FIRST OREGON TEACHING LICENSE

Based on completion of an out-of-state teacher preparation program

Introduction

The Reciprocal Teaching License is issued to teachers who have completed an educator preparation program and hold an active and valid non-provisional teaching license from another state. The purpose of the Reciprocal Teaching License is to allow an out-of-state licensed teacher to transition into the Oregon licensure system based on the credentials they earned in the other jurisdiction while they work on any missing Oregon requirements. At the end of the one-year Reciprocal term, the teacher must meet the requirements of the Oregon Preliminary Teaching License or another non-provisional Oregon license. The Reciprocal Teaching License is valid for full-time teaching and substitute teaching. A separate Substitute Teaching License is NOT required.

The Reciprocal Teaching License is issued for one year. To be eligible for the Reciprocal Teaching License, you must not have previously held an Oregon non-provisional educator license or completed an Oregon educator preparation program.

Minimum Requirements for the Reciprocal Teaching License

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| Out-of-state license                                    | A copy of your current unrestricted license from another state or NASDTEC        | Choose ONE:
|                                                         | jurisdiction. [See info below if you hold a foreign credential]                 | • Uploaded to Documents section in eLicensing account                         |
|                                                         |                                                                                  | • Email scanned copy to contact.tspc@tspc.oregon.gov                         |
|                                                         |                                                                                  | • Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301              |
| Verification of bachelor’s degree or higher             | Official Transcripts [Please verify all degrees conferred. See info below if you| Choose ONE:
|                                                         | hold a foreign degree.]                                                        | • 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. |
|                                                         |                                                                                  | NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official |
| Verification of completion of a teacher preparation     | Official transcripts [See info below if you completed an Alternative Route    | Choose ONE:
| program.                                                | teacher prep program.]                                                          | • 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. |

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. Rules in effect as of 6/8/2020
Completion of Alternate Route teacher prep programs

If your out-of-state license was issued based on completion of an alternative route teaching program resulting in licensure through school districts or other alternative routes and rather than through a college or university, you will need to submit documentation of this program and successful completion in lieu of official transcripts.

Foreign Degrees and Credentials

If you completed a teacher preparation program and were licensed outside of the United States, you may qualify for the Reciprocal Teaching License. Please note the following:

- Foreign transcripts require official evaluation from an agency typically approved on the NACES.org website.
- Foreign credentials and other foreign documentation may require official translation.

Note: All foreign preparation (evaluated transcripts and credentials) are subject to review by the Director of Licensure or Executive Director.
Issuing the Best Possible License: What you need to know
You are not required to start with the Reciprocal Teaching License if you can verify that you meet the requirements for either a three-year Preliminary Teaching License or five-year Professional Teaching License.

Testing information
- **If you were required** to complete any testing as part of your preparation in another state, we suggest that you submit copies of your official score reports for those exams as part of this application.

- **If you were not required** to complete testing for your out-of-state license, but have completed at least 5 years of teaching experience in a subject area prior to your first Oregon license, we suggest the following:
  - Contact your previous employers and have them submit a PEER form verifying this experience. The PEER form can be found on the Forms and Instructions webpage.
  - Submit official transcripts of all your post-secondary coursework (see instructions above).
  - Submit a written request to review your experience and coursework for possible waiver of content exams.
  - This information will then be forwarded to the Director of Licensure or Executive Director for consideration.

- **If neither of these options apply to you**, upon issuance of your Reciprocal Teaching License you will be advised that you need to complete the current subject exam for Oregon in order to qualify for any further licensure.

Experience and subsequent preparation after completion of teacher preparation program
- If you have at least four years full time or six years half-time or more teaching experience you may contact your previous employers and have them submit a PEER form verifying this experience. The PEER form can be found on the Forms and Instructions webpage.

- If you have completed additional preparation after you obtained your first license that qualified you for advanced licensure in your previous state, you may submit official transcripts or documentation of this preparation for our review.