

# Guide to Continuing PDUs

## Contents

General Information.....	2
Number of PDUs Required.....	2
Timeline for completion of PDUs: .....	2
When should I apply to renew? .....	2
How to verify completion of Continuing PDUs .....	3
Options for Verifying Continuing PDUs .....	4
Employed by an Oregon school district or ESD:.....	4
Employed by an out of state public school district or ESD: .....	4
Employed by a private school (Oregon or out-of-state).....	4
Employed by a college or university.....	4
Submitting a signed PDU Log and Certificate: Instructions: .....	5
Reinstating Expired Teaching Licenses: PDU Requirements.....	6
Already hold a TSPC license?.....	6
How long are PDUs valid? .....	6
Reinstatement of Substitute and Restricted Substitute Licenses .....	6
Reinstatement of Reciprocal/Initial ('O')/Transitional Teaching Licenses .....	6
How Many PDUs Do I Need to Reinststate? .....	7

## General Information

### Number of PDUs Required

Most licenses, registrations, and certificates require completion of PDUs *for renewal*:

- **75 PDUs** if your license renews every **three-years**
- **125 PDUs** if your license renews every **five-years**

Coursework counts as follows:

- One quarter of college credit=20 PDUs
- One semester of college credit=30 PDUs
- For activities that are not college coursework, PDUs will be counted as one hour of “seat time”=One PDU [NOTE: Activities for the awarding of PDUs should be intended to increase your effectiveness as an educator]

### Timeline for completion of PDUs:

- PDUs must be completed during the life of the license except as provided for carryover units.
- *Carryover allowance*: You may request to use a maximum of 25 unused PDUs submitted for your previous renewal by sending an email to: [contact.tspc@oregon.gov](mailto:contact.tspc@oregon.gov) with your request. Your account will be notated and your eligibility determined once your application/fees, and required documents are submitted and the evaluator reviews your account.

### When should I apply to renew?

- It is recommended that you submit your application and fee approximately 90 days prior to the expiration date of your license.
- If you submit your eLicensing application and renewal fee **prior to or on your license expiration date**, you will receive a 120-day grace period beginning the day after your license expires. This 120-day grace period gives you time to complete requirements and submit your PDUs. You may continue teach or substitute during the grace period.

## How to verify completion of Continuing PDUs

PDUs are verified one of the following ways:

- **TSPC PEER form.** Whenever possible, you are encouraged to contact your employer and have them verify your continuing PDUs on a PEER form. Most Oregon school districts and ESDs have a separate PDU verification process, which you will be required to follow so that they can report your PDUs directly to TSPC. **If you are employed in an Oregon public school district or ESD, you will need to contact your district office first to determine their process before following any further instructions contained in this document;** OR
- **Official Transcripts.** You may choose this option if you are not employed by an Oregon public school district or ESD (i.e. you are employed by a private school who is not able to complete a TSPC PEER form, employed by a college or university, or are not regularly employed) Transcripts must be received directly from the institution, sent electronically to: [tspc.transcripts@oregon.gov](mailto:tspc.transcripts@oregon.gov), or received in a sealed university envelope, sent to: 250 Division St NE, Salem, OR 97301 to be considered official. Note: Transcripts uploaded by the educator into their eLicensing account or not received in a sealed university envelope cannot be accepted as official; OR.
- **PDU Certificate and Log.** You should choose this as a final option only if you are not employed by an Oregon public school district or ESD (i.e. you are employed by a private school who is not able to complete a TSPC PEER form, employed by a college or university, or are not regularly employed) and did not complete coursework from an approved accredited college to meet PDU requirements. See instructions below for how to submit this form.

## Options for Verifying Continuing PDUs

**Employed by an Oregon school district or ESD:** Most school districts verify continuing PDUs for their employees by submitting a TSPC PEER form. Check with your employer to determine their PDU verification process **before** submitting any PDU documentation to TSPC.

**Employed by an out of state public school district or ESD:** You may verify PDUs one of the following ways:

- A TSPC PEER form. Check with your employer to determine whether they are able to complete this form.
- By submitting official transcripts from an approved institution (see instructions above); or
- If you are unable to obtain a PEER form or have not completed sufficient coursework to meet PDU requirements, you may submit a PDU Log listing your activities and signed Certificate attesting to the fact that you have earned the reported activities. See instructions below.

