

584-210-0190

Reinstatement of Teaching Licenses

(1) **Purpose:** The Commission has adopted reinstatement provisions to allow qualified applicants to reinstate eligible, expired Oregon teaching licenses. These provisions are adopted to allow qualified applicants to restore eligible, expired Oregon teaching licenses to active status.

NOTE: The requirements for reinstating CTE teaching licenses are provided in ~~584-230-0120~~, 584-230-0110 Reinstatement of CTE Teaching Licenses.

(2) **Preliminary, Professional and Legacy Teaching Licenses:** Preliminary, Professional, and Legacy Teaching Licenses are eligible to be reinstated as Preliminary Teaching Licenses. ~~To be eligible to reinstate the Preliminary, Professional, or Legacy Teaching license, the applicant must meet the requirements of subsection (13), except as provided in subsection (3).~~

(a) To be eligible to reinstate the Preliminary, Professional, or Legacy Teaching license, the applicant must meet the requirements of subsection (13), except as provided in subsection (3).

(b) When a reinstated Preliminary, Professional, and Legacy Teaching licensee has completed their Preliminary license term, they will be reinstated to their previous license type at renewal.

Example: An educator with an expired Professional Teaching License that cannot be renewed may reinstate with a Preliminary Teaching License. When the educator seeks to renew, they will need to meet the Preliminary Teaching License renewal requirements, as provided in 584-210-0030(7), including the continuing professional development unit requirements. Upon qualifying, they will receive the Professional Teaching License.

(3) **Holds Other License:** If the applicant holds another active and valid non-provisional educator license in Oregon or another NASDTEC jurisdiction at the time of the application for reinstatement of a Preliminary, Professional or Legacy Teaching License, the applicant is not required to complete the reinstatement PDUs, as provided in subsection (15).

(a) To qualify for this exception, the license must require completion of professional development for renewal.

(b) If the applicant holds an eligible Oregon license, the applicant is not required to pay reinstatement fees. The applicant is required to pay all other required fees to reinstate the Oregon license.

(c) If the applicant holds an eligible license from another NASDTEC jurisdiction, the applicant is required to pay reinstatement fees. The applicant must pay the reinstatement fees in addition to all other required fees to reinstate the Oregon license.

(4) **Substitute Teaching Licenses:** Substitute Teaching Licenses are eligible to be reinstated. To be eligible to reinstate a Substitute Teaching License, an applicant must meet the requirements for the Substitute Teaching License in effect at the time of the application:

(a) Applicants are required to pay reinstatement fees. Applicants must pay the reinstatement fees in addition to all other required fees to reinstate the Oregon license.

(b) Applicants are not required to complete reinstatement PDUs.

(c) Notwithstanding any other requirements, holders of an expired Substitute Teaching License issued based on a C4 recommendation may qualify to reinstate or renew a Substitute Teaching License upon the discretion of the Director of Licensure.

(5) **Reciprocal/Initial Teaching Licenses:** Reciprocal and Initial Teaching Licenses may not be reinstated.

(a) If an applicant holds an expired Initial or Reciprocal Teaching License, the applicant must qualify for an Oregon Preliminary or Professional teaching license or for an Oregon provisional license for which they are eligible, in accordance with the following provisions:

~~(a)~~ (b) The applicant is not required to hold an active and valid out-of-state license at time of application for first-issue Preliminary or Professional Teaching License, if the applicant:

(A) Held an active and valid out-of-state license on the date of issuance of the Reciprocal Teaching License; or

(B) Was issued an Oregon Initial Teaching License prior to January 1, 2016.

~~(b) The applicant is required to complete PDUs for reinstatement, as provided in subsection (15), for the number of years the Oregon Reciprocal or Initial Teaching License was lapsed.~~

~~**NOTE:** The requirement for reinstatement PDUs only applies to applicants who do not hold an active and valid out-of-state license at the time of application for the first Preliminary or Professional Teaching License.~~

(6) **Initial I Teaching License:** Initial I Teaching Licenses may not be reinstated. Holders of these licenses must apply for reinstatement of the Preliminary Teaching License and must meet the requirements in subsection (13) of this rule.

