



Teacher Standards and Practices Commission News and Updates

August 7, 2019



Welcome to August! As the beginning of school approaches, this newsletter highlights information about how to best access TSPC resources and information with the continuing implementation of eLicensing Version 2.0.

TSPC Sanctions List

To thoroughly research the status of a license, you should check two resources, the [Public Search](#) through eLicensing and the TSPC [Educator Sanction List](#). The Educator Sanction List includes information about educators whose licenses have been suspended or revoked, or when the educator has received a reprimand or placed on probation. Discipline orders are posted once the Commission's licensure action is complete and all rights to appeal have been exhausted. Questions about disciplinary actions on the Educator Sanction List should be directed to Trent Danowski, trent.danowski@oregon.gov.

Coming Soon! District eLicensing Portal

TSPC understands that districts require two key pieces of information before allowing educators to begin their assignments under the 90-day provision of ORS 342.125 (Senate Bill 205, 2017):

- Background Check Completion Date; and
- Application Date.

To make those two items available to districts, TSPC prioritized development of the District (Sponsor) Portal in eLicensing. The first phase of the District Portal is expected to be operational by August 20. It will require some effort and communication to grant appropriate access to those who require it. Staff will be reaching out to districts with information about how to request access when implemented.

Districts will continue to submit letters for Sponsored Licenses (e.g. Restricted, Emergency, LCAs, Limited Teaching and Limited Student Services). Phase 2 of the District Portal will be developed later this Fall and will include the sponsorship functions, with implementation likely sometime after January 1, 2020.

How can we retrieve those two items before the launch of the District Portal?

Educators have improved access to their own records in eLicensing:

- They have a view of Documents received on or after April 17, 2019;
 - They can view the status of their application in their Applications tab; and
 - If their license has been issued, they can view that in their Licenses tab.
- The Public can view the license in Public Search.

Educators receive automated notices when they submit an application and when their Background Check is complete.

We encourage you to work with your educators as much as possible.

Accountability for the license ultimately rests with the educator, and they should be able to provide you with everything you need to confirm their eligibility to begin their assignment.

Application Status Definitions

“**Submitted**” or “**In Background Review**” means that the Background Check is not complete.

“Awaiting 3rd Party” means that the educator applied for a license type that requires district sponsorship and that the district has not submitted their letter.

“Awaiting Evaluation” means the Background Check is complete and the application is waiting for review by an Evaluator.

“Evaluation in Progress” means that the Evaluator has begun the review but not yet determined if the license can be issued or if the educator needs to provide additional information.

“Awaiting Applicant Response” means that the Evaluator has requested additional information from the educator. The educator can review the request in eLicensing in their Messages tab.

If you are unable to retrieve the information from your educator, you can send a list of educators to the Director of Licensure, Elizabeth Keller at Elizabeth.keller@oregon.gov. Your request should include the educator’s first and last name, the last four digits of the Social Security Number and the month/day of birth. Elizabeth will research the educator and give you the status or move the application forward as appropriate. "Status" does not mean evaluation details, such as outstanding items needed to complete the application. Work with your educators for this specific information.

Note: Requests that include the complete SSN and birthdate will be deleted without response. TSPC is working very hard to protect the private information of our educators. Email is not a secure portal for submitting information that could threaten the security of an individual’s private information.

Expedited Service Requests and the 90-Day Statute

With the backlog created by the implementation of eLicensing Version 2.0, the Commission intends to assist districts in whatever manner possible. Here are some ways you can request assistance and help TSPC staff correctly prioritize the work that must be completed to allow educators to begin their assignment when required.

Q: How do I let you know that someone has been hired?

A: Send your requests to Elizabeth at Elizabeth.keller@oregon.gov (first and last name, last four digits of the SSN, and the month/day of birth) and she will let you know the status and assign the correct priority to the application.

Q: Is “Fast Track” back?

A: Due to the delay of implementation of the Program Completion Report

(formerly the C2, submitted by Oregon preparation programs when a candidate is ready for licensure), TSPC staff is automatically giving priority to applicants who have had a Program Completion Report submitted on their behalf. These applications should not require expediting or notice from you that they are hired. Over 700 of these application have already been reviewed by staff.

Q: When must I expedite an application?

A: Expedited requests should only be required for applications submitted on or after August 1. Applications submitted in August can begin work under the 90-day statute. If your district does not allow educators to begin an assignment under the 90-date statute, then work with your assigned Evaluator to facilitate the Expedited Service request. The educator will be assessed the \$199 fee if you request Expedited Service, but statute requires that the Expedited Fee be reimbursed by the district.

Reminder: Expedited Service is a request for immediate evaluation/review, and may not result in issuance of the license. If an application is incomplete, a license cannot be issued until the missing items are submitted.

Q: Which kinds of applications should I prioritize?

A: Applications for new licenses, renewals approaching the end of their grace period, and applications filed prior to August 1, 2019.

Q: Which kinds of applications should I NOT prioritize?

A: Applications to add endorsements, License for Conditional Assignment (LCA) requests, and licenses with grace period time remaining. These educators are already licensed, and the concern of proper endorsement does not need to be addressed until late October.

Q: Will TSPC sanction school administrators who allow educators to continue in an assignment when the 90-days without licensure expires?

A: Because the majority of these issues are the result of eLicensing implementation, the Commission will not sanction administrators who allow educators to continue in their assignment past the 90 days allowed by statute, as long as the appropriate Background Check has been completed. Once the educator's license is issued, administrators are required to assure that the endorsement is appropriate for the educator's assignment.

Background Check Update

At the launch of eLicensing Phase 2 in April of 2019, agency staff discovered significant issues with eLicensing's handling of the Background Check. Resources were assigned to correct the issues, and on July 24, staff implemented functionality to increase the efficiency and automation of the Background Check in eLicensing. Applications are now moving through the Background Check at a much faster pace, generally within 48 hours unless fingerprints are required. Fingerprint processing can take 10 to 14 days, depending on the volume experienced by the Oregon State Police.

If you know someone is a brand new TSPC applicant requiring fingerprinting, please wait at least two weeks from the application date to inquire about the status of the application.

TSPC Account Numbers: FAQs

Q: Do some educators have two account numbers?

A: Prior to the launch of eLicensing Version 2.0, educators may have had two account numbers, one from the Legacy database and another from eLicensing. With the complete move to eLicensing in April of 2019, the number in eLicensing is now the only relevant TSPC account number.

Q: How can I tell which one to use?

A: Any number between 166000 and 500000 probably indicates you should be using the eLicensing number. eLicensing numbers are 6-digits long and begin with a "5". Educators new to Oregon licensure after January of 2016 will have an eLicensing number.

Special Education Update

Conversations with stakeholders are ongoing for long-term solutions to assuring that students have access to teachers who are adequately prepared to deliver content instruction.

The most important thing for the district to consider when assigning someone holding only a Special Education: Generalist endorsement is whether or not the requirements of IDEA are being met. That has many dependencies, and in most instances should probably be answered by the Special Education Director or other school administrator.

For purposes of TSPC, there will be no ramifications to the district,

administrators or the teachers if they are teaching content in a Special Education setting. You'll report that to us as "Special Education" on the PEER form. TSPC will notify districts if and when this provision changes.

But the district should keep in mind provisions of IDEA that require that a child have access to a properly endorsed content teacher when it's required. Your Special Education Director would probably best understand those requirements and how that will be reported to the Oregon Department of Education (ODE).

Multiple Measures Assessment

During the June 2019 Commission meeting, the new Multiple Measures Assessment was adopted. Basic information about the assessment is discussed in the [June 2019 newsletter](#).

TSPC staff has received questions about how a district can request the Multiple Measures Assessment, and receiving requests from districts for Restricted Teaching Licenses for those unable to achieve a passing score on the content assessment. Districts should encourage these educators to approach their Educator Preparation Program about the availability of the assessment in their individual case. The assessment was adopted for instances where content testing is a barrier to licensure, generally due to language or cultural issues. It is not intended to replace content testing as the generally acceptable means to demonstrate content proficiency.

TSPC Commission Meeting

The next full Commission meeting is November 7-8, 2019 at the Salem Convention Center

Contact Us

Email help:

eLicensing or technical problems: online.tspc@oregon.gov

Licensure questions: contact.tspc@oregon.gov

Administrator License questions: AdminLicense.tspc@oregon.gov

Districts: Please contact your TSPC representative if you have questions about licenses for educators in your district.

Please note: Your TSPC representative's email address and phone number are exclusively for district use and should not be distributed to educators. Educators must contact TSPC by [email](#) or phone, 503-378-3586.

This newsletter is intended to provide general information only.

Please refer to Chapter 584 of the Oregon Administrative Rules for specific rules and regulations governing educator licensure in Oregon.

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**Teacher Standards
and Practices Commission
News and Updates**

June 28, 2019
Resend July 18, 2019



Beautiful Bend, Oregon

The Commission met in beautiful Bend, Oregon, June 17-19 on the campus of Central Oregon Community College. Even with the distraction of a beautiful view, the Commission completed several important items during this meeting. The complete agenda can be found [at this link](#).

