



LICENSURE UPDATE

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Dr. Julie McCann, Editor



This newsletter is TSPC's effort to keep educators and licensees informed of what's happening at

TSPC. We realize that you all have busy schedules and get way too many emails. However, it's important that when you renew your license, you aren't surprised and caught off guard by changes made to the rules or decisions the Commission makes at their quarterly meeting. We will send out this publication regularly to highlight changes in rules, licensure, testing and more to keep you in the loop. We hope you will find this news helpful. You can find past copies on our website so check them for helpful information.

COMMUNICATION TO THE FIELD

What is the Commission?



The Teacher Standards and Practices Commission is a **professional licensure board** that is appointed by the Governor. It is similar in nature to the Nursing Board, the Medical Board, the Board of Accountancy, etc.

The Governor selects the membership based on state statutes that were adopted in the early 1960's. There are only 11 other independent educator standards boards in the nation.

The Commission has operated as an independent state agency since 1973. The Governor's office selects: 8 practicing teachers; 4 practicing administrators; two higher education faculty; one school board member and two public members to serve on the Commission as public officials for three year terms. Each commissioner may serve up to two terms.

The Legislature (through statutes) gives licensure boards the authority to set the standards and requirements to be a practicing educator in Oregon's public schools. The license signifies that the person has completed educator preparation; demonstrated subject-matter mastery through the passage of tests; and has been through a criminal background check supported by fingerprints.

The Commission (through administrative rules) establishes the requirements for licensure which have the weight of law. The Commission is required to follow its own administrative rules.

Additionally, the Commission conducts state accreditation visits at Oregon colleges and universities for all teacher preparation programs, both public and private, which allows them to recommend teachers, administrators, school counselors, school psychologists, and school social workers for licensure. The Commission accredits 20 licensure programs.

Finally, like all licensure boards in Oregon, the Commission is required by law to establish standards for ethical conduct as it relates to on-duty and off-duty conduct. Additionally, the Legislature

FEES



Fees are listed on the first tab under licensure on the home page. To renew your license the following fees apply:

\$100—First License and Renewal fee

\$120—Obtain out of State Fee

\$ 25—late fee per month or portion of month up to \$125

\$ 75 Charter Registry (\$25 to renew)

You can pay by check or credit card. Forms for credit cards can be found at http://www.oregon.gov/tspc/Pages/Forms_and_Instruct.aspx and faxed or mailed to TSPC. PLEASE do not email your credit card #.

To establish, uphold and enforce professional standards of excellence and communicate those standards to the public and educators for the benefit of Oregon's students.

Licensure Redesign Process Underway

Have you noticed and experienced the complexity of the licensure structure? What started as Basic and Standard designations (from 1965 to 1999) was moved to Initial I, Initial II, and the original designation after 1999. It's confusing to educators coming into the state as they work with people who do the same work but have a different kind of license and different requirements to renew. Licensure redesign will address and simplify this process. How will it affect you and your license?

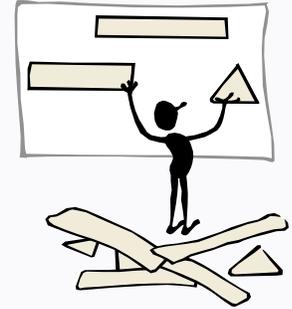
The TSPC Commission established an advisory committee to make recommendations on redesign of the licensure structure. The advisory committee was formed in July 2012 and has broad representation from the field including teachers, administrators, university, association and school board members. The group has met over the last 18 months and has reached broad consensus on proposals. The Commission has adopted a few of the recommendations and will consider more in July

The advisory committee has recommended a **three tier licensure system** in which all existing license holders will be transitioned to upon adoption by the Legislature.

The first tier is the **Preliminary Teaching License**. This tier is for new completers with no experience. A person holding this license will have up to six years to complete requirements for the Professional Teaching License. After the first six years, it may be renewed continuously if the license holder is not employed in a public school. All employed licensed holders must meet the requirements for the second tier and advancement to that tier is mandatory. There is some discussion but no consensus on an **"interim"** license for these unemployed educators. The license would be between the Preliminary and Professional. Specifically, it would be a "transitional" license for people who are not employed, but need to keep their license to stay in the job market. New teachers not employed in the first six years and unemployed veteran teachers who have not obtained employment might be eligible for this yet-to-be considered license.