(7) **Initial II Teaching License:** Initial II Teaching Licenses may not be reinstated. Holders of these licenses must apply for reinstatement to the Preliminary Teaching License or Professional Teaching License and must meet the requirements in subsection (13) of this rule.

(8) **Basic:** Basic Teaching Licenses may not be reinstated. Holders of these licenses must apply for reinstatement of the Professional, Preliminary, or Legacy Teaching License and must meet the requirements in subsection (13) of this rule.

(9) **Standard/Continuing:** Standard and Continuing Teaching Licenses may not be reinstated. Holders of these licenses must apply for reinstatement of the Professional Teaching License and must meet the requirements in subsection (13) of this rule.

(10) **Teacher Leader:** Teacher Leader licenses may not be reinstated. A holder of an expired Teacher Leader license may apply to reinstate a Professional or Legacy Teaching license. To obtain the Teacher Leader license after it has expired, the applicant may submit a new application for the Teacher Leader License.

(11) **District-Sponsored Teaching Licenses:** District-sponsored teaching licenses and registrations may not be reinstated. A holder of an expired district-sponsored teaching license or registration may be issued a new district-sponsored license or registration based on a new application.

(a) District-sponsored teaching licenses and registrations include, but are not limited to:

(A) Emergency licenses;

(B) Restricted licenses;

(C) Limited licenses;

(D) District Substitute Teaching License;

~~(DE)~~ International Visiting Teacher License; and

~~(EE)~~ Charter school registrations.

(b) Applicants must meet the requirements for the district-sponsored license in effect at the time of the new application.

(c) Applicants are not required to pay reinstatement fees;

(d) Applicants are not required to complete reinstatement PDUs;

(e) Applicants are required to complete renewal PDUs if their district-sponsored license requires PDUs for renewal.

NOTE: Some applicants may not be eligible for additional terms of a district-sponsored license due to restrictions on the license terms or other circumstances.

(12) American Indian Languages Teaching License: American Indian Languages Teaching Licenses may not be reinstated. A holder of an expired American Indian Languages Teaching License may be issued a new tribal-sponsored license based on a new application.

(a) Applicants must meet the requirements for the American Indian Languages Teaching License in effect at the time of the new application.

(b) Applicants are not required to pay reinstatement fees;

(c) Applicants are not required to complete reinstatement PDUs;

(d) Applicants are required to complete renewal PDUs if the tribal-sponsored license requires PDUs for renewal.

(13) Applying for Reinstatement: To be eligible to apply for reinstatement of an eligible Oregon teaching license, an applicant must:

(a) Meet the renewal or advancement requirements that would have been required if the Oregon license had not lapsed;

(b) Meet the requirements for reinstatement of Oregon suspended or revoked licenses as provided in Chapter 584, Division 50, if applicable; and

~~(c) Meet the professional development requirements for reinstatements as provided in subsection (16), if required.~~

~~(d)~~ Submit a complete and correct application in the form and manner required by the Commission, including payment of the required fees as provided in OAR 584-200-0050;

(14) Endorsements: Only endorsements held on the previous expired license will be added to the reinstated license. If the applicant applies to add new endorsements to their reinstated license, they must add the endorsement in accordance with Chapter 584, Division 220.

~~**(15) Additional PDUs for Reinstatement:** An applicant must complete additional professional development units (PDUs) based on the number of years the license is expired, as follows:~~

~~(a) Expired for less than one year: No additional PDUs required.~~

~~(b) Expired for more than one year, but less than two years: 25 additional PDUs.~~

~~(c) Expired for more than two years but less than three years: 50 additional PDUs.~~

~~(d) Expired for more than three years but less than four years: 75 additional PDUs.~~

~~(e) Expired for more than four years but less than five years: 100 additional PDUs.~~

~~(f) Expired for more than five years but less than six years: 125 additional PDUs.~~

~~(g) Expired for more than six years: 150 additional PDUs.~~

~~(16) To qualify as continuing PDUs for Oregon reinstatement requirements, the PDUs must have been completed within five (5) years of the date of application for reinstatement of the teaching license.~~

~~(17) All PDUs for reinstatement must be verified as provided in 584-255-0030 Verification of Professional Development.~~

584-230-0110

Reinstatement of CTE Teaching Licenses

(1) **Purpose:** The Commission has adopted reinstatement provisions to allow applicants to reinstate eligible, expired Oregon Career and Technical (CTE) teaching licenses.