Commission Meeting Highlights

Fee Increase – Agenda Item 9.1

On June 19, 2019, Dr. Rosilez sent the following communication to district superintendents, the Oregon Education Association, the Confederation of Oregon School Administrators and the Oregon School Boards Association. Please note that as of this writing (June 28), Senate Bill 155 remains in “limbo” until the Senate reconvenes and is able to vote. Effective Monday July 1, eLicensing will begin charging either the 20% or 30% increase as indicated below.

Colleagues,

On June 18, 2019, the Teacher Standards and Practices Commission approved new fees

for services. All TSPC fees and charges will increase by 30%, effective July 1, 2019. Twenty percent is from the agency budget bill (SB 5537) which is awaiting final vote in the Legislature. The other 10% will support the agency's operations to meet the 90 day investigation requirement for sexual conduct and abuse cases under SB 155 (which is also awaiting final approval in the Legislature). Additionally, fees for administrative licenses will increase by an extra 5%, effective January 1, 2020. If the Legislature either does not adopt SB 155 or provides any other funding to support the SB 155 requirements, the fee increases above the 20% will be adjusted accordingly.

For most licenses and renewal, the current \$140 application fee will increase to \$182. Expedited service will increase from \$149 to \$194. Administrative license fees will increase to \$189 beginning January 1, 2020.

I want to share that the Commission carefully considered the impact of fee increases on the educators who serve our students as well as the responsibility of the agency to meet its important public safety charge and support quality education in Oregon. The decision to increase fees was not one taken lightly. The 30% increase ultimately adopted was less than the originally proposed 33% increase. The Commission will continue to advocate – along with our education partners – for public support of the operations that it finds important to the agency's responsibility to Oregon students and educators.

Updated fee charts will be provided to school districts and stakeholders upon final action on both the budget bill and SB 155. Please contact me with any questions or concerns you might have. I want to reiterate, that raising fees was a challenging decision, and the Commission was mindful of the impact this increase would have on many educators.

Regards,

Tony

Anthony J. Rosilez

*Anthony J. Rosilez, Ph.D., J.D.
Executive Director
Oregon Teacher Standards and Practices Commission*

Multiple Measures Assessment – Agenda Item 7.10

For several years, the Commission has been discussing the barriers that potential educators face to achieve licensure. One of those identified barriers is the content testing and more recently, the edTPA. To create an avenue for those who struggle with these tests, the Commission has adopted a Multiple Measures Assessment tool for use to Educator Preparation Programs (EPPs). EPPs make recommendation for licensure to TSPC by reviewing two main elements of their candidates: content knowledge and teaching skill. Content knowledge is most often measured by successful completion of ORELA or Praxis testing. Teaching skill is measure by the edTPA.

Where a candidate is struggling with one or both of those assessments, EPPs can now assess the candidate under the new Multiple Measures tools. Flowcharts are provided as part of the agenda item to more clearly demonstrate the alternative items that can be considered to demonstrate content knowledge and teaching skill.

Administrators: New Teacher Support and Diversity – Agenda Item 6.5

The Commission continued the work of the Barriers Workgroup by discussing and approving a resolution to make clear the responsibilities of school administrators in the areas of mentoring new teachers and committing to recruiting and retaining a diverse workforce:

WHEREAS research demonstrates that teacher attrition negatively impacts schools and student learning in several ways, including reduced time spent directly with students, lost resources through repetitive professional development, resources taken away from classrooms and used for filling vacancies, and losing valuable teaching experience;

WHEREAS in Oregon, the 5-year total attrition rate for the 2011-2012 cohort of first-year teachers was 41.1%, and across the country teachers of color have a 24% greater likelihood of leaving the profession;

WHEREAS today, approximately 40% of Oregon's K-12 students are culturally or linguistically diverse, compared to approximately 10% of Oregon educators;

WHEREAS research shows that when the teaching workforce reflects student diversity, there are benefits to all students, including better achievement, attendance, and graduation rates; and

WHEREAS the Commission believes that school and district administrators share a primary responsibility in supporting new educators and making best efforts to diversify the educator workforce; now, therefore, be it

RESOLVED, that the Commission adopts the Statement of Oregon School Administrator Responsibility in Support of New Educators and Developing a Diverse Educator Workforce (Statement), effective June 18, 2019; and

RESOLVED further, that the Commission declares that the responsibilities included within the Statement are best practices in educational administration consistent with and expected within the scope and responsibility of the school administrator and the Oregon School Leadership Standards per OAR 584-235-0010.

The complete statement will be provided to superintendents, administrators, human resource departments, and educator preparation programs in the next few weeks.

eLicensing News

Work on the Program Completion Report continues with an expected launch the week of July 8. Once that work is complete and implemented, the developers will begin work on the District portal, also known as the Sponsor Module. Two districts previewed prototype screens on Friday, June 21 and provided feedback and suggestions to NIC USA, the company developing eLicensing. The overall impression of the prototype was positive, and NIC USA was receptive to suggestions and additions requested by the district personnel.

Website: www.oregon.gov/tspc

Email help:

eLicensing problems: online.tspc@oregon.gov

Licensure questions: contact.tspc@oregon.gov

Dr. Rosilez: ExecutiveDirector.tspc@oregon.gov

Districts: Please contact your TSPC representative if you have questions about licenses for educators in your district.

Please note: Your TSPC representative's email address and phone number are exclusively for district use and should not be distributed to educators. Educators must contact TSPC by [email](mailto:) or phone, 503-378-3586.

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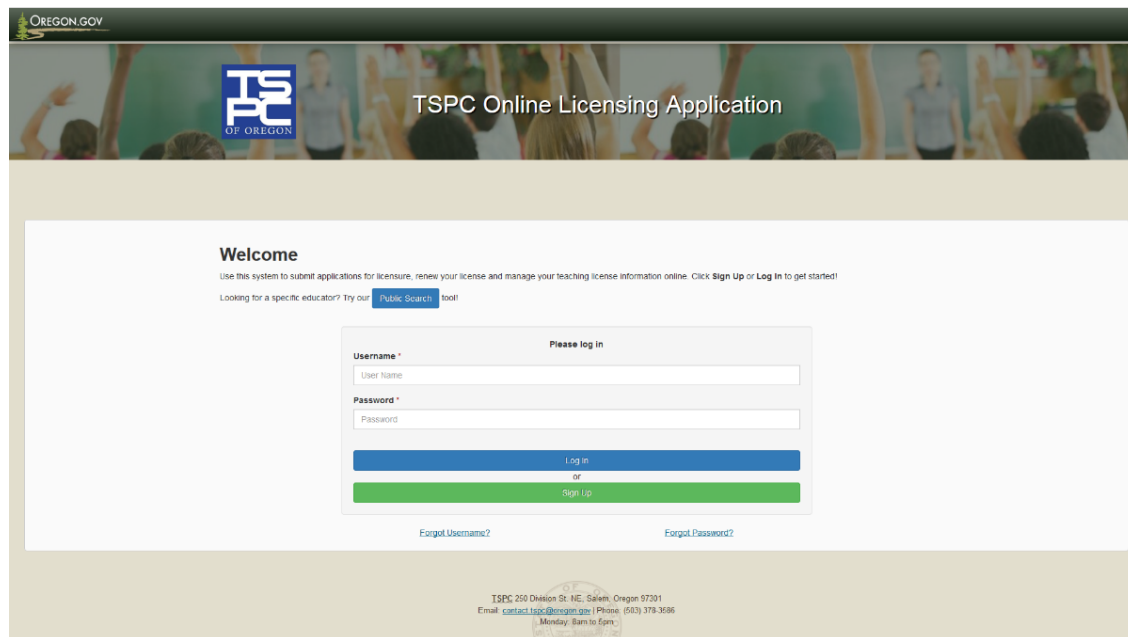
Please refer to Chapter 584 of the Oregon Administrative Rules for specific rules and regulations governing educator licensure in Oregon.

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Teacher Standards and Practices Commission News and Updates

June 12, 2019



Welcome

Use this system to submit applications for licensure, renew your license and manage your teaching license information online. Click [Sign Up](#) or [Log In](#) to get started!

Looking for a specific educator? Try our [Public Search](#) tool!

Please log in

Username *
User Name

Password *
Password

[Log in](#)
or
[Sign Up](#)

[Forgot Username?](#) [Forgot Password?](#)

TSPC 250 Division St. NE, Salem, Oregon 97301
Email: contact@tspc.oregon.gov | Phone: (503) 378-3686
Monday, 8am to 5pm

Welcome to June! It has been eight weeks since the April 17th launch of eLicensing Version 2.0. This newsletter will provide an update on the progress of the implementation.

Generally Speaking

As with most things database and computer related, the implementation did not proceed exactly as planned. But after some rather significant issues were resolved, eLicensing is beginning to work as was intended.

The Commission very much appreciates the support of the districts throughout this launch. We are well aware of the problems caused by the lack of access to information, and we are working hard to return to a fully functioning system. With the resources available to us, the work must be carefully prioritized. Given the large number of issues to be resolved, agency staff prioritized items related to the Background Check (child safety) and for those who do not yet hold an educator license (new program graduates). While that may leave existing licensees without some necessary functionality, there is a prioritized schedule of items to be fixed.

An intention of eLicensing is to shift the responsibility for licensure from the districts to the educator. The Commission encourages districts to work with their applicants to determine licensure status. District are no longer copied on correspondence sent to an educator relative to an application.