The second tier is the **Professional Teaching License**. This level requires a Master's or equivalent coursework for all license holders. If the new teacher obtains their first license on the basis of a master's degree or equivalent

coursework, an 10 semester or 15 quarter hours are required to advance to the Professional Teaching License. The additional coursework may be $\frac{1}{2}$ graduate credits, or $\frac{1}{2}$ undergrad credits related to education. The additional coursework, **MUST** be completed after the first license is obtained. In addition to the course work, all teachers will be required to have five years experience teaching to advance to the Professional Teaching License. This license may be renewed continuously with continuing professional development units.



The third level, **Distinguished Teaching License** is optional and aimed specifically at teacher leaders. Educators must have a full, master's or above, five years experience teaching and have accomplished an activity that is indicative of distinguished educators. The Distinguished Teaching License may be renewed with continued evidence of distinguished experience.

The first two licenses are required. **Endorsements:** The advisory committee is recommending that most endorsements remain the same as endorsements issues after 1999. The recommendations include: Remove "Basic"- "Standard" from endorsement name;

Middle school science changed to foundational science,
Basic math to foundational math,
Elementary-multiple subjects vs. multiple subjects self-contained,
Language Arts changes to English Language Arts,
Reading Specialist to Reading Intervention.

The committee is recommending that to add an endorsement a licensed educator can accomplish this by passing the commission approved examination in the subject area without a mandatory practicum. Coursework will still be required if no subject area test is available. Some endorsements will still require a full program, such as: Elementary multiple subjects; Library Media; all Special Education areas; ESOL and Reading Intervention (currently Reading Specialist).

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Communication to the Field cont.

has **mandated** that all complaints received against an educator be investigated if the complaint may be grounds for refusal to issue a license or grounds for discipline based on misconduct including failure to give proper notice prior to resignation. The Commission receives 250 to 300 complaints a year.

Commission staff: issue the licenses (under the rules and standards adopted by the Commission); organizes and conduct the accreditation visits (with stakeholders from the field and higher education); and investigates the complaints received.

Commissioners: Set the rules for a license such as renewal requirements; education requirements, qualifications, etc; determine whether a college, university or other program is entitled to accreditation; and read every investigation report and determine whether an educator should be sanctioned and if so, what sanction is recommended (such as revocation, suspension or reprimand).

The Commissioners are listed on the back page of our newsletter. We appreciate all they do!

Victoria Chamberlain

Licensure Redesign Process cont.

The Commission has adopted some of the logical recommendations. The middle level grade authorization no longer requires completion of the multiple subjects test. This change, however, means middle level educators are not eligible to teach in multiple subjects classrooms without completion of the Elementary – Multiple Subjects academic program.

The next steps include making proposed changes into rule form for consideration by the Commission and to introduce any needed statutory changes at the 2015 Legislature. This newsletter will continue to provide updates around the process, including when the topic is scheduled for discussion at the summer Commission meeting.

Licensure Pitfalls

One of the frequent reasons for delays in getting your license renewed occurs when you send in your information and your application is not complete. Common incomplete application issues include the following:



- ⇒ Forgetting to sign the application
- ⇒ Forgetting to send in the licensure fee
- ⇒ No PEER form sent to TSPC
- ⇒ CPD information is not included for renewal
- ⇒ No information sent on coursework to show progress. Official transcripts are needed
- ⇒ Forgetting to answer the character questions or answering inaccurately

When these requirements are not sent in with your application it delays your process. It means that we have to notify you that your application is incomplete and you then have to fix the issue and send it back. This last month TSPC had to incomplete far too many applications. That means that staff time was spent beginning to evaluate the material to issue the license and had to stop because information was missing. It also means that when it comes back in, staff will have to repeat the process which slows us down.

While it's frustrating to receive an email telling you your application is incomplete, we can't issue a license unless all the legally required documents come to us when you renew. Please be sure to check and make sure that ALL items are included so we can get your license to you as soon as possible. Hopefully these tips will help everyone and speed up the processing. Thanks for your help

We're on the web at
www.oregon.gov/tspc

Delays, Frustration, and Waiting, Oh My!