NOTE: The requirements for reinstating teaching licenses are provided in OAR 584-210-0190.

(2) **Preliminary, Professional, Five-Year CTE:** Preliminary, Professional, and Five-Year CTE Teaching Licenses are eligible to be reinstated. To be eligible to reinstate the license, the applicant must:

(a) Complete the renewal or advancement requirements that would have been required if the Oregon CTE teaching license had not lapsed;

(b) If the license has been expired more than five years from date of application, the applicant must submit a copy of the ODE-approved CTE reinstatement form; and

(c) Meet the professional development requirements for reinstatements, as provided in subsection (10).

(A) If the applicant holds another active and current non-provisional Oregon educator license at the time of the application for reinstatement of a Preliminary CTE, Professional CTE or Five-Year CTE teaching license, the applicant is not required to complete the additional PDUs for reinstatement as provided in subsection (10).

(B) To qualify for the reinstatement PDU exemption provided in this subsection, the applicant must hold another license that requires completion of continuing PDUs for renewal; and

(d) Meet the reinstatement application requirements, as provided in subsection (9).

(3) **CTE I Teaching Licenses:** CTE I Teaching Licenses may not be reinstated. Holders of these licenses must apply for the Restricted CTE Teaching License, as provided in subsection (8).

(4) **CTE II Teaching Licenses:** CTE II Teaching Licenses may not be reinstated. Holders of these licenses must apply for reinstatement of the Preliminary CTE Teaching License, as provided in subsection (2).

(5) **Three-Year CTE or PTE Licenses:** Three-year CTE or Three-Year Professional Technical teaching licenses may not be reinstated. Holders of these licenses must apply for reinstatement of the Preliminary CTE Teaching License, as provided in subsection (2).

(6) **Five-Year PTE Teaching License:** Five-year Professional Technical Education (PTE) Teaching Licenses may not be reinstated. Holders of these licenses must apply for reinstatement of the Five-Year CTE Teaching License, as provided in subsection (2).

(7) **Endorsements:** Endorsements will be added to reinstated CTE licenses, as provided in *OAR 584-230-0050 CTE Endorsements*.

(a) If the CTE license has been expired more than five years from date of application, the applicant will receive the endorsements, as provided on the ODE-approved CTE reinstatement form.

(b) If the CTE license has been expired less than five years from date of application, the applicant will receive the endorsements held on the expired CTE license. If the applicant held a CTE endorsement that is no longer issued by the Commission, the qualified applicants may receive the equivalent CTE endorsement upon reinstatement.

(c) If the applicant applies to add new endorsements to their reinstated CTE license, they must add the new endorsements, as provided in *OAR 584-230-0050 CTE Endorsements*.

(8) **Sponsored CTE Teaching License:** Sponsored CTE teaching licenses may not be reinstated. A holder of an expired sponsored CTE teaching license may be issued a new sponsored CTE license based on a new application.

(a) Applicants must meet the requirements for the sponsored CTE license in effect at the time of the new application.

(b) Applicants are not required to pay reinstatement fees or complete additional continuing PDUs to qualify for the new sponsored CTE teaching license.

(c) Sponsored CTE Teaching licenses include:

(A) Emergency Teaching Licenses for CTE assignments;

(B) Restricted CTE Substitute Teaching Licenses; (May apply for a new Restricted Substitute License)

(C) Restricted CTE Teaching Licenses.

