

Upgrading a *Personnel Services License

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*Personnel Services Licenses are Commission licenses issued to professions that service PreK-12 students in unique areas of School Counseling, School Psychology and School Social Work.

Professional School Counselor License

The Professional School Counselor License is a license that qualifies its holder to provide school counseling services in prekindergarten through grade 12 Oregon public school districts, education service districts, and charter school assignments. The Professional License signifies that the educator is an experienced school counselor who has successfully demonstrated an advanced level of educator knowledge, skills and dispositions.

The Professional School Counselor License is optional and has **two** separate eligibility requirements:

1. Completion of sufficient ***School Counseling Experience***; and
2. Completion of an ***Advanced Program of Study***.

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

Experience Requirement

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

1. Minimum experience required

Four full years of experience in a 1.0 FTE assignment; or

Six full years of experience in a .50 FTE or more assignment.

2. How TSPC calculates your experience

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

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

Experience of .49 FTE or less is **not** eligible to meet any experience requirement.

Experience from two or more academic years may **not** be combined to meet the requirements.

3. Acceptable employment settings

Public prekindergarten through grade 12 school;

Private, regionally-accredited, prekindergarten through grade 12 school; or

Alternative education, post-secondary or other similar settings closely-related to prekindergarten through grade 12 education. Note that this experience will need to be reviewed by the Director of Licensure.

Advanced Program Requirement

The Advanced Program must have been completed by the applicant ***after the date of issuance of their first non-provisional school counselor license*** in Oregon or another National Association of State Directors of Teacher Education and Certification (NASDTEC) jurisdiction.

Advanced Program Option	Document	How to Submit
<p>Advanced Degree Program <i>Admission to and completion of an educational specialist or doctoral degree program that is reasonably related to improving the counseling skills of the educator. The program must be from an Approved Institution or foreign equivalent.</i></p>	Official transcripts	<ul style="list-style-type: none"> Electronic: tspc.transcripts@tspc.oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p>
<p>National Board Certification</p>	Copy of your National Board for School Counselors (NBCC) or National Board for Professional Teaching Standards certification	<ul style="list-style-type: none"> Uploaded to Documents section in eLicensing account; or Email scanned copy to contact.tspc@tspc.oregon.gov; or Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301
<p>Other advanced degrees, coursework, or assessments <i>The degree(s), coursework or assessment(s) must demonstrate competency in the standards and responsibilities of the Professional School Counselor License approved by the Executive Director or the Director of Licensure as provided in OAR 584-200-0100, Waiver of Licensure Requirements by the Commission.</i></p>	<p>Official transcripts</p> <p>Or</p> <p>Assessments</p>	<p>Transcripts:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@tspc.oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official;</p> <p>Or</p> <ul style="list-style-type: none"> Evidence of the skills and competencies measured by the assessment

Professional School Psychologist License

The Professional School Psychologist License is a license that qualifies its holder to provide school psychologist services in prekindergarten through grade 12 Oregon public school districts, education service districts, and charter school assignments. The Professional License signifies that the educator is an experienced school psychologist who has successfully demonstrated an advanced level of educator knowledge, skills and dispositions.

The Professional School Psychologist License is optional and has **two** separate eligibility requirements:

1. Completion of sufficient ***School Psychologist Experience***; and
2. Completion of an ***Advanced Program of Study***.

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

Experience Requirement

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

1. Minimum experience required

Four full years of experience in a 1.0 FTE assignment; or

Six full years of experience in a .50 FTE or more assignment.

2. How TSPC calculates your experience

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

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

Experience of .49 FTE or less is **not** eligible to meet any experience requirement.

Experience from two or more academic years may **not** be combined to meet the requirements.

3. Acceptable employment settings

Public prekindergarten through grade 12 school;

Private, regionally-accredited, prekindergarten through grade 12 school; or

Alternative education, post-secondary or other similar settings closely-related to prekindergarten through grade 12 education. Note that this experience will need to be reviewed by the Director of Licensure.

