

# Guide to Continuing PDUs

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## General Information

- 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**
- Timeline for completion of PDUs:
  - PDUs must be completed during the life of the license except as provided for carryover units.
  - *Carryover allowance*: An educator may carryover 25 PDUs from their prior licensure period. The carryover PDUs may **only** be from their previous reporting period.
- 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
- PDUs must include activities intended to increase the effectiveness as an educator. PDU activities must fall within one of seven [Standards for Professional Learning](#).

## 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

**NOTE:** Verifying PDUs is separate from the [eLicensing](#) application process. You will need to apply and pay fees through [eLicensing](#) in addition to the PDU verification process.

- **Employed by a school district:** Most school districts verify continuing PDUs for their employees by submitting a TSPC PEER form. Check with your employer to determine the PDU verification process.
- **Employed by a private school:** Some private schools verify continuing PDUs for their employees by submitting a TSPC PEER form. Check with your employer to determine the PDU verification process.
- **Employed by a college or university:** Educators employed as faculty at universities or colleges may use their course presentation hours to fulfill their continuing PDU requirements. Follow the instructions below to verify what PDU activities will be approved through a partnering ESD.
- **Unemployed or working for an employer that does not verify PDUs:** TSPC has contracted with some ESDs for verification services. Follow the instructions below to verify through a partnering ESD.

## How to submit verification through a partner ESD:

- Visit the [orepdc.k12.or.us](http://orepdc.k12.or.us) website and following the instructions. (There is a \$25 processing fee.)
  - **Note:** After confirming your name, email address, and phone number, you will be asked, "Are you needing to verify Advanced PDUs?" Select [No], since these instructions are for Continuing PDUs.
- Once the submission process is complete, the ESD will send an e-mail that explains where to send supporting materials.
- Materials may be sent via mail, e-mail, or fax.
- The ESDs will electronically verify PDUs to TSPC within two weeks of completed submission.

For questions or concerns about PDU submissions or the OREPDC website, contact: [orepdc-support@mesd.k12.or.us](mailto:orepdc-support@mesd.k12.or.us)

## Reinstating Expired Licenses: PDU Requirements

To reinstate most expired educator 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 another license. (For example, you currently hold an administrator license and you are reinstating a teaching license -- no additional reinstatement PDUs required.)

### How long are PDUs valid?

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

### Substitutes and Restricted Substitutes:

You do not have to complete additional PDUs to reinstate a substitute or restricted substitute teaching license.

### 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