Three major items caused significant issues at the time of launch, Background Check items, Program Completion Report development, and data migration issues in general.

Background Check Data Failure to Migrate

In eLicensing, applications do not advance to an Evaluator queue until all elements of the Background Check are complete. Keep in mind that the Background Check includes fingerprinting for new applicants, responses to the Character Questions by the applicant, a check against the Oregon State Police data system and a national clearinghouse of licensure discipline. Soon after launch, it was discovered that certain elements of the background check did not migrate and were not functioning correctly. By May 4, some of that functionality was restored and applications began moving through the work queues. By the end of June, additional coding will be implemented to make this process more automated and reliable.

Program Completion Report

When an educator completes a preparation program at a college or university, the preparation program submits a report to TSPC verifying that the educator completed the program. This report is still under development in eLicensing and should be ready for use by early July. Until that time, new teachers may present a district with a letter from the college or university, verifying that the educator has completed the program and will be recommended for licensure as soon as the functionality is implemented in eLicensing. Please accept this letter as if the license had been issued. Unless there are background issues between now and when we are able to issue the license or the applicant fails to provide additional documentation (e.g. transcripts, degrees, required testing), you can be certain that the educator will receive a license.

Data Migration Issues

Aside from the Background Check, many other items in the migration did not work as planned.

- 25,000 accounts failed to migrate: corrected May 7. There are a few more accounts yet to be migrated.
- License History: Agency staff was surprised to learn that only the most recent record of any particular license type was extracted and migrated to eLicensing, causing display issues in the Public Search. Because of those issues, staff decided to only display active license records. Once the additional data migration is complete, a complete license history will be displayed.
- Applications filed prior to April 17: In some instances, when evaluators try to issue licenses for applications submitted prior to April 17, sometimes the license wasn't displaying in the Public Search. This was corrected as of May 21.

Other Urgent Items Under Review

- Expire dates and Grace Periods: The Public Search is not currently calculating these dates and setting the license status appropriately. If you see an Active license record with an expiration date in the past, the license should be considered "Expired".
- Public Search showing old and new endorsements: When we issue some licenses, eLicensing occasionally brings forward the old endorsements and shows those plus the new endorsements. This can be a bit confusing, and there will be a correction made, but it isn't a high priority.

- Not allowing an application for a third term for LCA: This item is not a high priority as educators are not required to apply for the LCA until October after the beginning of the school year. For those that are applying early, we will hold the applications until we are able to issue the LCA.
- Automated Notices (Fingerprint Instructions, Renewal Notices) are not auto-populated to an educator's Messages. The Messages function will undergo a complete revision once more critical issues are resolved.

Sponsor Module Update

At the initial launch, five districts were selected to review the Sponsor Module (district portal) to see if it included enough information to be moderately helpful to districts. The immediate feedback was that it did not provide enough information to be helpful to districts, so no additional districts have been added. The week of June 3, the contractor met with agency staff to gather the requirements necessary to give districts the access they need based on feedback from the five participating districts. Development will occur as soon as the Program Completion Report and Background Check items are complete.

Items not currently available in the Sponsor Module include an Accounts View, A view of all pending applications, the application date, the application status, the Clinical Practices Clearance date (student teacher background check), a reliable Documents view, and the fields a district must complete for each sponsored License Type

Data Exchange and ODE

The Data Exchange utilized by some districts prior to April 17 will no longer be available. However, as part of the Sponsor Module development, a complete report of licensure data for all TSPC licensees will be provided for download. The report will be refreshed weekly. Districts may need to work with their Information Technology staff or the provider of their Human Resources data system to integrate the file into existing processes.

Along with the districts, the Oregon Department of Education (ODE) has not been receiving a weekly TSPC data file. That means that the data in ODE's systems as of April 9 has not changed. ODE will receive the same data file the districts will access as soon as the report is created and available.

Username and Passwords for Educators

Until the week of June 3, eLicensing was not able to link a new username to an existing TSPC account. That issue has been resolved and staff stopped receiving multiple requests to link usernames and accounts. If any educators experience that issue, they should send an email to online.tspc@oregon.gov.

Usernames: If an educator forgets their username, they should select the Forgot Username link from the Sign On page. We know there are issues with the "Forgot Username" email being sent, but that should be fixed soon. Many educators don't

remember that they ever logged in, or the email they used at the initial Sign Up has changed. Those educators should email online.tspc@oregon.gov for assistance.

Passwords: TSPC staff does not have access to passwords. Educators must use the “Forgot Password” link to reset their password. That link will send an email to the email address linked to the username. If the educator no longer has access to that email address, they should email online.tspc@oregon.gov for assistance. We can change that email address for them so that they receive the Reset Password link.

Whenever contacting TSPC, it is helpful if they provide their month and day of birth, or the last four digits of their Social Security Number. ***Please advise them to never send their full SSN over email.***

FAQs

What the TSPC processing date is? While we complete this initial launch, it is difficult to provide a definitive date of the oldest application. We have a few applications that were received in March to finish, but most evaluators are working on applications receive in the middle of April. eLicensing is set up to allow TSPC management to move applications from one evaluator to another to balance the work load.

When an application was filed? Educators have an Applications tab within eLicensing that will show them the date and status of any applications filed since January of 2016. Request a screen shot of the eLicensing account from the educator.

That an applicant has passed their Background Check and that they can be in the classroom under the 90 day statute? Keep in mind that the Background Check is more than just fingerprints. Once all items of the Background Check are complete, applicants receive an email confirming the cleared Background Check. Applications do not proceed to the Evaluator Work Queues until the background has been cleared. Evaluators may not be able to provide you with that status or the date the background was cleared, so we encourage you to work with your educators. Until the Background Check functionality is improved in late June, background checks may take a month or more to clear.

That an application is complete? Educators have full access to view their application status and documents received (with a few exceptions) in eLicensing.

What documents have been received? Educators can view any document received on or after April 17, 2019 by logging into their eLicensing account and viewing the Documents tab. There are a limited number of document types that staff is holding until the developers do add necessary fields.

That test scores have been received? Test score are not currently available for viewing by applicants in eLicensing. For TSPC tests (ORELA and Praxis), if the educator has a copy of their official score report, the likelihood is high that TSPC received the score directly from the testing company. If there is any doubt, encourage the educator to scan the report and submit it to contact.tspc@oregon.gov. Score reports for tests completed for licensure in other states must be scanned and sent to us by contact.tspc@oregon.gov.

What's missing on a particular application? Incomplete notices are now entered into an educator's eLicensing file as a Message. These Messages are always retrievable by the educator. Ask them to log into their eLicensing account and check their Messages.

How Do I Submit License Sponsor Information? Please continue to submit pdf letters to contact.tspc@oregon.gov. Staff is entering the sponsor information until the districts have the access to do so. ***Please also note that letters that include the full Social Security Number may be destroyed.***

Other Tidbits

Submitting Documents: PEER forms and sponsorship letters:

Staff is finding that districts sometimes submit documents multiple times. Submitting them one time directly to contact.tspc@oregon.gov is sufficient. There is no need to copy your assigned evaluator or fax something as well. Even through this implementation, the Public Service Representative staff has maintained a 48 business hour timeline to upload documents received electronically.

Important Note: Because documents are now saved in eLicensing which is an internet-based database, any document that includes the full Social Security Number will be destroyed and will not be uploaded into the applicant's eLicensing file. When the document is emailed to contact.tspc@oregon.gov, the sender will be notified that the document was destroyed and we will request that you submit it again. Please include the Account Number or the last four digits of the Social Security Number or the month and day of birth to help us locate the educator in eLicensing.

What does the application status mean?

eLicensing status will eventually show the educators and districts exactly where an application is in the process. These statuses are designed to be followed in order, and while you may see an application move from Awaiting Evaluation to Awaiting Applicant Response, you should very rarely see an application move from Awaiting Evaluation to In Background Review.

Submitted: application and fee are submitted, but the Background Check is not complete. Turnaround times from the Oregon State Police are generally around two weeks.

In Background Review (IBR): The Background Evaluator has requested more information from the applicant or another source.

Awaiting Third Party (A3rdP): The district sponsorship information has not been entered. These applications will not move to an Evaluator queue until the sponsorship information has been entered.

Awaiting Evaluation (AE): The application is in an evaluator queue and ready for review.

Awaiting Applicant Response (AAR): The Evaluator has requested information from the applicant.

Evaluation in Progress (EIP): The Evaluator has looked at the application but the review is not complete.

Issued: The application is no longer "active" and resulted in an issued license.

Closed: The application is no longer "active" and did not result in any license issued.

Commission Meeting

A complete update of eLicensing activities will be presented to the Commission on June 18 at the Commission meeting in Bend at OSU-Cascades. The agenda item will be available a few days before the meeting at [this link](#).

Contact Us

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Administrator License questions: AdminLicense.tspc@oregon.gov

Districts: Please contact your TSPC representative if you have questions about licenses for educators in your district.

