

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

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Out-of-state license	A copy of your current unrestricted license from another state or NASDTEC jurisdiction. <i>[See info below if you hold a foreign credential]</i>	Choose ONE: <ul style="list-style-type: none">• 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 <i>[Please verify all degrees conferred. See info below if you hold a foreign degree.]</i>	Choose ONE: <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. 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 program.	Official transcripts OR Alternative Route Program Documentation <i>[see explanation below]</i>	Choose ONE: <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.

Completion of Alternate Route teacher prep programs

If your out-of-state license was issued based on completion of an alternative route teacher preparation program and official transcripts are *not* available, follow these steps:

1. Submit documentation of the program and your successful completion instead of official transcripts. Upload this to the Documents section of your eLicensing account, or email it to contact.tspc@tspc.oregon.gov.
2. A licensure evaluator will review the submitted documentation during the application evaluation. It may also be reviewed by the Director of Licensure, and you might be asked to submit additional information at that time.

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.