NOTE: Applicants with expired CTE I or Restricted CTE Teaching Licenses may not be eligible for the full three terms of a Restricted CTE Teaching License. The number of eligible terms will be determined by the new application process for the Restricted CTE Teaching License.

(9) Applying for Reinstatement: To be eligible to apply for reinstatement of an eligible Oregon CTE teaching license, an applicant must:

(a) Submit a complete and correct application in the form and manner required by the Commission, including payment of all required fees as provided in OAR 584-200-0050;

(b) Meet the renewal or advancement requirements that would have been required if the Oregon license had not lapsed;

(c) Meet the requirements for reinstatement of Oregon suspended or revoked licenses as provided in Chapter 584, Division 50, if applicable; ~~and,~~

~~(d) Meet the professional development requirements for reinstatements as provided in subsection (10), if required.~~

~~(10) **Reinstatement PDUs:** An applicant must complete additional professional development units (PDUs) based on the number of years the license is expired, as follows:~~

~~(a) Expired for less than one year: No additional PDUs required.~~

~~(b) Expired for more than one year, but less than two years: 25 additional PDUs.~~

~~(c) Expired for more than two years but less than three years: 50 additional PDUs.~~

~~(d) Expired for more than three years but less than four years: 75 additional PDUs.~~

~~(e) Expired for more than four years but less than five years: 100 additional PDUs.~~

~~(f) Expired for more than five years but less than six years: 125 additional PDUs.~~

~~(g) Expired for more than six years: 150 additional PDUs.~~

~~(11) To qualify as PDUs for Oregon reinstatement requirements, the PDUs must have been completed within five (5) years of the date of application for reinstatement of the teaching license.~~

~~(12) All PDUs for reinstatement must be verified as provided in 584-255-0030 Verification of Professional Development.~~

584-255-0010

Professional Development Requirements

(1) The Commission believes that high quality and individualized professional development for educators is essential to promote:

- (a) Effective educational practices;
- (b) Supportive educational leadership; and
- (c) Enriched student learning.

(2) The Commission requires the completion of advanced or continuing professional development units for:

- (a) Promotion to the Professional Teaching License or Professional CTE Teaching License (Advanced PDUs);
- (b) Renewal of most active educator licenses (Continuing PDUs); and
- (c) Renewal of School Nurses Certificates (Continuing PDUs).

(3) **Professional Development Units (PDUs)** are calculated as follows:

- (a) One (1) hour of advanced or continuing professional development activity equals one (1) PDU;
- (b) One (1) semester hour of college credit equals thirty (30) PDUs; or
- (c) One (1) quarter hour of college credit equals twenty (20) PDUs.

(4) **Advanced Professional Development (Advanced PDUs):** The Commission requires completion of an advanced professional education program for promotion to the Professional Teaching License and Professional CTE Teaching License. The Commission has approved the completion of an Advanced Professional Development Program as one method to meet the requirement for an advanced professional education program. An Advanced Professional Development Program must include 150 advanced professional development units (advanced PDUs) that are:

- (a) Tailored to the performance goals of the teacher in accordance with ORS 342.815 to 342.856;
- (b) Based on the core teaching standards as provided in OAR 584-255-0020, Standards for Professional Development; and
- (c) Calculated as provided in subsection (3) of this rule; and
- (d) Completed while the applicant holds the Preliminary Teaching License or Preliminary CTE Teaching License.

NOTE: Refer to OAR 584-210-0040 Professional Teaching License and OAR 584-230-0030 Professional CTE Teaching License for other methods to meet the advanced professional program requirements.

(5) Continuing Professional Development: The Commission requires continuing professional development for renewal of most active licenses and certificates that do not require advancement to another license.

(a) To qualify for renewal of a Teaching or Personnel Service license, the applicant must complete 25 Continuing PDUs per year of licensure term, as follows:

(A) 75 PDUs during the life of a three (3) year license; and

(B) 125 PDUs during the life of a five (5) year license.