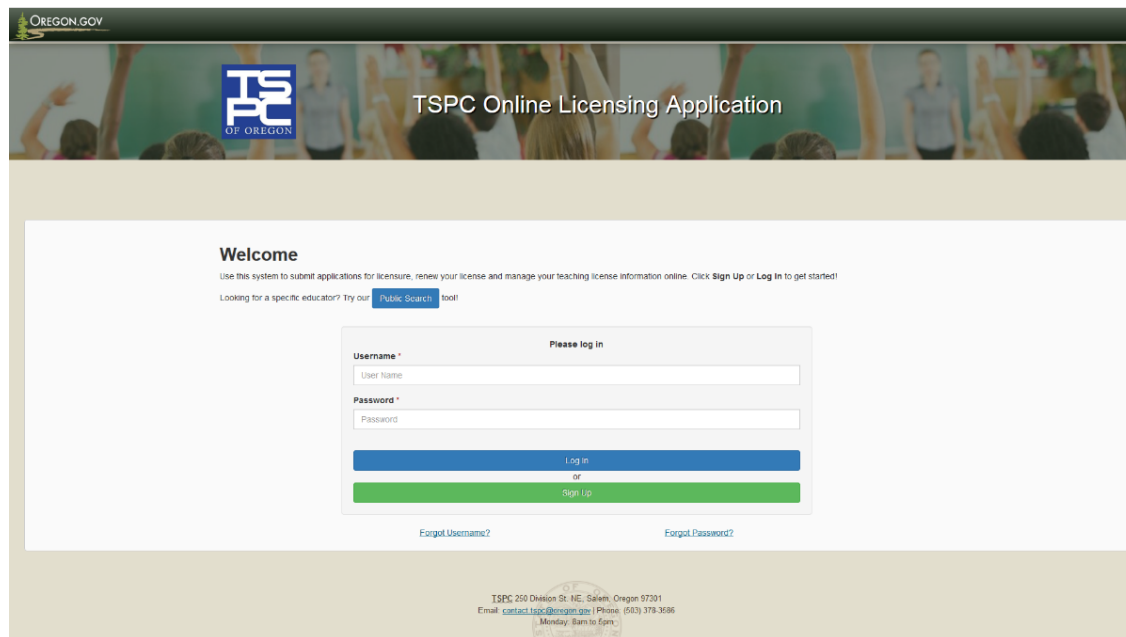
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Teacher Standards and Practices Commission News and Updates

May 2, 2019



TSPC is currently undergoing a transition to eLicensing 2.0. This newsletter is to provide an update on items of importance to school district personnel tracking the licensure of the district's TSPC licensed educators. We sincerely appreciate your patience and cooperation during this transition.

Contacting TSPC

During the data migration and initial setup of eLicensing Version 2.0, agency licensing staff were unavailable by phone the weeks of April 15 and 22. Evaluators are available by email, but have been focused on preparing standardized messaging and work processes. Evaluators are available to respond to district emails, but keep in mind that they may or may not be able to respond to your questions until the data migration is complete.

The week of April 29, Public Service Representatives will be available between 7:30 and 11am, then again between 3 and 5pm.

Districts are encouraged to continue to email questions to their assigned Evaluator.

General Licensure Questions can be sent to contact.tspc@oregon.gov

Issues with creating usernames, retrieving passwords and linking usernames to account can be sent to online.tspc@oregon.gov

Educators on Expiring Licenses

Educators with licenses expiring in the next 30 days

Educators are able to submit applications and pay licensing fees. If educators contact you and say they are experiencing problems with user names and passwords, please ask them to send an email to online.tspc@oregon.gov.

Resetting the Password: TSPC staff does not have access to passwords. Educators can select the Forgot Password link from the Login page. A link will be sent to the email address they created when they first logged into eLicensing. If the educator no longer has access to the email account, they should send an email to online.tspc@oregon.gov and request that the email be changed.

Educators who are unable to meet deadlines due to difficulties with eLicensing transition will not be penalized by TSPC in any way. Districts should work with TSPC if they have educators experiencing these difficulties.

Educators with licenses expiring 30 days from now or later

Please encourage educators to wait until May 15 to give us time to get all functions operating smoothly.

Public Educator Search

Educator Look-Up has been replaced by the Public Educator Search. You can search by TSPC account number, first name, or last name (or any combination). Depending on when the educator first logged into eLicensing and whether or not they were successful in linking their username to their existing TSPC account, the Account Number may be the TSPC number they've had for many years or a new eLicensing number. eLicensing numbers are six digits long and begin with a "5". Anyone new to TSPC licensure after January 1, 2016 will have the six digit number beginning with a "5".

For now, the search feature returns only current, active license records. Due to issues with data migration, historical data is not being displayed to the public. Effective Thursday, April 25, Public Search is showing the 120 grace period.

Printing Educator Licenses

The official record of licensure is the record viewable in the Public Search, districts no longer have access to view and print the actual license image. TSPC encourages districts to view the licensee's information in the Public Search and print that information as proof of licensure. In future releases, eLicensing will provide educators the ability to print their active licenses by logging into their eLicensing account.

Program Completion Report (C2)

The Program Completion Report (C2 form) used by the Educator Preparation Programs (EPPs) is under development and will not be available before mid-May. The EPPs have expressed that some recent graduates have immediate employment offers or would like to accept substitute teaching assignments.

If a district is hiring a recent graduate into a position through the end of this school year, the district may wish to contact EPPs to verify program completion during this transition time.

Background Clearance Dates and Sponsor Module Setup

Senate Bill 205 (2017) gave districts the ability to allow an educator to begin work prior to the issuance of their license, provided that the district and TSPC background checks were complete and clear. Several elements are part of TSPC's background check:

- Fingerprinting (checks Oregon and FBI criminal records)
- LEDS (Law Enforcement Data System, the Oregon State Police database)
- Responses to Character Questions
- A check against the National Clearinghouse hosted by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- For applicants from outside of Oregon, an internet search

Prior to the launch of eLicensing, districts could only view the date TSPC received the fingerprint results from the Oregon State Police and FBI checks. eLicensing will provide the date that the entire background check is completed, not just the fingerprinting date. Fingerprinting alone is not a complete background check to meet the provisions of Senate Bill 205 (2017).

Background clearance dates will be available to districts and EPPs through the Sponsor Module. In the coming weeks, the Evaluators will contact districts with instructions on how to request their eLicensing accounts. Once the Account setup is complete, districts and EPPs will have access to the Background Clearance date. Educators applying on or after April 10, 2019, will receive an email stating that their background check is complete.

The migration of the FBI and Oregon State Police records is causing some of the delay in issuing licenses, so background checks may take longer than they have in the past. Resolving this issue is at the top of the list. It is preventing applications from moving through work queues and our ability to issue licenses.

Comments About Implementation?

Executive Director Dr. Rosilez appreciates any feedback you might have regarding the transition to our new eLicensing system, including challenges your district may be experiencing in this rollout. You may send comments to him at ExecutiveDirector.TSPC@Oregon.gov

This newsletter is intended to provide general information only. Please refer to Chapter 584 of the Oregon Administrative Rules for specific rules and regulations governing educator licensure in Oregon.



Teacher Standards and Practices Commission News and Updates

April 9, 2019

Coming Soon! eLicensing Version 2.0

This newsletter is to provide an update on the upcoming implementation eLicensing Version 2.0. Version 2.0 of the eLicensing system will add TSPC staff functions (the ability to issue a license). Soon after the first phase, the team will work to implement portals for school districts to submit information for sponsored licenses (Restricted, Emergency, LCA, and International Visiting Teacher), and give the programs (universities) access to enter the Program Completion Reports (C-2s).

This implementation will have some major impacts to district interactions with TSPC:

1. Educator Lookup will be replaced with a Public Search of eLicensing.
2. Approved district personnel will have access to a Sponsor Portal to request expedited service, indicate that an applicant is hired, view documents received for that applicant, and view the date the background check was completed. Soon after this initial launch, the Sponsor Portal will be enhanced to replace the district letter required for Restricted, Emergency, International Visiting Teacher and LCAs.
3. Districts will no longer be copied on TSPC correspondence with applicants, but applicants will have greater access to features of their TSPC eLicensing account, including a more clear status of their license, messages and instructions sent to them, documents received, and documents still required.
4. For those districts utilizing the Data Exchange, through the Sponsor Portal, eLicensing will house an Excel file to be updated at the same time each week and be available for districts to download. The file will include a complete set of licensure data from eLicensing.
5. Renewal lists will no longer be generated and sent to districts. TSPC will offer a weekly licensure report as a tool for districts to more easily determine renewal dates for their licensed educators.

Timeline of Upcoming Events

April 9: Last day of full operation for the legacy database, "Happy".

April 10: No licenses issued. Educator Lookup available for historical data through April 16.

April 10 through 16: Data migration – All data from the legacy database will be migrated into eLicensing and tested by TSPC staff. No background checks will be completed and no new licenses will be issued during this time.

April 10 through 30: No C-3 expedite requests or LCA requests can be submitted electronically by the district. No Program Completion Reports (C2s) submitted from the universities.

April 17: eLicensing Version 2.0 deployed to production and becomes the official record of TSPC Licensure. Functions available: educators submit applications and fees, have increased access to their licensure information. TSPC staff will issue licenses and respond to educator questions through eLicensing. The Public Search feature will be provided through eLicensing and will replace Educator Lookup.