**Employed by a private school (Oregon or out-of-state):** You may verify PDUs one of the following ways:

- Some private schools are able to verify continuing PDUs for their employees on a TSPC PEER form. Check with your employer to determine whether they are able to complete this form.
- By submitting official transcripts from an approved institution (see instructions above); or
- If you are unable to obtain a PEER form or have not completed sufficient coursework to meet PDU requirements, you may submit a PDU Log listing your activities and signed Certificate attesting to the fact that you have earned the reported activities. See instructions below.

**Employed by a college or university:** Educators employed as faculty at universities or colleges may verify PDUs in one of the following ways:

- By submitting official transcripts from an approved institution (see instructions above); or
- If you did not complete coursework to meet PDU requirements, you may submit a PDU Log listing your activities and signed Certificate attesting to the fact that you have earned the reported activities. See instructions below.

**Not employed by a public school district, ESD or private school, or working for an employer that does not verify PDUs**

- By submitting official transcripts from an approved institution (see instructions above).
- If you did not complete coursework to meet PDU requirements, you may submit a PDU Log listing your activities and signed Certificate attesting to the fact that you have earned the reported activities. See instructions below.

## Submitting a signed PDU Log and Certificate: Instructions:

**IMPORTANT NOTE:** Please follow these instructions **only** if you do not have an employer that can verify your PDUs on a TSPC PEER form or you are not submitting official transcripts.

- Please upload your PDU Log and Certificate together as a single document to your eLicensing Documents tab.
- Please do **not** submit any supporting documentation with the Log and Certificate. If clarification of your activities is needed based on a review of your Log and Certificate, our office will contact you.
- You are required to retain the documentation providing evidence of the PDU for one year from submission of the renewal application.
- PDUs submitted in this manner may be subject to a random audit of activities by TSPC for up to 12 months after submission of the renewal.
- Acceptable evidence of PDU documentation is at the sole discretion of the Executive Director or designee, and includes but is not limited to certificates of completion, PDU Verification Form, and official transcripts.
- PDU documentation of official transcripts from approved institutions that meet the PDU license requirements will not be subject to random audit.

## Reinstating Expired Teaching Licenses: PDU Requirements

To reinstate most expired teaching licenses, you are required to complete **additional PDUs**. (See table below)

### Already hold a TSPC license?

If you currently hold another TSPC license that requires the completion of continuing PDUs, you do **not** need to complete additional PDUs to reinstate your teaching license beyond your normal renewal PDU requirement. (For example, you currently hold an administrator license and you are reinstating your teaching license -- no additional reinstatement PDUs would be required.)

### How long are PDUs valid?

PDUs must have been completed within five (5) years of the date of application to meet reinstatement requirements.

### Reinstatement of Substitute and Restricted Substitute Licenses:

The Substitute and Restricted Substitute Licenses do not require completion of any continuing or reinstatement PDUs.

### Reinstatement of Reciprocal/Initial ('O')/Transitional Teaching Licenses

The Reciprocal, Initial ('O') and Transitional Teaching Licenses cannot be reinstated. These licenses do not require continuing PDUs, but are subject to verify additional PDUs as indicated in the "Additional PDUs Required" column in the table below. However, if you currently hold an active and valid unrestricted license in another state, you would not be required to verify any additional PDUs.

## How Many PDUs Do I Need to Reinststate?

Expiration period	Additional PDUs required	Preliminary/Legacy: Total PDUs required to Reinststate (# of additional PDUs + required renewal PDUs)	Professional: Total PDUs required to Reinststate (# of additional PDUs + required renewal PDUs)
Less than one year	none	75 PDUs	125 PDUs
More than one year, less than two years	25 additional PDUs	100 PDUs	150 PDUs
More than two years, less than three years	50 additional PDUs	125 PDUs	175 PDUs
More than three years, less than four years	75 additional PDUs	150 PDUs	200 PDUs
More than four years, less than five years	100 additional PDUs	175 PDUs	225 PDUs
More than five years, less than six years	125 additional PDUs	200 PDUs	250 PDUs
Expired for more than six years	150 additional PDUs	225 PDUs	275 PDUs