(b) Notwithstanding subsection (a) of this section, the following PDU schedule will meet the qualifications for renewal of a Teaching or Personnel Service license:

(A) For licenses that expire in 2024, no Continuing PDUS are required;

(B) For licenses that expire in 2025, 25 PDUs for a three (3) year license and 25 PDUs for a five (5) year license are required; and

(C) For licenses that expire in 2026, 50 PDUs for a three (3) year license and 50 PDUs for a five (5) year license are required;:-

(D) For licenses that expire in 2027, 75 PDUs for a three (3) year license and 75 PDUs for a five (5) year license are required;:-

(E) For licenses that expire in 2028, 100 PDUs for a five (5) year license are required; and

(F) For licenses that expire in 2029, 125 PDUs for a five (5) year license are required.

(c) To qualify for renewal of a Principal or Professional Administrator license, the applicant must complete either 24 or 30 Continuing PDUs per year of licensure term, as follows:

(A) 90 PDUs during the life of a three (3) year Principal license; and

(B) 120 PDUs during the life of a five (5) year Professional Administrator license.

(d) Notwithstanding subsection (a) of this section, the following PDU schedule will meet the qualifications for renewal of a School Administrator license:

(A) For licenses that expire in 2024, no Continuing PDUS are required;

(B) For licenses that expire in 2025, 30 PDUs for a three (3) year license and 24 PDUs for a five (5) year license are required;

(C) For licenses that expire in 2026, 60 PDUs for a three (3) year license and 48 PDUs for a five (5) year license are required;

(D) For licenses that expire in 2027, 90 PDUs for a three (3) year license and 72 PDUs for a five (5) year license are required

(E) For licenses that expire in 2028, 96 PDUs for a five (5) year license are required; and

(F) For licenses that expire in 2029, 120 PDUs for a five (5) year license are required.

(be) Completing any of the following advanced certifications will waive continuing professional development requirements only for the renewal period during which the certification is completed and the following licensure renewal cycle:

(A) National Board of Professional Teaching Standards (NBPTS) certification;

(B) National Association of School Psychologists (NASP) certification;

(C) National School Counselor Certification (NSCC);

(D) National Association of Social Workers (C-SSWS) certification; or

(E) Association of Speech, Hearing and Audiology (ASHA) certification.

(c) Licensed educators may ~~carry over 25 PDUs of excess Continuing PDUs obtained only in the previous reporting period~~ use excess PDUs earned during term of the previous license for the Continuing PDU renewal requirement of a current license (up to a maximum of 25 PDUs). The educator must track the unused PDUs to submit with their next renewal. It is the sole responsibility of the educator to track and report the excess PDUs if they wish to use them for the next renewal.

(d) Educators who hold dual licensure with other state professional licensing boards are encouraged to fulfill their continuing professional development requirements by completing the PDUs provided by those professional licensure areas (for example: Speech Language Pathologists).

(e) Educators who are employed as faculty at university or colleges may use their course presentation hours to fulfill their continuing PDU requirement. One (1) hour of course presentation is equal to one (1) PDU.

(f) The requirement for continuing professional development applies to the renewal of the following teaching, administrative, and personnel service licenses:

(A) Preliminary Teaching License [Note: If the applicant is renewing the Preliminary Teaching License with Advanced PDUs, Continuing PDUs are not required];

(B) Professional Teaching License;

(C) Teacher Leader License;

(D) Legacy Teaching License;

(E) Limited Teaching License;

(F) American Indian Language Teaching License;

(G) Preliminary CTE Teaching License; [Note: If the applicant is renewing the Preliminary CTE Teaching License with Advanced PDUs, Continuing PDUs are not required];

(H) Professional CTE Teaching License:

(I) Principal License;

(H) Professional Administrator License;

~~(J) Legacy Administrator;~~

~~(K) Distinguished Administrator;~~

~~(L) Exceptional administrator;~~

~~(MK)~~ Preliminary School Counselor [Note: If the applicant is renewing with requirements to move to Professional School Counselor license, Continuing PDUs are not required];

~~(NL)~~ Professional School Counselor;

~~(OM)~~ Legacy School Counselor;

~~(PN)~~ Preliminary School Psychologist;

~~(QO)~~ Professional School Psychologist;

~~(RP)~~ Legacy School Psychologist;

~~(SQ)~~ Limited Student Services;

~~(TR)~~ Preliminary School Social Worker; and

~~(US)~~ Professional School Social Worker.