April 22: Introduce districts to the Sponsor Portal. Not all features will be deployed with this initial launch. Detailed instructions on sponsoring licenses and requesting expedited service will follow.

May 1: Launch eLicensing's Program Completion Report.

Q & A

Q: How will districts know that a background clearance has been completed and that the educator can begin work under the 90-day provision?

A: As of April 17, districts will be able to view the status of an application through the Sponsor Portal, including the date a background check was complete. Staff will be working with districts to set up access beginning April 17. Applicants also receive an email as soon as the background check is clear.

Q: Does this change how documents are sent to TSPC?

A: Yes. There are a few documents (e.g. a copy of a license from another state, name change documentation, resume, and test scores) that applicants can upload directly into the system. TSPC Staff will still receive official transcripts directly from the university or college either by mail or electronically. Those will be uploaded to an applicant's file within two business days of receipt.

Q: Does the district still have to send PEER forms?

A: Yes. Districts will continue to send PEER forms to contact.tspc@oregon.gov. Please remember to include the TSPC Account Number in the subject line of the email.

Q: What about district sponsorship letters?

A: The Sponsor Portal will have limited abilities during this initial implementation, so district will continue to send official letters to support "sponsored" licenses: Emergency, Restricted and LCA requests.

Q: Is there any change to how test scores are processed?

A: These uploads will continue as they do now. Files are received on Fridays, and generally uploaded the following Monday or Tuesday as per the current process.

Q: Where do I direct questions during this transition?

A: Your assigned district contact should be your first point of access. TSPC Staff have been working with the "test" system since early March, but as with all things new, there will be a time of transition and learning.

Q: Can an educator still apply during the same period no licenses will be issued?

A: We expect eLicensing to accept applications through most of this implementation period. But there will likely be a time closer to April 17 when the system is not available. Please watch the TSPC homepage for announcements on eLicensing's availability.

Q: What will be the official record of licensure as of April 17?

A: The official record of licensure as of April 17 will be the record viewable in Public Search through eLicensing. Educators will be able to print an image of their license by logging into eLicensing, but districts should consider the electronic record as the official record of licensure. Educators will have the option to enter their name as they wish it to appear on their license for purposes of printing the image, but that name may not be their legal name.

Q: Will districts be able to print an image of the license?

A: Districts will not have access to print the license image. Educators must supply that to their districts.

Final Thoughts

The purpose of this launch is twofold: To provide relief from the issues that the legacy database is presenting; and to get us on a path towards more efficient agency operations. While we know it isn't where we will end up, we do know quite a bit about how it works in its current state. With input from most staff at some point, we have requested essential changes to be completed prior to launch, and created workarounds to handle essential functions. Some of this is simply learning to do things a different way, and where the different way isn't working, we have a list of "after launch" items to be completed. Districts will have the opportunity to provide input after this initial launch as we work to implement more robust district functionality.

Thank you for your patience and support as we implement this exciting next step in the evolution of eLicensing and the operations of TSPC.

Contact Us

Email help:

eLicensing or technical problems: online.tspc@oregon.gov

Licensure questions: contact.tspc@oregon.gov

Administrator License questions: AdminLicense.tspc@oregon.gov

Districts: Please contact your TSPC representative if you have questions about licenses for

educators in your district.

Please note: Your TSPC representative's email address and phone number are exclusively for district use and should not be distributed to educators. Educators must contact TSPC by [email](#) or phone, 503-378-3586.

This newsletter is intended to provide general information only.

Please refer to Chapter 584 of the Oregon Administrative Rules for specific rules and regulations governing educator licensure in Oregon.

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Teacher Standards and Practices Commission News and Updates

March 15, 2019



Reminder: Grace Period Rule As Of 7/1/2019

During the November 2018 Commission meeting, a rule change affecting the administration of the 120 day grace period was adopted. The change will be effective as of 7/1/2019 and will bring the Commission's rule in alignment with ORS 342.127:

(5) Notwithstanding the expiration date posted on the license, the license shall continue to be valid for an additional 120 days, provided the educator has made a timely application, as determined by the commission, for renewal prior to the expiration date on the license.

Beginning 7/1/2019, in order to activate the 120-day grace period, the educator must submit the application and fee prior to the expiration date of their current license. Those applying after the expiration date will be assessed late fees (\$40 per month up to 5 months or \$200). Once the application and fee are paid, the educator may be permitted to "teach in the public schools of this state for 90 calendar days after the date of submission of the application if:

(A) The person is not ineligible for a teaching license following background checks conducted by the commission, including a criminal records check as provided in ORS 181A.195 and a background check through an interstate clearinghouse of revoked and suspended licenses;

(B) The school district has completed the review of the employment history of the person as required by ORS 339.374; and

(C) The person and the school district have complied with any other requirements established by the commission by rule.

Special Education Update

TSPC and the Oregon Department of Education (ODE) realize that districts are anxious to know more about progress on issues of Special Educator licensure, endorsement and allowable teaching assignments. A small workgroup from both agencies has met to discuss a long term (3 to 5 year) plan to improve the preparation, licensure and professional development of Special Educators. While that work continues, districts should strive to staff their Special Education settings and assign those with a Special Education endorsement in alignment with Commission rules, IDEA and ESSA requirements, and district policies.

With other compliance mechanisms in place, the Commission will continue with past practice and not question an assignment of "Special Education" indicated on the PEER form. But districts should be aware of IDEA and ESSA requirements that guarantee access to content-knowledge prepared teachers for students on an IEP.

Administrator Redesign: FAQs

Many thanks to all who have fielded questions about the Administrator Licensure Redesign. For the most part, the transition appears to be a smooth one. Three main questions came from administrators with the initial announcement:

From those with an expired Initial or Preliminary Administrator License:

Question: How do I get my Administrator License back?

Answer: submit an application and fee through eLicensing. The Administrator Redesign Workgroup and the Commission agreed that no PDUs or graduate credit should be required for those who were not able to continuously renew the IAL. They can avoid late fees if they select "Submit New Application" in eLicensing.

From those who hold an Initial or Preliminary Administrator License:

Question: Can I stop taking my CAL or Pro-AL courses and just renew my IAL or Preliminary License?

Answer: It is not necessary to complete university credit (coursework in your CAL) to renew your Preliminary Administrator License. PDUs will be verified by your school district on the PEER form, so check with them to be sure they will include those credits in their PDU calculation.

You can renew your Preliminary Administrator License with 75 PDUs. Once you hold the Principal License, it will require 90 PDUs to renew.

Please be aware of the August 1, 2022 deadline to complete your CAL (Professional Administrator Licensure program). You'll want to check with them to determine your plan for finishing the CAL before that deadline. It may be in your best interest to complete the CAL coursework if you ever intend to work in a district-wide administrator position.

Question: I've enrolled in a doctoral program. Will that meet the requirements for the Professional License?

Answer: It depends on the doctoral program. Under former rule, the Advanced Program requirement may be waived for those completing a doctorate degree in educational leadership or school administration. That rule will remain in effect until 8/1/2022. After that date, programs leading to a doctorate degree will be evaluated against the preparation standards for the Professional Administrator License to be sure all

licensure requirements are met. Staff is encouraging those in this situation to discuss their options with their program to determine the best path forward to Professional Administrator Licensure.

Question: I hold a Preliminary Administrator License, but I'm working in a district level position. What do I need to do?

Answer: the Commission's rule will allow you to continue serving in the district position with your Preliminary License until 8/1/2022. At that time, you must be eligible for the Professional Administrator License or obtain support from your district for the License for Conditional Assignment (LCA) to complete the Pro-AL requirements. You should check with your district. Their policies may require you to hold the LCA for district-level administration while you hold the Preliminary or Principal License.

Question: If I'm going to just stay on my Preliminary/Principal License, how do I renew? I've taken a few of my CAL courses. Can I use those?

Answer: PDUs will be verified by your school district on the PEER form, so check with them to be sure they will include those credits in their PDU calculation.

You can renew your Preliminary Administrator License with 75 PDUs. Once you hold the Principal License, it will require 90 PDUs to renew.

From a licensed teacher without an Administrator License:

Question: We'd like to hire someone for a district-level administrator position, but they don't hold any kind of Administrator License. They do hold a Preliminary or Professional Teaching License. Is there any way for them to be hired into the position and appropriately licensed?

Answer: Yes. This individual would be eligible for the Restricted Administrator License to allow them three (3) years to complete the Principal program requirements. While they hold the Restricted Administrator License, they must also hold the License for Conditional Assignment (LCA) to cover them in the district-level administrative position. Once they hold the Principal License, they will remain eligible for three (3) more years on the LCA to complete the Professional Administrator Licensure program.

NEW! Executive Director Email Address

At the suggestion of the Commission, we recently created a new email address, ExecutiveDirector.tspsc@oregon.gov to give those with issues requiring the attention of Dr. Rosilez a more direct method to contact him. Staff will monitor the email account, and bring urgent things to his attention as necessary.

Course-To-Endorsement Catalogue Update

ODE has posted the updated Course-to Endorsement Catalogue at [this link](#). The 2019/2020 Catalogue is very nearly the same as the 2018/2019 Catalogue, with minor additions/changes to CTE endorsements and Foundational Math.