At the risk of sounding like an apologist, I want to share some of my insights since coming to work with TSPC. I, like many of you, had my laundry list of complaints about the renewal process, delays in communication, and incomplete notices. As I came to the office, I took a look at my TSPC file and saw some of my complaints about the process and my excuses to try to explain away late fees because my check didn't arrive in time or I lost track of the date my license expired.



Reflecting back, if I'm honest, many of those issues were my fault and my anger was at a system that held me accountable for knowing when my license expired and meeting renewal requirements that I often forgot about once I got my license. And, to be honest, those advice letters can be a bear to understand! Waiting to the last minute to complete my required forms and send them in caused me to become anxious and very impatient. And as I look at the replies of the TSPC representatives, I'm amazed at how polite and understanding the folks were in spite of my borderline crankiness!

Coming back to work at the agency this month I was taken aback at the reduced number of staff in licensure. Now, I felt that way 3 years ago when I first came to work as Director of Licensure. I learned about the complex process involved in issuing a license that involved much more than I ever could have imagined. And I was shocked at how few people were there to do the work then. Coming back this month, there are even fewer staff in licensure.

Process	Staff	Jan/Feb Numbers
Phone Calls and Emails —Personal Service Representatives are the staff assigned to answer the phones, respond to emails, and help out with researching questions from educators about what they need, how to apply, why don't they have their license yet, help walk in customers, and provide information on programs for endorsements, renewal requirements, and more. Currently 2 staff (down 2)	2 FTE	6,898 Phone Calls 1,342 Phone Customers 502 Walk Ins
Intake —receiving the daily mail and applications which are scanned into a computer system and associated with the applicant's account. Also, transcripts are received from universities showing program completion, fingerprint cards must be collected and delivered to the Oregon State Police for processing. Currently 1 staff (down 2)	1 FTE	3,088 Applications 9,565 Documents
Evaluation —this is where degrees are posted to accounts, advice letters from the last renewal are reviewed, transcripts are reviewed to see if applicants completed their required coursework, character questions are checked to match up with the criminal history checks, endorsements requested are evaluated to make sure applicants have completed the test, coursework, and practica required, and the application is reviewed to make sure that the best license is being issued. The file is reviewed to make sure there are no emails or calls changing what the educators request and to see if there are any other issues in the file. The final step is making sure the I's are dotted and the T's are crossed and the license is issued. Along with the license, a letter is developed specifically to the educator receiving the license to advise them of what will be needed at the next renewal. This information is then emailed to the educator. Currently 5 staff (up from four)	5 FTE	829 New Licenses 1,685 Renewals

To help you all understand the process I've made some information available. Here is what is involved:

This hopefully gives you an idea of why we are behind and we want you to know we are working hard to get caught up soon. Remember TSPC receives no tax dollars or general fund revenue and is fee-based service based on the fees you pay. We appreciate your patience.

TSPC Staff Members

We have other important staff at TSPC that do work to support the agency and they are not listed on the back. Here are the departments and roles.

Professional Practices

Melody Hanson—Director

Jeff Van Laanen

Paul Cimino

Cristina Edgar

Joanne Kandle

Kevin Cooley

Patty Liddell

Tanya Figgat

Deputy Director of TSPC

Keith Menk

Information Technology Specialist

Matt Garrett

TSPC Updates via Email

Are you reading the updates sent to you email from TSPC? There is often important information in there that could affect your license or renewal. Here are just a few recent ones:

TSPC no longer sends out paper renewal packets as of October 2012. You used to received the renewal packets from your district. You still receive birthday reminders letting you know when your license is expiring and when renewal is necessary. An email goes out to educators 180 days (up from 90 days) prior to their expiration date letting them know that their license is up for renewal. If you don't keep us updated with your email, you won't receive the timely notice. (TSPC rules require that you update your information.)

TSPC no longer sends out paper licenses as of April 1, 2013. If your license was issued after April 1, 2013, you can view it on the Educator Lookup tab on our webpage. See article in this newsletter to learn how to find your account on our website.

