

# 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 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.

*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.*



## 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 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.

## Initial I Teaching License Holders

If you held an Initial I Teaching License prior to 7/1/2015 or if you have other assessments or coursework that you would like us to consider, please contact our office for further instructions.

Advanced Program Option	Document	How to Submit
<p><b>Advanced Professional Development Program</b>  <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>	<p>Advanced Professional Development Completion Form</p>	<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><b>Advanced Degree Program</b>  <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>	<p>Official transcripts</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>Endorsement Program, Specialization Program, or Advanced Licensure Program</b>  <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><b>Transcripts:</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>And</p> <p><b>PCR:</b> Contact your college to have them submit the form electronically; Or</p> <p><b>Out-of-state License:</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@tspc.oregon.gov">contact.tspc@tspc.oregon.gov</a>; or</li> <li>• Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301</li> </ul>
<p><b>National Board Certification</b></p>	<p>Copy of your National Board of Professional Teaching Standards certification</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@tspc.oregon.gov">contact.tspc@tspc.oregon.gov</a>; or</li> <li>• Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301</li> </ul>
<p><b>A Professional Certificate issued by the State of Washington</b></p>	<p>Copy of your Washington Professional Certificate</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@tspc.oregon.gov">contact.tspc@tspc.oregon.gov</a>; or</li> <li>• Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301</li> </ul>

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# Advanced PDUs - Details

## General Information

Advanced PDUs is a district-centered program option for moving from the Preliminary Teaching License to the Professional Teaching License. The Advanced PDUs district program is called the Advanced Professional Development Program.

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)

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

## FAQs on Advanced PDUs

### **Q. Can a private school teacher complete Advanced PDUs?**

**A.** No. Only teachers employed at Oregon public schools may complete Advanced PDUs to move the Professional Teaching License.

### **Q. When can a teacher earn advanced PDUs?**

**A.** A teacher must earn advanced PDUs while they hold a Preliminary Teaching License or the former Initial I Teaching License.

### **Q. What is the difference between continuing PDUs and advanced PDUs?**

**A.** Continuing PDUs are for renewal of the same license. Advanced PDUs are one way to move (advance) from the Preliminary to Professional Teaching license. Advanced PDUs are specifically tailored to meet the performance goals of the novice teacher.

### **Q. Is a teacher holding a Preliminary Teaching License required to complete advanced PDUs?**

**A.** No. The Advanced PDU 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 Advanced PDU program is the only program that a district or public school participates in and verifies.

### **Q. Is completing an advanced program 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 year at .5 to .99 FTE of teaching experience.

**Q. Are Advanced PDUs used only for teaching licenses?**

A. Yes. Advanced PDUs are currently only used for advancing from the Preliminary to Professional Teaching License. They are not used for personnel, CTE, or administrative licenses at this time.

**Q. Are there different advanced PDU 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 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 an Advanced PD program for someone not employed by the ESD?**

A. No. Only employing schools or school districts may verify Advanced PDUs. 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 advanced professional development program for their own employees.)

**Q. Does a district need to send any other information besides the APD form to verify completion of Advanced Professional Development 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 advanced PDUs and how the advanced professional development program aligned with the applicant's personal performance goals.

**Q. Does any of my work in higher education count towards renewing my teaching license?**

A. Educators employed as faculty at universities or colleges may use their course presentation hours to fulfill their *continuing* PDU requirements, but not to meet the Advanced Program requirement.

**Q. How do I verify professional development activities in higher education will be approved?**

A. PDUs are verified by OREPDC so you can contact them to determine what activities qualify for PDUs. For step-by-step instructions, see, "How to submit verification through a partner ESD" above.

**Q. How are PDUs calculated for work in higher education?**

A. One hour of course presentation is equal to one PDU.