Advanced Program Requirement

The Advanced Program must have been completed by the applicant ***after the date of issuance of their first non-provisional school psychologist license*** in Oregon or another National Association of State Directors of Teacher Education and Certification (NASDTEC) jurisdiction.

Advanced Program Option	Document	How to Submit
National Certification	Copy of your current National Association of School Psychologists certification	<ul style="list-style-type: none"> • Uploaded to Documents section in eLicensing account; or • Email scanned copy to contact.tspc@tspc.oregon.gov; or Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301
Administrator Licensure <i>Completion of an administrative licensure program for building level leadership</i>	Evidence of an Oregon Principal License Or An equivalent administrator license from another NASDTEC jurisdiction (state)	<ul style="list-style-type: none"> • TSPC Principal License record in the TSPC database; Or <ul style="list-style-type: none"> • Uploaded to Documents section in eLicensing account; or • Email scanned copy to contact.tspc@tspc.oregon.gov; or Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301
Advanced Degree Program <i>Admission to and completion of a doctoral degree in school, clinical or counseling psychology</i>	Official transcripts	<ul style="list-style-type: none"> • Electronic: tspc.transcripts@oregon.gov, received directly from the college. • Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. • NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official

Professional School Social Worker License

The Professional School Social Worker License is a license that qualifies its holder to provide counseling support services in prekindergarten through grade 12 Oregon public school districts, education service districts, and charter school assignments. The Professional License signifies that the educator is an experienced school social worker who has successfully demonstrated an advanced level of educator knowledge, skills and dispositions.

The Professional School Counselor License is optional and has **two** separate eligibility requirements:

1. Completion of sufficient **School Social Worker Experience**; and
2. Completion of an **Advanced Program of Study**.

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

Experience Requirement

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

1. Minimum experience required

Four full of years experience in a 1.0 FTE assignment; or

Six full years of experience in a .50 FTE or more assignment.

2. How TSPC calculates your experience

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

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

Experience of .49 FTE or less is **not** eligible to meet any teaching experience requirement.

Experience from two or more academic years may **not** be combined to meet the teaching requirements.

3. Acceptable employment settings

Public prekindergarten through grade 12 school;

Private, regionally-accredited, prekindergarten through grade 12 school; or

Alternative education, post-secondary or other similar settings closely-related to prekindergarten through grade 12 education. Note that this experience will need to be reviewed by the Director of Licensure.

Advanced Program Requirement

The Advanced Program must have been completed by the applicant ***after the date of issuance of their first non-provisional personnel service license*** in Oregon or another National Association of State Directors of Teacher Education and Certification (NASDTEC) jurisdiction.

Advanced Program Option	Document	How to Submit
<p>Advanced Degree Program</p> <p><i>Admission to and completion of an educational specialist or doctoral degree program that is reasonably related to improving the social work skills of the educator. The program must be from an Approved Institution or foreign equivalent.</i></p>	<p>Official transcripts</p>	<ul style="list-style-type: none"> • Electronic: tspc.transcripts@tspc.oregon.gov, received directly from the college. • Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p>
<p>National Certification</p>	<p>Copy of your National Board of Social Workers certification</p>	<ul style="list-style-type: none"> • Uploaded to Documents section in eLicensing account; or • Email scanned copy to contact.tspc@tspc.oregon.gov; or • Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301
<p>Other advanced degrees, coursework, or assessments</p> <p><i>The degree(s), coursework or assessment(s) must demonstrate competency in the standards and responsibilities of the Professional School Social Worker License approved by the Executive Director or the Director of Licensure as provided in OAR 584-200-0100, Waiver of Licensure Requirements by the Commission.</i></p>	<p>Official transcripts</p> <p>Or</p> <p>Assessments</p>	<p>Transcripts:</p> <ul style="list-style-type: none"> • Electronic: tspc.transcripts@tspc.oregon.gov, received directly from the college. • Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official;</p> <p>Or</p> <ul style="list-style-type: none"> • Evidence of the skills and competencies measured by the assessment