Signing up for **TSPC Notifications** at http://www.tspc.state.or.us/account_setup.asp where you can select notices you want to receive to keep you informed of changes in licensure and newsletter updates.

Investigative Team Updates

How often is a background check completed? How can clearance be verified?



All **new** applicants for licensure and students of teacher education programs are required to submit fingerprints for criminal history verification. Fingerprint criminal history checks are completed by the Oregon State Police (OSP) and the FBI. This process usually takes between 5-14 days. Once clearance is issued, the clearance dates are posted to the Educator Look Up account on the web when you sign in. To access this page, you must enter the educator's or student's full name, as on file with TSPC, date of birth and last four digits of the social security number. The clearance dates show in a blue box under the educator's or student's name.

Fingerprint clearance remains valid unless a license lapses for three years or more, or licensure is not applied for within three years. If a license lapses for three years or more, or a student does not apply for licensure within three years of the original clearance date, fingerprinting is required again.

At each renewal cycle, license holder's names are run through a background check verification through Law Enforcement Data Systems (LEDS). If there are any YES answers on the character questions, further review occurs. A license is not issued until background clearance has been issued. The issuance of a license by TSPC, should be clear indication that background checks have been conducted and cleared.

- ⇒ **Are you reading the character questions carefully on the TSPC application, each time you prepare to submit ?**
- ⇒ **Did you know these questions may and do change periodically?**

It is your responsibility to carefully read all character questions each time you are preparing to submit an application to TSPC. Don't get caught in a situation that may cause you to appear you are not being forthright. If in doubt, it is always best to reveal rather than conceal.



Commission Update on Educator Sanctions/Discipline

The Commission requested that we share some of the incidents that occur with educators that result in investigations and discipline. Without naming individuals, here are some examples of actions educators have taken that have resulted in reprimands, revocations of licenses, or other discipline. You can find all discipline carried out on the TSPC Professional Practices Educator Sanction/Discipline web page located at http://www.tspc.state.or.us/geninfo_item.asp?id=4



Fact Patterns

- ⇒ Put 8th grade student in a neck hold
- ⇒ Popped on head with enough force to bruise
- ⇒ Violated direct order of the district to not use cell phone on teaching time
- ⇒ Lied to employer about taking sick leave for an event
- ⇒ Lied on TSPC application
- ⇒ Left the district without 60 days notice of resignation (state statute)
- ⇒ **Worked for over a year with expired license**
- ⇒ Appeared on duty under the influence of alcohol (do not drink and go to the school AT ALL)
- ⇒ Sexually harassed new female teacher (colleague)
- ⇒ 2 DUI's over two years
- ⇒ Wrote students' first and last name on social media site using profanity and on district time;
- ⇒ Excessive internet time during class time; yelled at students; failed to follow curriculum;
- ⇒ Used internet to view sexually explicit materials;
- ⇒ Sent inappropriate text messages to female students at all hours
- ⇒ Made overly personal comments to girls; sexual innuendo; commented about girls' sexuality with high school boys
- ⇒ Inappropriately helped students with OAKS test; (all test scores were invalidated)
- ⇒ Inappropriate use of sick leave to meet boyfriend or to travel
- ⇒ Failure to report child abuse (multiple people)
- ⇒ Failed to complete timely IEP's; forged other adults' signatures on IEP's; lied to administrators;
- ⇒ Various shaming techniques: pushups; stand in front of class; embarrass when fail; etc.
- ⇒ Multiple instances of ignoring athlete's injuries (called players babies) shamed players into performing while injured, etc.
- ⇒ Paid bills on company time; did graduate coursework during work day; accessed face book during class.
- ⇒ Copied questions and answers for online test and gave to student.
- ⇒ Lied to TSPC investigator.
- ⇒ Tested positive for marijuana in two pre-employment screens
- ⇒ Grabbed student by the arm; forced into classroom; unnecessary force

Here are some dos and don'ts to keep in mind:

Continued on next page

New Rules on PDU's

Continuing Professional Development (CPD) or Professional Development Units (PDU) are used for renewal of licensure for the Initial II, Basic, Standard, and Substitute Licenses. The Initial I doesn't use CPD/PDU until all coursework is completed.