The Catalogue includes descriptions of each course. Districts are encouraged to read the descriptions for the course codes to select the course code that best fits the content being taught.

eLicensing Update: Legacy Database Issues

Version 2.0 of the eLicensing system is coming soon! Currently, the only functionality provided by eLicensing is the ability for educators to submit an application and fee online. Version 2.0 will add TSPC staff functions (the ability to issue a license) and the portal for districts to use to submit the information required for "sponsored" (Restricted, Emergency, LCA, and International Visiting Teacher) licenses.

The launch of eLicensing Version 2.0 is tentatively scheduled for April 16, 2019. Approximately one week prior to that launch, TSPC staff will cease use of the Legacy Database and suspend licensure operations. Data from the Legacy Database will be migrated into eLicensing, including license/endorsement, education and employment (as reported in ODE's Staff Position through 6/30/2018) history.

Once the data migration is complete and eLicensing is publicly available on April 16, eLicensing will become the official record of licensure.

What does this have to do with districts right now?

As this transition is currently underway, TSPC staff is not always able to maintain information provided by the Legacy Database. Of particular issue are the license images generated when a license is issued. After the launch of eLicensing, these images will be available in eLicensing. With that knowledge, TSPC staff will no longer update the license image available in Educator Lookup. Please accept the record provided by Educator Lookup as the official license record. After April 16, a new Public Search will be launched to allow districts to view licensure records. And educators will have access to print an image of any active license they currently hold.

A secondary issue with the Legacy Database concerns the availability of data reports (the "Exchange") to districts. Districts utilizing the data exchange as it currently exists are reporting many issues with it. Rather than dedicate TSPC staff time trying to diagnose and correct issues with the Legacy data, districts should use Educator Lookup and their assigned evaluators to verify an educator's license status. After April 16, districts will have access to a report, downloadable as an Excel spreadsheet that will replace the existing data exchange.

Please know that we are working hard to mitigate the impact to district access to vital information during this hiring season. Staff will be available at the Oregon Professional Educator Fair on April 2, and Elizabeth plans to attend the OSPA Spring Conference at Eagle Crest April 14 – 16. Training materials and references are under development.

We appreciate your patience and assistance as we move into this next phase of this work. Watch for more TSPC Updates in your email inbox as this rollout moves closer.

TSPC Commission Meeting

The next full Commission meeting is April 4-5, 2019 at the Sheraton Portland Airport.

Contact Us

Email help:

eLicensing or technical problems: online.tspc@oregon.gov

Licensure questions: contact.tspc@oregon.gov

Administrator License questions: AdminLicense.tspc@oregon.gov

Districts: Please contact your TSPC representative if you have questions about licenses for educators in your district.

Please note: Your TSPC representative's email address and phone number are exclusively for district use and should not be distributed to educators. Educators must contact TSPC by [email](#) or phone, 503-378-3586.



Teacher Standards and Practices Commission News and Updates

March 1, 2019



Administrator Licensure Redesign Is Here!

This issue of the TSPC newsletter is intended to provide a general overview of the new Administrative Licensure system. The rules were adopted by the Commission on February 7, 2019, and became effective upon filing with the Secretary of State's office on March 1, 2019.

Introduction

As early as 2013, the Commission began a process to combine the systems of Basic/Standard and Initial/Continuing licenses into one system using Preliminary and Professional license titles as required by Oregon statute. That process was completed for teaching licenses in 2016, and has resulted in more streamlined licensure processes and less confusion for educators and staff, while maintaining a high standard for the preparation and licensure of teachers. As teachers have renewed, their licenses and endorsements are issued as Preliminary or Professional.

Soon after the completion of the Teaching License Redesign, work began on the Administrator License Redesign. Under the leadership of TSPC's Executive Director, Dr. Rosilez, a fully redesigned system of preparing and licensing administrators has been approved by the Commission. This new set of rules aims to better prepare administrators for work in school buildings and district-wide assignments, create flexibility for administrators depending on their chosen career path, and reduce the numbers and types of licenses, similar to the redesign work accomplished for teachers.

Communications

In addition to this newsletter, [a new webpage](#) has been added to the TSPC website to hold information about the Administrator Licensure Redesign. You can also view that webpage on the left hand menu item "Administrator License Redesign" from the [TSPC homepage](#).

TSPC staff is sending emails to three "categories" of administrative license holders who:

- Held an Initial Administrator License which has expired;
- Currently hold an active Initial or Preliminary Administrator License and may be enrolled in a Continuing or Professional Administrator Licensure program; and
- Currently hold a Professional, Continuing or Standard Administrator License.

Each email will include a link to the revised [Scope and Responsibilities of the Administrator License](#).

A special email address has been created and will be monitored by staff to assist with the transition. Please encourage those with Administrator Licensure questions to email AdminLicense.tspsc@Oregon.gov. Districts may also utilize that email address, but are also welcome to direct questions to their TSPC contact.

The Basics: Administrator Licensure Redesign

First License: Principal License

- For building-level administrative positions;
- More robust program than the IAL;
- The Principal will be considered “fully prepared”;
- Three (3) year term (incentivize moving to the Professional);
- Continuously renewable with 90 PDUs unless the holder moves to the district office;
- No limit to the number of renewals;
- Restricted License may be available to begin an assignment as a Principal prior to qualifying for full licensure.
- If assigned to a district-level position, may be eligible for a License for Conditional Assignment (LCA) and will have three (3) years to complete requirements for the Professional Administrator License.

The Administrative Rule language for the Principal License can be found [at this link](#).

Second (optional) License: Professional License

- For district-wide administrative positions;
- Can also perform the duties and responsibilities within the scope of the Principal License;
- Five (5) year term;
- Renewable with 120 PDUs.

The Administrative Rule language for the Professional Administrator License can be found [at this link](#).

FAQs:

Question: *Old requirements or new requirements? What about those currently enrolled in their CAL?*

Answer: Those holding the Initial Administrator License will be able to complete their current CAL program. But, they must complete the program no later than August 1, 2022 and TSPC must receive the Program Completion (C2) verification and official transcripts from the university. After that date, the CAL programs will no longer be offered. Failure to complete the CAL by that date will cause the administrator to be subject to the new standards for licensure. Those currently enrolled in their CAL should contact their program immediately.

Question: *What about those Initial Administrator License holders who:*

- Allowed their IAL to lapse; or
- Weren't able to complete their CAL; or
- Didn't have the administrator experience required to move to the Professional (Continuing)?

Answer: TSPC staff will attempt to send information via email to notify those with an expired IAL that they may be eligible to reinstate that license as the Principal License. This action must be completed by August

1, 2022. After that date, the preparation program will evaluate their academic record to determine what must be completed under the new system of licensure to qualify for the Professional Administrator.

Scope and Responsibilities

Under Redesign, an Administrator License is required when the educator will:

- Supervise licensed personnel (new);
- Evaluate licensed personnel;
- Discipline licensed personnel;
- Authorize assignment of TSPC-licensed personnel to teaching, administrator or other licensed positions (new);
- Authorize the out-of-school suspension or expulsion of PreK-12 students.

This is a change from previous rule, where an administrator license or registration was required to:

- Evaluate licensed personnel;
- Discipline licensed personnel; or
- Authorize out-of-school suspension or expulsion of students.

Purpose of the Principal License

The Principal License qualifies its holder to serve as a principal, vice-principal, associate principal, or an equivalent position that serves as the administrator of a public school in a prekindergarten through grade 12 Oregon public school district or education service district. The Principal License is the preliminary administrative license for the state of Oregon and signifies that the holder is prepared for leadership in the school-level context.

Scope and Responsibilities of the License: A Principal License is required to perform school administrator duties at a building-level, as provided in [OAR 584-235-0010](#), Scope and Responsibilities of Oregon Administrator Licenses.

Purpose of the Professional Administrator License

The Professional Administrator License is a license that qualifies its holder to serve in a principal or a school district position in a prekindergarten through grade 12 Oregon public school district, education service district, or charter school. The Professional Administrator License is the professional administrative license for the State of Oregon and signifies that the holder is prepared for leadership in the district-level context.

Scope and Responsibilities of the License: A Professional Administrator License is required to perform school administrator duties at the district-level, as provided in [OAR 584-235-0010](#), Scope and Responsibilities of Oregon Administrator Licenses. District-level positions are administrative positions that have responsibilities across schools or programs within a district, including director of programs and superintendency positions.

Transitions

Current Administrator License Title	Transitions to the Title
Initial	Principal
Preliminary	Principal
Continuing	Professional
Professional	Professional
Standard	Professional
Distinguished	Professional

Principal License Requirements

Experience Requirement:

- Must have (3) years full-time (or 6 years part-time) licensed school experience.
- Licensed experience must include working directly with students on any license appropriate for the assignment.
- May include teaching, school social worker, school counselor, school psychologist, speech language pathologist, school nurse, physical therapist, occupational therapist and other school licensed experience.

Academic Requirements:

- Hold a master's degree; and
- Complete a Commission-approved Principal License program, or out-of-state equivalent.

Professional Administrator License Requirements

Experience Requirement:

- Have three (3) years of full-time or six (6) years of part time licensed school administrator experience.

