

Renewing Your Oregon Educator License

Contents

What is a Renewal?.....	1
Who Must Complete Professional Development?	1
What is Professional Development?.....	2
How Do I Renew My License?.....	3
If Your License Type Does Not require PDUs	4
Additional Requirements	4
Teaching Licenses – Renewal Requirements	5
Administrator Licenses – Renewal Requirements	6
Personnel Service Licenses/School Nurses- Renewal Requirements	7

What is a Renewal?

Renewing a license means you are requesting to hold the same license you currently hold. Not all licenses are “renewable”. Details about requirements for every license type are provided later in this document.

Who Must Complete Professional Development?

You must complete Professional Development if you hold any of the following licenses:

- Preliminary
- Principal
- Professional
- Limited
- American Indian Language License

You **do not** complete Professional Development if you hold the following licenses:

- Emergency
- Restricted
- Reciprocal (not renewable)
- Charter School Registry
- International Visiting Teacher
- License for Conditional Assignment

IMPORTANT: Check Your License Expiration Date

If your license expires **before July 1, 2029** you are **not required** to report PDUs to TSPC

If your license expires **on or after July 1, 2029**, you **will be required** to report PDUs.

What is Professional Development?

Professional Development (PD) is learning that helps you grow in your profession. It may include:

- Classes
- Conference
- District-approved activities

When you complete PD, you receive a transcript or certificate showing the number of credits or professional development units (PDUs) earned.

PDU Conversion:

- One (1) hour of PD activity= **1 PDU**
- One (1) semester credit= **30 PDUs**
- One (1) quarter credit=**20 PDUs**

How Do I Renew My License?

Submit your renewal on or before your license expiration date.

Submitting the application and fee after the expiration date will result in late fees.

To Renew:

- Submit your application and fee through eLicensing
 - For help with the eLicensing system, email online.tspc@tspc.oregon.gov

If your license expires on or after July 1, 2029, you must also submit PDUs:

You may submit PDUs by:

- Asking your employer to submit a PEER for, or
- Submitting official transcripts from an accredited college, or
- Submitting a PDU Certificate and Log

Requesting a PEER form

If you are employed by an Oregon school, school district or ESD, contact your employer to request that they submit the PEER form directly to TSPC

NOTE: The process for submitting PD may change as new technology becomes available, Please review renewal instructions again before your next renewal.

If Your License Type Does Not require PDUs

Follow these instructions to apply for your next license:

Submit your **application and fee** through eLicensing on or before the date your license expires. Late submission will result in additional fees.

Additional Requirements

Reciprocal License Holders:

Check your eLicensing Messages portal for instructions about your next license.

District-Sponsored License Holders

You must have:

1. **Employer Sponsorship**
 - Ask your Oregon school district to submit the required letter. : Contact your employing Oregon school district to have them submit the letter to our office; And
2. **Progress in your program or degree**
 - Submit unofficial transcripts by:
 - Uploading them to your eLicensing Documents portal; or
 - Emailing them to contact.tspc@tspc.oregon.gov.
 - Submit a letter from your Educator Preparation Program to contact.tspc@tspc.oregon.gov

Teaching Licenses – Renewal Requirements

License	PDU's	PEER Form Verifying Assignment (Needed Only if employed in Oregon)	Employer Sponsorship	Other [see below]
American Indian Language	75		X	
Charter School Registry-Teaching			X	
Five-Year CTE	125	X	X	
International Visiting Teacher		X	X	A
License for Conditional Assignment			X	B
Legacy Teaching	75	X		
Limited Teaching	75	X	X	
Preliminary CTE	75	X		
Preliminary Teaching	75	X		
Professional CTE	125	X		
Professional Teaching	125	X		
Restricted CTE			X	
Restricted Substitute			X	
Restricted Teaching			X	C
Substitute Teaching				
Teacher Leader	125	X		D

Expiration Date Reminder:

- License expires **before July 1, 2029** → PDU's **not required**
- License expires **on or after July 1, 2029** → PDU's **required**

A: International Visiting Teachers must maintain a current J-1 Visa.

B: LCAs are not stand-alone licenses and require a valid underlying license. Check your eLicensing Messages for details.

C: Restricted Teaching Licenses require evidence of progress in your teacher preparation program.

D: Teacher Leader renewals require submission of the Teacher Leader Portfolio.

Administrator Licenses – Renewal Requirements

License	PDU's	PEER Form Verifying Assignment (Needed Only if employed in Oregon)	Employer Sponsorship	Other [see below]
Charter School Registry-Administrator			X	
Legacy Administrator	75	X		
Principal	90	X		
Professional Administrator	120	X		
Restricted Administrator		X	X	E
License of Conditional Assignment for Professional Administrator				F

Expiration Date Reminder:

- License expires **before July 1, 2029** → PDU's **not required**
- License expires **on or after July 1, 2029** → PDU's **required**

E: Restricted Administrator Licenses require verification of progress in your administrator preparation program.

F: LCAs for Professional Administrator are not stand-alone licenses and require a current Principal License. Progress in the Professional Administrator program must be verified.

Personnel Service Licenses/School Nurses- Renewal Requirements

License	*PDUs	PEER Form Verifying Assignment (Needed Only if employed in Oregon)	Employer Sponsorship	Other [see below]
Emergency School Nurse		X	X	G
Limited Student Service	75	X	X	
Legacy School Counselor	75	X		H
Preliminary School Counselor	75	X		H
Preliminary School Psychologist	75	X		
Preliminary School Social Worker	75	X		
Professional School Counselor	125	X		H
Professional School Nurse	125	X		G
Professional School Psychologist	125	X		
Professional School Social Worker	125	X		
Restricted School Counselor			X	I
Restricted School Social Worker			X	I

Expiration Date Reminder:

- License expires **before July 1, 2029** → PDUs **not required**
- License expires **on or after July 1, 2029** → PDUs **required**

G: Emergency School Nurse and Professional School Nurse Certificates require a **current registered nurse (RN) license** issued by the Oregon State Board of Nursing. A photocopy of the RN license is acceptable.

H: Oregon law requires licensed school counselors to complete **professional development related to suicide prevention, treatment and management**. A link to the survey will be provided once a renewal application has been submitted. The survey is accessible at [this link](#).

I: Restricted School Counselor and Restricted School Social Worker Licenses require **verification of progress** in your school counselor or school social worker preparation program.