You can carry over some units from the last licensure as described in the chart below:

Licensed educators may carry-over excess PDU's obtained only in the previous reporting renewal period as follows:

Substitutes/Restricted Substitutes: 10 PDU's;
 Three-year licenses: 25 PDU's;
 Five-year licenses: 25 PDU's.

Educator Sanctions cont.

DO NOT:

- Lie
- Cheat
- Touch Students (at all)
- Get angry
- Fail to supervise
- Meet students off school grounds for any reasons
- Take students in your car;
- Talk on phone after hours (unless urgent)
- Ask personal questions
- Go to work while on any type of pain-killers (unless DR releases)

DO:

- Get help if you are out of control;
- Get help if anger issues;
- Get help if feel attracted in any way;
- Avoid drinking during the week (at all)
- Tell the truth;
- Own up to your mistakes;
- Accept Responsibility
- Protect students at all costs.

Keep Your Email Address Current



Along with keeping your home address and phone numbers current, it's important to add your personal email as well. If you leave the district or retire, your email is the only way you will get information about expiring licenses and important updates. Find your email that we have on file on the TSPC website under Educator Look Up and you can add or update your information. Thanks!



Educator Look Up—or How to Find Your Account

Having trouble finding your account on the TSPC website? It's most likely because the name you are entering does not match the name on your license. Most licenses have your full name on displayed, so it's necessary to put in your first middle and last names to find your information. (Tip: Start with your last name and search the list for how your name appears in our files.)

What can you find in your account?

Your license image can be printed if your license was issued after April 1, 2013,

You can print screen your account page to provide proof of licensure. Educators can upload the image then to their job application account if an employing district asks for your license.

Your advice letter from your last renewal. It tells you what you need to do to renew your license, how many credits you may need, PDU units, and more information.

Whether your fingerprints have cleared if you submitted them.

What documents TSPC has received for your renewal or licensure.

Whether your license went into the grace period (120 days following the expiration of the license.)

TSPC Commission Members

Teachers:

Lea Bates (Roseburg)
 Shirley Blanchard (Eagle Point)
 Judy Brizendine (Pendleton)
 Chris Kuka (Bend)
 Jeff Matsumoto (Forest Grove)
 Edward Sage (Gresham-Barlow)
 Kathleen Sundell (Salem-Keizer)
 Secondary teacher (vacant)

Administrators:

Heidi Sipe (Umatilla)
 ESD Superintendent (vacant)
 Anne Erwin (Beaverton)
 Olga Cobb (Salem-Keizer)

Higher Education:

Mark Girod (Western Oregon University)
 Mark Ankeny (Pacific University)

Public:

Chris Brantley (Salem-Keizer School Board)
 Anne Marie Chesebro (Portland)
 Public Member (vacant)

Licensure Staff

Executive Director

Victoria Chamberlain

Interim Director of Licensure

Julie McCann

Public Service Reps

Tiffany Butteris
 Holly Hammons

License Evaluators

Linda Conrad
 Heidi Reinhardt
 Maria Odle
 Amanda Hill
 Stephanie Long
 Crystal Mann

Directions to and Entry into TSPC

From the North

Coming in from the north, take the **Salem Parkway exit** and follow it into town. As you get on **Commercial St.** you will turn right on **Market Street.**



Go one block and turn Left onto **Front Street.** You will see Division on your left. Turn left on **Division** and we are the only building on the right, close to Day Heating. You may also take the Market Street exit and follow Market to the very end and the directions above will work.

From the South

If you are coming from the **Mission Street Exit**, follow Mission all the way in until you get to **Front Street.** Turn R on Front street and you will go through 2 lights. **Be in the left hand lane** and you will see a turn lane where you can turn left prior to the Commercial/Liberty light. Turn left and you will see the TSPC building on your right. Turn Right on **Division Street** and you are here.

Entry to the Building

We have a new entry system due to some security issues. When you come to the building, knock and wait for the receptionist to unlock the door. You will hear a click and the door will unlock so you can open it and enter.

Address and Contact Information

250 Division St. NE
 Salem, OR 97301-3414

Phone: 503-378-3586
 Fax: 503-378-4448

Web:

<http://www.oregon.gov/TSPC/Pages/index.aspx>

Email: contact.tspc@state.or.us