Academic Requirements:

- Hold a master's degree; and
- Must complete a Commission-approved Professional Administrator License program, out-of-state equivalent, or meet program waiver requirements.

The holder of a Professional Administrator License is eligible to perform the duties within the scope of the Principal (building-level) and Professional Administrator (district-wide) Licenses.

Out of State Administrators

The Reciprocal Administrator License will be issued to first time, out-of-state applicants who hold an active and valid, non-provisional administrator license from another state.

TSPC staff will evaluate the preparation and licensure for those holding an administrator license from another state to determine if they are authorized to be a Principal or a district-wide (superintendent) administrator in the other state. Keep in mind that some states (Washington and California) may not require licensure of the superintendent. Those licenses may not reciprocate as Professional licenses. Please be sure you review the preparation of an out-of-state candidate for a district-wide position.

Other key points for Reciprocal Administrator

- Has an eighteen (18) month term;
- Is used to complete Oregon requirements: civil rights and Oregon school law and finance;
- **May be used for building-level or district-level administrator positions;
- Is not renewable.

Some applicants may be able to move directly to the Principal or Professional Administrator License, bypassing the Reciprocal Administrator License. To do this, applicants will need to complete the Oregon civil rights and Oregon school law and finance requirements, as well as meet the experience requirements prior to applying for their first Oregon administrator license.

****If an applicant is hired for an Oregon district-level position, but only has an out-of-state building –level or principal license, the applicant may be required to apply for and hold an LCA for the Professional Administrator License on their Reciprocal Administrator License. The applicant will have three years to complete the requirements for the Professional Administrator License. When the term of the Reciprocal Administrator License expires, the educator will apply for the Principal License and a second LCA, unless the educator qualifies for the Professional Administrator License.**

The Administrative Rule language for the Reciprocal License can be found [at this link](#).

FAQs

Question: *What if their Oregon Reciprocal License is expired, but they've now taken Civil Rights, and Oregon School Law and Finance and they meet the experience requirements?*

Answer: They are eligible to apply for the Principal or Professional Administrator License as appropriate. If they have not completed Oregon requirements, they may be eligible for an Emergency Administrator License while they complete the courses.

Renewal Requirements Principal and Professional Administrator

Principal License: 90 PDUs or 6 semester/9quarter graduate level credits

Professional Administrator License: 120 PDUs or 8 semester/12quarter graduate level credits

Restricted Administrator License

The Restricted Administrator License:

- May be issued to teachers and other school personnel who are hired for administrator positions and do not hold an administrator license;
- Is valid for building-level administration (principal);
- May also be required to hold the LCA for district-level positions;
- May allow substitute teaching only when required as part of the administrative assignment.
- Requires district sponsorship;
- Requires a bachelor's degree;
- Has a one-year term, valid for a total of three years.

First license: The educator must provide evidence of admission to and enrollment in Principal License preparation program.

First reissue: The program must verify that the candidate is making progress toward completion of the program.

Second reissue: The program must provide evidence that the educator has completed at least 50 percent of the Principal program.

The Administrative Rule language for the Restricted Administrator License can be found [at this link](#).

FAQs

Question: *What if we hire a teacher to be the Principal but they don't have a Principal License?*

Answer: The teacher would be eligible to hold the Restricted Administrator License for up to three (3) years to meet qualifications for the Principal License.

Question: *What if we hire a teacher to be both the Principal and Superintendent (or other district-wide position) but they don't have Principal License?*

Answer: The teacher would be eligible to hold the Restricted Administrator License for up to three (3) years to meet qualifications for the Principal License. Once they qualify for and hold the Principal License, they may be eligible for the License for Conditional Assignment (LCA) for up to an additional three (3) years to complete the requirements for the Professional Administrator License.

License for Conditional Assignment

The Commission is adding the LCA option to Administrator Licensure to cover those who hold a Principal License but working at the district office level.

The LCA for Administrator:

- May be issued to holders of a Principal, Reciprocal, Restricted Principal or Legacy Administrator license who are hired for district-level positions;
- Requires district sponsorship;
- Requires a master's degree;
- May be added to a Principal, Reciprocal, Restricted, and Legacy Administrator license;
- Has a one-year term, valid for a total of three years per the underlying license type;

First reissue: The educator must provide evidence of admission to and enrollment in a Professional Administrator Licensure program and have district sponsorship.

Second reissue: The educator must have completed at least 50 percent of the Professional Administrator program and have district sponsorship.

The Administrative Rule language for the LCA can be found [at this link](#).

Preparation Standards: Principal

Principal License: What is different about the preparation standards?

Preliminary Administrator preparation:

- Likely held a master's degree;
- Completed 18 semester or 27 quarter graduate credits in an approved program;
- Required to complete an additional 18/27 graduate credits (the CAL program) within 10 years to move to the Professional.

This system of preparation and licensure was aligned to the Interstate School Leader Licensure Consortium (ISLLC) standards. These were a set of recommended national standards for the preparation of school administrators.

Principal preparation (after Redesign):

- May not already hold a master's degree, but will earn one as part of their program if they don't already hold a master's degree;
- The Principal preparation program will fully prepare the educator to serve as a building-level administrator (principal), and require 27 semester or 40 quarter graduate credits;
- A minimum of 300 hours of clinical practices at both the Elementary and Secondary levels will be the foundation of the program.

This system of preparation is built on the Professional Standards for Educational Leaders (PSEL) standards, with the specifics for building administration defined by National Educational Leadership Preparation standards (NELP). The Commission added Oregon's standards for equity, ethics, budgeting, mentorship and law.

The Administrative Rule language for the Principal Preparation Standards can be found [at this link](#).

Preparation Standards: Professional Administrator

Professional Administrator License: What is different about the preparation standards?

Professional Administrator preparation:

- Initial Administrator Licensure (IAL) program complete;
- Completed 18 semester or 27 quarter hours beyond the master's degree in an advanced program.

This system of preparation and licensure was aligned to the Interstate School Leader Licensure Consortium (ISLLC) standards. These were a set of recommended national standards for the preparation of school administrators.

Professional Administrator preparation after Redesign:

- Principal program complete;
- The Professional Administrator preparation program will fully prepare the educator to serve as a district-wide (assistant superintendent, superintendent) and require an additional 18 semester or 27 quarter graduate credits;
- A minimum of 200 hours of clinical practices, with coursework supporting the practical learning.

This system of preparation is built on the Professional Standards for Educational Leaders (PSEL) standards, with the specifics for district-wide administration defined by National Educational Leadership Preparation standards (NELP). The Commission added Oregon's standards for equity, ethics, budgeting, mentorship and law. The Commission added Oregon's standards for equity, ethics, budgeting, mentorship and law.

The Administrative Rule language for the Professional Administrator Preparation Standards can be found [at this link](#).

Emergency Administrator License

The Emergency Administrator License was not revised in this redesign process. An Emergency Administrator License may be issued when a school district demonstrates extenuating circumstances that merit the issuance of the license in order to protect the district's programs or students.

Districts will submit a statement of need describing the extenuating circumstances constituting the emergency and the applicant's unique skills qualifying her or him for the license. The letter must include a request for the least amount of time necessary to meet the emergency needs of the district. The applicant may be asked to provide additional evidence of their qualifications, at the request of the Commission.

Generally, failure to meet renewal requirements does not constitute an emergency or extenuating circumstance.

The Administrative Rule language for the Emergency Administrator License can be found [at this link](#).

Contact Us

Email help:

Administrator Licensure: AdminLicense.tspc@oregon.gov

eLicensing or technical problems: online.tspc@oregon.gov

Licensure questions: contact.tspc@oregon.gov

Districts: Please contact your TSPC representative if you have questions about licenses for educators in your district.

Please note: Your TSPC representative's email address and phone number are exclusively for district use and should not be distributed to educators. Educators must contact TSPC by [email](#) or phone, 503-378-3586.

This newsletter is intended to provide general information only.

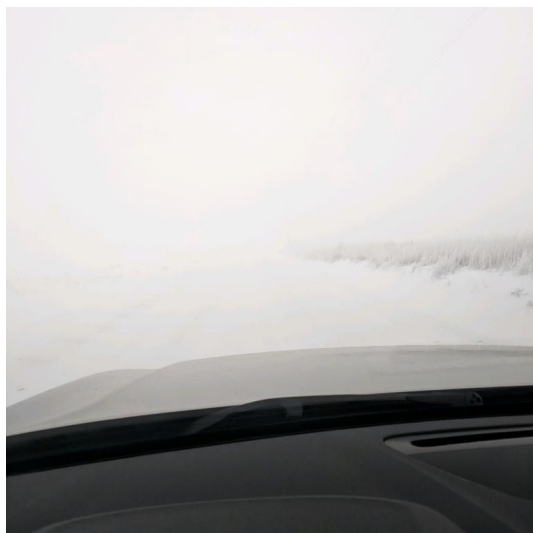
Please refer to [Chapter 584 of the Oregon Administrative Rules](#) for specific rules and regulations governing educator licensure in Oregon.



Teacher Standards and Practices Commission News and Updates

February 15, 2019

Oregon in February. Which one are you?



