

Upgrading to the Professional Administrator License

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Professional Administrator License

The Professional Administrator License is a license that qualifies its holder to serve in a principal or school district position in a prekindergarten through grade 12 Oregon public school district, education service district, or charter school. The Professional Administrator License is the professional administrative license for the State of Oregon and signifies that the holder is prepared for leadership in the district-level context.

The Professional Administrator License has **two** separate requirements:

1. Completion of sufficient **Administrator Experience** and
2. Completion of an **Advanced Professional Education Program**.

NOTE: Continuing PDUs do not count toward meeting either of these requirements. Please go to the “Professional Development: Continuing PDUs” page for details on completion of continuing PDUs.

Experience Requirement

NOTE: All experience must be verified on a PEER form and administrative experience must be completed while holding a Reciprocal Administrator, Preliminary Administrator, Principal or equivalent non-provisional license from a National Association of State Directors of Teacher Education and Certification (NASDTEC) jurisdiction;

1. Minimum experience required

Three full of years of experience as an administrator in a 1.0 assignment; or

Six full years of experience as an administrator in a .50 or more assignment.

2. How TSPC calculates your experience

One academic year is considered equal to 135 days of employment within an academic year (July 1 to June 30)

The years of experience do not have to be earned consecutively.

3. Acceptable employment settings

A public prekindergarten through grade 12 school, including public charter schools;

A regionally accredited private school in any state or other U.S. jurisdiction; or

An education service district school;

A state-operated or state-supported school;

A federal school;

A private elementary or secondary school registered by the state Department of Education;

A private proprietary career school licensed by the superintendent of public instruction; or

Alternative education, post-secondary or other similar settings closely-related to prekindergarten through grade 12 education. NOTE: This experience must be reviewed and approved by the Director of Licensure.

Advanced Program Requirement

The Advanced Program must:

- Have been completed **after** your first non-provisional school administrator license was issued, either in Oregon or another state.
- Be equal to at least 27 quarter or 18 semester degree applicable graduate credit hours in school administration.

NOTE: Approved Oregon Professional Administrator License programs require a Program Completion Report (PCR) submitted electronically from your college and official transcripts of the coursework completed in your program.

Out of State Prepared Administrators

Administrators prepared outside of Oregon may qualify to move from the Reciprocal directly to the Professional Administrator License with evidence of:

- An Advanced Program completed in another state; and
- Completion of the Oregon School Law and Finance requirement.

When moving from the Reciprocal to the next Administrator license, TSPC will review the academic record, licensure and experience as an administrator to determine if the applicant is eligible for the Principal (building level) or Professional (district level) Administrator License.

Waiver of the Advanced Program

Administrators with K-12 school administration work experience and graduate credits in Educational Leadership or PreK-12 Administration earned after the issuance of their first non-provisional school administrator license may apply for a waiver of the Advanced Program. Waiver requests require an application, fee, and substantial documentation (i.e. official transcripts, work experience at the district level) to demonstrate how the administrator meets the Advanced Program requirements in an alternative manner.

Below is a list of the program standards in place for Oregon Professional Administrator preparation. The complete Oregon Administrative Rule can be found [at this link](#).

Standard 1: Mission, Vision, and Core Values.
Standard 2: Ethics and Professionalism
Standard 3: Equity and Cultural Leadership
Standard 4: Instructional Leadership

Standard 5: Community and External Leadership
Standard 6: Management of People, Data, and Processes
Standard 7: Policy, Governance, Advocacy, and Sociopolitical Leadership
Standard 8: Clinical Practice Program