(6) Continuing Professional Development for School Nurse Certificates: To qualify for renewal of a School Nurse Certificate pursuant to OAR chapter 584, division 021, an applicant must:

(a) Meet the professional development requirements provided in OAR 584-021-0150 (Renewal of Professional School Nurse Certification); or

(b) Meet the professional development requirement provided in OAR 584-021-0155 (Emergency School Nurse Certification Renewal).

(7) It is the sole responsibility of the licensed educator to ensure accurate completion of professional development upon renewal or issue of a subsequent license. Generally, failure to complete advanced professional development or continuing professional development does not constitute an “emergency” for the purposes of receiving an Emergency License.

(8) If employed during the life of the license, the supervisor or professional development advisor will verify that the educator has successfully completed all continuing professional development requirements to the district superintendent or designee on the TSPC Professional Educational Experience Report (PEER) form prior to renewal of licensure.

(9) The following licenses and registrations do not have continuing professional development requirements because the licenses require the completion of additional specific coursework or other licensure requirements to move to the next stage license, or the licenses or registrations do not require continuing professional development:

NOTE: Applicants for teaching licenses may be required to complete reinstatement professional development as provided in OAR 584-210-0190 Reinstatement of Teaching Licenses.

(a) All reciprocal licenses;

- (b) All substitute licenses;
- (c) Preliminary Administrator license;
- (d) Restricted CTE Teaching license;
- (e) International Visiting Teacher License;
- (f) All restricted licenses;
- (g) All emergency licenses;
- (h) License for Conditional Assignment;
- (i) Teacher Associate License; and
- (j) All charter school registrations.

(10) Substitute teaching licenses do not have continuing professional development requirements due to a substitute shortage in the profession. The Commission has reserved the right to reconsider this continuing professional development waiver at any time in the future.

(11) Educators holding a Restricted CTE Teaching License ~~may be~~ are subject to other professional development requirements consistent with their CTE Professional Development Plan pursuant to OAR 584-230-0070.

584-255-0020

Standards for Professional Development

(1) Standards for advanced professional development: To qualify as advanced professional development for purposes of promotion to the Professional Teaching License, the advanced professional development units must be aligned with OAR 584-420-0030 Professional Teaching License: Program Standards and ORS 342.856 Core Teaching Standards (InTASC).

(2) Standards for continuing professional development: To qualify as continuing professional development for licensure renewal, the continuing professional development units must conform to the following national standards adopted by Learning Forward (2011):

(a) Learning Communities: Professional learning that increases educator effectiveness and results for all students occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment.

(b) Leadership: Professional learning that increases educator effectiveness and results for all students requires skillful leaders who: develop capacity, advocate and create support systems for professional learning.

(c) Resources: Professional learning that increases educator effectiveness and results for all students requires prioritizing, monitoring, and coordinating resources for educator learning.

(d) Data: Professional learning that increases educator effectiveness and results for all students uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning.

(e) Learning Designs: Professional learning that increases educator effectiveness and results for all students integrates theories, research, and models of human learning to achieve its intended outcomes.

(f) Implementation: Professional learning that increases educator effectiveness and results for all students applies research on change and sustains support for implementation of professional learning for long term change.

(g) Outcomes: Professional learning that increases educator effectiveness and results for all students aligns its outcomes with educator performance and student curriculum standards.

(3) Standards for professional development after reinstatement. To qualify as continuing professional development for licensure renewal after reinstatement, the continuing professional development units must conform to the standards as provided in section (2) of this rule and may be met by district-assigned mentorship.