Commission Meeting: General Updates

The Commission met on February 7 and 8, 2019. The first day of the meeting covered a variety of topics, with the second day focused on the important work of reviewing licensure discipline cases. The meeting began with reports from Chair Maureen Wolf and Executive Director, Dr. Rosilez, covering mainly the Legislative Session and TSPC Budget proposal for the 2019-2021 biennium. The Commission also heard presentations from the Chief Education Office and the Oregon Association of Colleges of Teacher Education (OACTE).

Licensure Items

Teacher Leader Applications: Five applications for the Teacher Leader license were reviewed with two Teacher Leader Licenses awarded. These applications are redacted to avoid bias and reviewed by a subcommittee of the Commission. The unsuccessful applicants are notified and given the opportunity to revise and resubmit their evidence for the next Commission meeting.

Waiver requests were also reviewed. Waivers may be granted by the Executive Director when an applicant can provide "evidence of academics skills, experience and knowledge demonstrating mastery of the Commission-adopted standards for the license." Common requests include testing waivers for out of state applicants who have been teaching the particular content for at least five years while holding appropriate licensure in the other state, and issuing of an LCA (License for Conditional Assignment) when the applicant previously held provisional licensure in the same endorsement.

Licensure Committee Report

The License Committee met on January 19, 2019. Topics on that agenda reported to the full Commission during the February meeting were:

A review of the Commission Handbook sections relative to the duties of Commission committees.

Music and PE Workgroups Update: These groups both met in October to discuss the shortage of teachers in these areas. Accessibility to programs is a problem for teachers who are in the classroom and who might not be able to travel to campus to take classes. The conversations at those meetings were enlightening to all stakeholders, but no solid progress on solutions has yet been made. The Licensure Committee will review which universities offer these as an “added endorsement” program at their next meeting.

Library Media Endorsement: Portland State University recently announced the closure of their program to add the Library Media Specialist endorsement to a Preliminary, Professional or Teacher Leader License. Districts must continue to provide a “strong school library program” as they report to the Oregon Department of Education as required by Administrative Rule in Division 22, yet the closure of PSU’s program means there is no in-state option for a teacher to add the endorsement. [ADD COMMISSION DISCUSSION]

Special Education Workgroup Update: On November 29, 2018, ODE and TSPC convened a stakeholder’s workgroup to discuss issues districts have in complying with the Every Student Succeeds Act (ESSA, formerly NCLB) and the Individuals with Disabilities Education Act (IDEA) with respect to delivering content area instruction to students on an Individualized Education Plan (IEP). The introduction of the Course to Endorsement Catalogue in 2017 updated the previous TSPC License Guide without a change to the scope of a Special Education: Generalist endorsement. This was not a change to the Licensure Guide or to the requirements of the federal and state laws. But it caused districts to review staff assignments and revise methods of delivering content area instruction models. In 2017, The Commission adopted rules allowing a Special Educator who was deemed “highly qualified” in a content area to add a Legacy endorsement, based on testing, teaching experience in the content or an evaluation of the teacher’s academic record by a district (a.k.a. “HOUSSE”. The workgroup proposed expanding the availability of Legacy endorsements to new teachers, and revising the Course Catalogue to allow Special Educators to teach certain content area courses. ODE and TSPC staff are considering these proposals.

Administrator Redesign: The Committee reviewed the upcoming adoption of the rules for Administrator licensure and preparation. Comprehensive, detailed information about the new rules will be published separately.

Barriers Workgroup Update: During the June 2018 Commission meeting and after hearing from educators who have experienced barriers to the profession, the Commission gave Dr. Rosilez the charge to study those barriers and bring recommendations on reducing them. At the November meeting, the Commission proposed a change in rule to allow programs to develop a multiple measures approach to assessing candidates’ (teachers in training) content knowledge and preparedness for licensure. Dr. Rosilez engaged the assistance of leadership and faculty from approved preparation programs to draft a proposed multiple measures assessment. The workgroup is working to present the draft to Dr. Rosilez for presentation at the April Commission meeting. Adoption of the rule to allow a multiple measures approach will be delayed until after the April Commission meeting.

Career and Technical Education: During the June 2018 Commission meeting, the Commission granted approval to Clackamas Community College’s preparation program for Career and Technical Education teachers coming into teaching from business and industry. The program is not approved to prepare teachers for full licensure in content areas such as Math or Social Studies, but it is one option for CTE teachers to use to meet their Professional Development Plan. The Oregon Association of Colleges of Teacher Education (OACTE) has expressed some concern that this CTE-specific teacher preparation program could become an “alternative route” to full licensure. Of greatest concern is the Human Resources: Education Services area, where a district offers an ODE-approved CTE program in Early Childhood or Elementary Education and Teaching. To gain the endorsement required to teach in those programs, the teacher must demonstrate the required work experience, and that experience can only be achieved by holding a full TSPC teaching license. It is not likely that a day care provider could demonstrate appropriate experience, complete the CCC program and achieve licensure. Staff created a CTE Overview for review and discussion by the Commission.

Other Licensure Items

eLicensing and Communications Update: Staff is pleased to report positive progress on the development of eLicensing’s functionality to issue licenses, provide greater transparency and accessibility to applicants, and a district interface to replace letters. Launch of the new functionality is targeted for later this spring, prior to the summer rush.

Licensure Production Update: The Director of Licensure is pleased to report continued success by the Evaluator and Public Service Representative teams. Phone answer rates are consistently above the 90% mark, and the evaluators are reviewing applications within three weeks of filing. These staff members are to be commended for their perseverance and continued striving for excellence.

Program Approval Item of Interest

On May 16, 2018, the Board of Trustees of Marylhurst University voted to close the institution, including their Education Department, effective December 31, 2018.

Student records for former Marylhurst Education Department students who transferred to other institutions were transferred to the new college or university. Academic records for students who did not transfer to another institution will be maintained by Saint Martin's. Former Marylhurst students who wish to order Marylhurst transcripts are able to do so online at: <https://www.stmartin.edu/marylhurst>.

Rules

Proposed Rules: There were no rules proposed during this meeting.

Rules adopted include:

Administrative Licensure Redesign: will be published separately before March 1. Staff is preparing the final rule filing and an implementation plan to include notices to licensees and a separate newsletter specific to this important change.

Preliminary Teaching License: Removes six-year recency requirements from the Preliminary Teaching License rule. Recency for Preliminary Teaching License will continue to be monitored through the programs. (584-400-0160 requires applicants to submit a program recommendation that is no more than three years old. If the program recommendation is more than three years, the applicant must obtain a new recommendation from their program.)

Restricted Teaching License to Reciprocal Teaching License: Provides the option of moving to the Reciprocal Teaching License after the last term of the Restricted Teaching License for educators completing out of state programs. Requires licensure on the 91st day after application to align with the provisions of SB 205.

Special Education: Early Intervention: Changes name of early intervention endorsement to SPED: Early Intervention and Early Childhood endorsement, and adopts teacher preparation program standards.

Other TSPC Tidbits

CTE Licensure Fees: when a CTE teacher holding a Restricted CTE License completes the requirement in their Professional Development Plan and applies to move to the Preliminary CTE License, the fee for the new license is the full \$140 (plus the \$10 portal provider fee). This transaction is not a "renewal" or a "reissue" of the same license.

Staffing Changes: Matt Garrett, TSPC's long time "IT Guy" recently accepted a new position outside of Oregon. The Commission thanks Matt for his 21 years of service to Oregon's students and wishes him the very best in his future.

With Matt's departure, please send all of your questions to your assigned district contact or to Elizabeth at Elizabeth.keller@oregon.gov. We are fortunate to have a second "IT Guy" on staff, Jason Hovey. Jason's primary assignment over the past year has been the development and implementation of a database to manage the work of the Professional Practices Staff. With Matt's departure, Jason will assume some of the duties required to administer the licensure database until eLicensing is fully operational.

Online Services Help Available: Having trouble using the Online Services Portal? Adding C3s, LCA requests or changing staff access? Help is available [at this link](#). If your question isn't answered by that weblink, please email your TSPC contact or Elizabeth at Elizabeth.keller@oregon.gov for further assistance.

GRACE PERIOD REMINDER: During the November 2018 Commission meeting, a rule change affecting the administration of the 120 grace period was adopted. The change will be effective as of 7/1/2019 and will bring the Commission's rule in alignment with ORS 342.127: (5) Notwithstanding the expiration date posted on the license, the license shall continue to be valid for an additional 120 days, provided the educator has made a timely application, as determined by the commission, for renewal prior to the expiration date on the license.

Beginning 7/1/2019, in order to activate the 120-day grace period, the educator must submit the application and fee prior to the expiration date of their current license. Those applying after the expiration date will be assessed late fees (\$40 per month up to 5 months or \$200). Once the application and fee are paid, the educator may be permitted to "teach in the public schools of this state for 90 calendar days after the date of submission of the application if:

- (A) The person is not ineligible for a teaching license following background checks conducted by the commission, including a criminal records check as provided in ORS 181A.195 and a background check through an interstate clearinghouse of revoked and suspended licenses;
- (B) The school district has completed the review of the employment history of the person as required by ORS 339.374; and
- (C) The person and the school district have complied with any other requirements established by the commission by rule.

TSPC Commission Meeting

The next full Commission meeting is April 4-5 at the Portland Sheraton Airport Hotel.

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