONE of the following to submit a copy of your official score report:</p> <ul style="list-style-type: none"> <li>Uploaded to Documents section in eLicensing account</li> <li>Email scanned copy to <a href="mailto:contact.tspc@oregon.gov">contact.tspc@oregon.gov</a></li> <li>Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301.</li> </ul>

## Moving from the Reciprocal to the Preliminary Teaching License

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Testing	Subject matter test(s) for endorsement areas	<p><b>NES Exams:</b> Exam scores are automatically forwarded to TSPC.</p> <p><b>Praxis Exams:</b> Please designate with the testing company when you register that exam scores be provided to TSPC,</p> <p>OR</p> <p>Choose ONE of the following to submit a copy of your official score report:</p> <ul style="list-style-type: none"> <li>• Uploaded to Documents section in eLicensing account</li> <li>• Email scanned copy to <a href="mailto:contact.tspc@oregon.gov">contact.tspc@oregon.gov</a></li> <li>• Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301.</li> </ul>

## Reinstatement of an Expired Reciprocal Teaching License

If you allow your Reciprocal Teaching License to lapse, to meet the requirements to move to the Preliminary Teaching License please note the following additional requirements:

- You will be required to verify that you hold an active and valid out-of-state license at the time of application for your first Preliminary Teaching License unless you meet at least one of the following:
  - You held an active and valid out-of-state license on the date of issuance of the Reciprocal Teaching License; or
  - You were issued an Oregon Initial Teaching License prior to January 1, 2016
- You will be required to complete PDUs for reinstatement for the number of years the Oregon Reciprocal or Initial Teaching License was lapsed unless you hold an active and valid out-of-state license at the time of application for the first Preliminary Teaching License.

## Professional Teaching

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

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Verification of Teaching Experience	PEER form	Contact your employing Oregon School District to have them complete this form. Oregon school districts should upload the PEER directly to your account. Out-of-state school districts may fax or email the form to the address at the top of the form.
Verification of completion of an advanced professional education program.	See <i>Upgrading to Professional</i> webpage	

## Reciprocal Teaching

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Out-of-state license	A copy of your current unrestricted license from another state or NASDTEC jurisdiction.  [See “Reciprocal Teaching License: What you need to know” below if you hold a foreign credential]	<b>Choose ONE:</b> <ul style="list-style-type: none"> <li>• Uploaded to Documents section in eLicensing account</li> <li>• Email scanned copy to <a href="mailto:contact.tspc@oregon.gov">contact.tspc@oregon.gov</a></li> <li>• Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301</li> </ul>
Verification of bachelor’s degree or higher	Official Transcripts  [Please verify all degrees conferred. See “Reciprocal Teaching License: What you need to know” below if you hold a foreign degree.]	<b>Choose ONE:</b> <ul style="list-style-type: none"> <li>• Electronic: <a href="mailto:tspc.transcripts@oregon.gov">tspc.transcripts@oregon.gov</a>, received directly from the college.</li> <li>• Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope.</li> </ul> <b>NOTE:</b> Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official
Verification of completion of a teacher preparation program.	Official transcripts	<b>Choose ONE:</b> <ul style="list-style-type: none"> <li>• Electronic: <a href="mailto:tspc.transcripts@oregon.gov">tspc.transcripts@oregon.gov</a>, received directly from the college.</li> <li>• Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope.</li> </ul> <b>NOTE:</b> Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official
<b>Optional</b> Test scores for out-of-state subject exams PEER forms	[See Reciprocal Teaching License: What You Need to Know below]	

## Reciprocal Teaching License: What you need to know:

To be eligible for the Reciprocal Teaching License, you must not have previously held an Oregon non-provisional educator license, or completed an Oregon educator preparation program.

### Testing information

- **If you were required** to complete any testing as part of your preparation in another state, we suggest that you submit copies of your official score reports for those exams as part of this application.
- **If you were not required** to complete testing for your out-of-state license, but have completed at least 5 years of teaching experience in a subject area prior to your first Oregon license, we suggest the following:
  - Contact your previous employers and have them submit a PEER form verifying this experience. The PEER form can be found on the Forms and Instructions webpage
  - Submit official transcripts of all your post-secondary coursework (see instructions above).
  - Submit a written request to review your experience and coursework for possible waiver of content exams.
  - This information will then be forwarded to the Director of Licensure or Executive Director for consideration.
- If neither of these options apply to you, upon issuance of your Reciprocal Teaching License you will be advised that you need to complete the current subject exam for Oregon in order to qualify for any further licensure.

### Foreign Degrees and Credentials

If you completed a teacher preparation program and were licensed outside of the United States, you may qualify for the Reciprocal Teaching License. Please note the following:

- Foreign transcripts require official evaluation from an agency typically approved on the NACES.org website.
- Foreign credentials and other foreign documentation may require official translation.

