

Upgrading to the Professional Teaching License

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Professional Teaching License

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

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

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

NOTE: The continuing PDUs you earn as part of the professional development offered by your district may or may not meet the Advanced Program requirement. You will need to check with your district to see if they offer an Advanced Program to beginning teachers.

Experience Requirement

NOTE: All experience must be verified on a PEER form and teaching experience must be completed while holding a Reciprocal, Preliminary or equivalent 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 teaching experience in a 1.0 assignment; or

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

2. How TSPC calculates your experience

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

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

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

Teaching 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 classroom;

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

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

Advanced Professional Education Program Requirement

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

Please continue to page 3 for an outline of your options to meet the Advanced Program requirement.

Advanced Professional Education Option	Document	How to Submit
<p>(District)Advanced Professional Development Program <i>This is a professional development program agreed upon by you and your employing Oregon public school district, and is completed after you have obtained your Preliminary Teaching License. Private and out-of-state schools are not eligible to participate in this option. Please contact your district to determine whether they offer an APD program and if so, what the full requirements are.</i></p>	Advanced Professional Development Completion Form	<p>Completed by your employing Oregon school district. Your district will then submit either electronically send in a sealed school district envelope.</p> <p>See Page 4 for additional information</p>
<p>Advanced Degree Program <i>Any advanced degree program reasonably related to improving an educator's teaching skills. For example, a teacher newly earns a master's degree in their content area. A teacher earns an M.ED in curriculum and instruction, neuro-education, or education leadership. A teacher newly earns a doctorate in their subject matter. The advanced degree must be completed after the educator received their first non-provisional teaching license.</i></p>	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. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p>
<p>Endorsement Program, Specialization Program, or Advanced Licensure Program <i>Complete a Commission-approved program to add new subject matter areas: ESOL, Elementary Education, Music, etc.</i></p>	<p>Official transcripts of your program;</p> <p>And</p> <p>Program Completion Report (PCR - Oregon completers) Or</p> <p>Copy of out-of-state license verifying completion of your program;</p>	<p>Transcripts:</p> <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. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official; And</p> <p>PCR: Contact your college to have them submit the form electronically; Or</p> <p>Out-of-state License:</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
National Board Certification	Copy of your National Board of 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
A Professional Certificate issued by the State of Washington	Copy of your Washington Professional Certificate	<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

District APD Programs - Details

General Information

The Advanced Professional Development (APD) program is a district-centered program option for moving from the Preliminary Teaching License to the Professional Teaching License.

The Advanced Professional Development Program is:

- Developed jointly with the applicant and employing district or public school
- Based on the employing school district evaluations of the applicant
- Aligned with annual performance goals of the applicant
- Specifically tailored to advance the applicant from novice to professional skill level
- Includes at least 150 Professional Development Units (PDUs), as determined by the school district

To verify APD units, a district or school must submit the Advanced Professional Development Completion form (APD form), found on the 'School Districts and ESDs' webpage.

FAQs

Q. Can a private school teacher complete a district APD program?

A. No. Only teachers employed at Oregon public schools may complete a district APD program to move the Professional Teaching License.

Q. When can a teacher complete an Advanced Professional Education program?

A. A teacher must complete an Advanced Professional Education program only while they hold a Preliminary Teaching License or the former Initial I Teaching License.

Q. What is the difference between continuing PDUs and a district APD program?

A. Continuing PDUs are for renewal of the same license. The district APD program is one of the Advanced Professional Education options to move (advance) the requirements to move (advance) from the Preliminary to Professional Teaching license. The Advanced PDU program is specifically tailored to meet the performance goals of the novice teacher.

Q. Is a teacher holding a Preliminary Teaching License required to complete a district APD program?

A. No. The district APD program is one program option to move to the Professional Teaching License. A teacher may also choose to complete a master's degree, a doctorate, advanced licensure, endorsement, specialization or national certification program. The district APD program is the only program that a district or public school participates in and verifies.

Q. Is completing Advanced Professional Education the only requirement to move from the Preliminary to Professional Teaching License?

A. No. A teacher must also complete four full years of full time or six years at .5 to .99 FTE of teaching experience.

Q. Is the district APD program used only for teaching licenses?

A. Yes. The district APD program is currently only used for advancing from the Preliminary to Professional Teaching License. It is not used for personnel, CTE, or administrative licenses at this time.

Q. Are there different Advanced Professional Education requirements for teachers who earned a bachelor's in teacher preparation vs. a master's?

A. No. Both bachelor's and master's prepared teachers are subject to the same requirements to move from the Preliminary Teaching License to the Professional Teaching License.

Q. Who can sign (verify) the district Advanced Professional Development Completion form (APD form)?

A. Only the superintendent or designee may sign the form certifying the applicant's completion of their advanced professional development program. The designee may be any district administrator who has enough knowledge about the candidate's advanced professional program to verify their completion. (For example, HR Directors, Directors of Professional Development, Principals, Vice-Principals, etc.) The candidate may not sign their APD form. It must be someone who can verify the successful completion of the Advanced PDU program.

Q. Can a TSPC partner ESD verify a district APD program for someone not employed by the ESD?

A. No. Only employing schools or school districts may verify a district APD program. This is because the advanced professional development program is based on the individual needs of the novice teacher while working in a classroom setting. (**Note:** TSPC partner ESDs may verify completion of the district APD program for their own employees.)

Q. Does a district need to send any other information besides the APD form to verify completion of a district APD Program?

A. No. The APD is the only required form. However, for system integrity reasons, the district may be asked to provide additional evidence for the advanced PDUs. The evidence may include a list of the completed APD units and how the APD program aligned with the applicant's personal performance goals.

Q. How can an employee currently working in higher education meet the requirements for the Professional Teaching License?

A. Educators employed as faculty at universities or colleges cannot meet the APD program through a district APD program as they are not employed by an Oregon school district. You may, however, meet the APD program requirement by using one of the other options listed in the section above. For the experience requirement, your post-secondary experience can be considered under OAR 584-210-0040(6)(d)(C)(iii). This experience will need to be referred to the Director of Licensure for review.