

Upgrading to the Professional Teaching License

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Introduction

The Professional Teaching License is an optional 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 **Advanced Professional Development**.

NOTE: Continuing PDUs do not count toward meeting either of these requirements. Please go to the “Renewal Information and Instructions” webpage for details on completion of Continuing PDUs.

Teaching 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 Commission has adopted several options to meet the Advanced Program requirement.

The Advanced Program must have been completed by the applicant **after the date of issuance of your 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. Only one of these options is needed to meet this requirement.

Advanced Program Options	Document	How to Submit
<p>Advanced Professional Development Program <i>This is a professional development program agreed upon by you and your employing Oregon public school district. It 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>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>	<p>Official 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</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. or a licensure program for administration or school counselor.</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;</p> <p>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@oregon.gov; or • Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301
<p>National Board Certification</p>	<p>Copy of your National Board of Professional Teaching Standards certification</p>	<ul style="list-style-type: none"> • Uploaded to Documents section in eLicensing account; or • Email scanned copy to contact.tspc@oregon.gov; or • Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301
<p>A Professional Certificate issued by the State of Washington</p>	<p>Copy of your Washington Professional Certificate</p>	<ul style="list-style-type: none"> • Uploaded to Documents section in eLicensing account; or • Email scanned copy to contact.tspc@oregon.gov; or • Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301

Advanced PDUs - Details

Advanced Professional Development Program

An Advanced PDU program 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) on the Forms and Instructions webpage.

Advanced Degree, Endorsement Program, Specialization Program or Advanced Licensure Program

Each of these programs require completion of coursework. Note that of this coursework, you will need to verify sufficient credits to total at least 150 professional development units that were completed **after the date of issuance of your first non-provisional teaching license**

If you held an unrestricted Oregon teaching license prior to 7/1/2015-Please Read

- If you previously held an Initial II Teaching License, you have met the APD requirement toward the Professional Teaching License.
- If you held an Initial I Teaching License prior to 7/1/2015 and were previously working on completion of requirements toward the Initial II Teaching License, please contact our office if you would like to discuss completion of those requirements toward fulfillment of the APD requirement.