**Note:** All foreign preparation (evaluated transcripts and credentials) are subject to review by the Director of Licensure or Executive Director.



## Restricted Substitute Teaching

Requires employer sponsorship.

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Verification of bachelor's degree or higher	Official Transcripts	<p><b>Transcripts-Choose ONE:</b></p> <ul style="list-style-type: none"> <li>• Electronic: <a href="mailto:tspc.transcripts@oregon.gov">tspc.transcripts@oregon.gov</a>, received directly from the college.</li> <li>• Paper: 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 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.

## Restricted Teaching

Requires employer sponsorship.

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/ background clearance		Instructions emailed upon submission of an application and fee
Verification of Bachelor's degree or Higher	Official transcripts	<p><b>Transcripts-Choose ONE:</b></p> <ul style="list-style-type: none"> <li>Electronic: <a href="mailto:tspc.transcripts@oregon.gov">tspc.transcripts@oregon.gov</a>, received directly from the college.</li> <li>Paper: 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 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.
Evidence of substantial preparation or work experience in requested teaching area	<p>Official Transcripts [i.e. degree(s) in subject area or progress in prep program]</p> <p>OR</p> <p>Score report for exam in the subject area</p> <p>Resume describing background in the subject area</p>	<p><b>Transcripts-Choose ONE:</b></p> <ul style="list-style-type: none"> <li>Electronic: <a href="mailto:tspc.transcripts@oregon.gov">tspc.transcripts@oregon.gov</a>, received directly from the college.</li> <li>Paper: 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 or not received in a sealed university envelope cannot be accepted as official</p> <p><b>Testing:</b>  <b>NES Exams:</b> Exam scores are automatically forwarded to TSPC.  <b>Praxis Exams:</b> Please designate with the testing company when you register that exam scores be provided to TSPC; <b>or</b></p> <p>Choose ONE of the following to submit a copy of your official score report:</p> <ul style="list-style-type: none"> <li>Uploaded to Documents section in eLicensing account</li> <li>Email scanned copy to <a href="mailto:contact.tspc@oregon.gov">contact.tspc@oregon.gov</a></li> <li>Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301</li> </ul> <p><b>Resume-Choose ONE:</b></p> <ul style="list-style-type: none"> <li>Uploaded to Documents section in eLicensing account</li> <li>Email scanned copy to <a href="mailto:contact.tspc@oregon.gov">contact.tspc@oregon.gov</a></li> <li>Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301</li> </ul>

## Substitute Teaching

New Oregon teacher preparation program completers seeking their first license should apply for a Preliminary Teaching License. The Preliminary Teaching License is valid to substitute teach in any level and any specialty. Upon expiration of the Preliminary Teaching License, the Substitute Teaching License will require only an application and fee.

You do not need to provide verification of degree or preparation program if you are applying for your first Substitute Teaching License after previously holding a Reciprocal, Preliminary, Professional or Teacher Leader License.

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Verification of bachelor's degree or higher	Official Transcripts	<p><b>Choose ONE:</b></p> <ul style="list-style-type: none"> <li>Electronic: <a href="mailto:tspc.transcripts@oregon.gov">tspc.transcripts@oregon.gov</a>, received directly from the college.</li> <li>Paper: 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 or not received in a sealed university envelope cannot be accepted as official</p>
Verification of teacher preparation program completion	<p><b>Oregon Program Completers:</b> See note above</p> <p><b>Out-of-state program completers:</b> Copy of your valid and active license from another state.</p>	<p><b>Out-of-State License-Choose ONE:</b></p> <ul style="list-style-type: none"> <li>Uploaded to Documents section in eLicensing account</li> <li>Email scanned copy to <a href="mailto:contact.tspc@oregon.gov">contact.tspc@oregon.gov</a></li> <li>Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301</li> </ul>

## Teacher Leader License

[Please refer to Teacher leader web page for full instructions]

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Have taught five full academic years during the five years prior to application	PEER form	Contact your employing Oregon School District to have them complete this form. Oregon school districts should upload the PEER directly to your account.
Hold a valid Continuing, Initial II, Standard or Professional Teaching License	Already on file	
Evidence of Effectiveness	Affidavit of evaluations	Email to <a href="mailto:contact.tspc@oregon.gov">contact.tspc@oregon.gov</a>
Evidence of current professional leadership practices	Teacher Leader License Rubric	Email to <a href="mailto:contact.tspc@oregon.gov">contact.tspc@oregon.gov</a> ; Or Upload to your eLicensing Documents tab.

Teacher Leader Rubric: Please refer to the Teacher Leader Licensure webpage for complete instructions.