584-255-0030

Verification of Professional Development

(1) Licensed educators employed in a public school, education service district or public charter school must provide to their employer or qualified Education Service District (ESD) evidence of their completion of professional development units (PDUs) in accordance with Chapter 584, Division 255.

(2) **Verification of PDUs for Renewal:** To verify PDUs for licensure renewal, educators must:

(a) **Verify PDUs through their employing public school district or school.** Educators employed by a public school district, education service district, or charter school must request verification of PDUs from districts where they were employed during the life of the renewable license. School districts, education service districts, and charter schools must verify completion of the PDUs by submitting a Professional Educator Experience Report (PEER form). PDUs submitted in this manner will not be subject to random audit; or

(b) **Verify PDUs through their employing private school.** Educators employed by a private school must request verification of PDUS from the private schools where they were employed during the life of the renewable license. Private schools must verify completion of PDUs by submitting a Professional Educator Experience Report (PEER form). The Director of Licensure may evaluate a private school for eligibility to verify professional development units; or

(c) ~~Educators who are not employed by a school or district or who are employed by a school or district that does not verify PDUs must supply evidence of their completion of Continuing PDUs to an education service district (ESD) participating in a professional development approval agreement with the Commission;~~ **Verify PDUs through their employing out-of-state school district or school.** Educators

employed by out-of-state public school districts, public schools, or private schools must request verification of PDUs from districts where they were employed during the life of the renewable license. Out-of-state public school districts, public schools, and private schools may verify PDUs for applicants completed while the applicant was employed by the school district or school. The out-of-state school district or school must verify completion of the PDUs by submitting a Professional Educator Experience Report (PEER form).

(d) **Verify PDUS by Attestation.** Educators who are not employed by a school or district-public school district, education service district, charter school, a private school, or who are employed by a school or district that does not verify PDUs, must supply evidence of their completion of Continuing PDUs to an education service district (ESD) participating in a professional development approval agreement with the Commission submit their signed PDU log and certificate attesting to the fact that they have earned the reported activities.

(A) Licensees are required to retain the documentation providing evidence of the PDU for one year from submission of the renewal.

(B) 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.

(C) 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 Forms, and official transcripts.

(D) PDU documentation of official transcripts from approved institutions that meet the PDU license requirements will not be subject to random audit.

(d)e)-**Verify PDUs through a sponsoring tribe,**-if If the educator is renewing an American Indian Language Teaching License, The the sponsoring tribe must verify the completion of the continuing PDUs by submitting the Professional Educator Experience Report (PEER form). by letter that the educator is still qualified to teach the language.

(f) At the discretion of the Executive Director or Director of Licensure, any discrepancy determined by TSPC in the reporting of PDUs may trigger an audit of PDU documentation.

NOTE: ~~Out-of-state public school districts, public schools and private schools may verify PDUs for applicants completed while the applicant was employed by the school district or school. The out-of-state school district or school must verify completion of the PDUs by submitting a Professional Educator Experience Report (PEER form).~~

(3) Verification of PDUs for Advanced Professional Development Programs: To verify Advanced PDUs for an Advanced Professional Development Program, a holder of the Preliminary Teaching License or Preliminary CTE License must:

(a) Verify the Advanced PDUs through their employing Oregon public school district, Oregon public schools, or Oregon charter schools. Oregon school districts, public schools or charter schools must verify the completion of the Advanced PDUs by submitting the Advanced Professional Development Program form; or

(b) Verify the Advanced PDUs through their employing Oregon Education Service District (ESD). The Oregon ESD must verify the completion of the advanced PDUs by submitting the Advanced Professional Development Program form. Educators may not obtain verification of Advanced PDUs from an Oregon ESD unless they are directly employed by the Oregon ESD.

NOTE: An applicant may complete an Advanced Professional Development Program as one method to meet the advanced program requirement for promotion to the Professional Teaching License. The Advanced Professional Development Program requires completion of 150 advanced professional units. Refer to OAR 584-210-0040 Professional Teaching License and 584-255-0010 Professional Development Requirements for more information on the Advanced Professional Development Program and other advanced program options.