



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 4 times a year 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



We are pleased to resume our TSPC **Licensure Update** newsletter to provide educators, school district administrators, HR departments, and higher education staff information about TSPC. The newsletter will talk about TSPC practices, changes in rules, information on professional practices (discipline) and other information to keep you all informed about the work of the Commission.

Like school districts, TSPC has experienced budget cuts reducing our numbers from 26 FTE to 16. We are currently in the process of hiring three new public service representatives to help us with the phones and email.

Currently, we are experiencing a processing and email backlog due to the increase in applications we received this summer. We are hoping to catch up throughout the winter, so we appreciate your patience. It will take time to train our new staff members.

With limited staff able to answer phones, we advise you to use the Contact TSPC link and email your questions to us. This gets the question in the queue and allows you to get on with your day. Remaining on hold can be frustrating, email may be a better way to proceed. If you do call and get a public service representative, please be as brief as possible so that we may move on to serve the next person on hold. We genuinely appreciate your help in this area.

Finally, many of you are not aware that our office is governed by a 17-member board (the Commission) of your peers. The eight teachers, four administrators, two higher education and three public members make the determination regarding what is required to receive and renew an educator license. TSPC staff merely carries out the Commission's rules. Click here to see a Commission [agenda](#).

New: Starting in December 2013, spouses and domestic partners of military personnel transferred to Oregon may obtain an expedited application process. Stay tuned for more information in a future newsletter.

Victoria Chamberlain



Did You Know?

Once you send in your fees for a renewable license, you have a 120 day grace period in which to get your paperwork completed and license issued. That means that your license is still valid. The key is to get your application and fees in prior to expiration of the license. Your HR department can help clarify this policy.

Check Out License Renewal Requirements

If you can answer this question with certainty, you don't need to read any further. **When does your license expire and what coursework, if any, do you need to renew it?**

Everyone gets information on what they need to do to renew their license. **Those of you with Initial I licenses have requirements that must be met within the first 9 years of your license—Initial I licenses are allowed 2 renewals showing progress toward the required Masters.** It is a common concern that licensees call TSPC and are surprised that they have to get their Masters and have not taken coursework to have it finished in 10 years. Other licenses have requirements that must be met as well.

Some districts have staff responsible for HR functions check licensure requirements and monitor how teachers are progressing. With steep budget cuts, those departments may not be able to provide this service or even exist. TSPC does send out notices to remind educators of your requirements and they are available in your TSPC account as well for your convenience. Please don't check with a colleague as there are many licenses with different requirements depending on the date of the first license.

Paperless Licensure

Due to budget and staffing reductions, as of April 1, 2013, TSPC moved to paperless licensure and is no longer sending out teaching licenses to our clientele. You are able to see your license on the web

Please visit our website: www.oregon.gov/tspc

On the left hand side please select "Educator Look up" Please input your name EXACTLY as it appears on your TSPC account.

Fill in the rest of the information. This will log you into the system with a positive id.

You MUST have the birth date and the SSN for this to pull up your license image. Once you have logged in with a positive ID, you will click on the "YES" below the word image.

Application/Renewal Form on the Web

Application forms for renewal are now available on the TSPC website. The form is a [fillable PDF](#) that allows you to enter your information electronically, print and mail the application to:

TSPC
250 Division St. NE
Salem, OR 97301

Licensure Redesign Process Underway

Over the last several months, a large and inclusive group of stakeholders (including TSPC, OEA, COSA, OSPA, Higher Education and ODE) have been meeting for almost a year to research what other states are doing, what federal law is likely to require, what our schools, teachers and students are being asked to do and what would make sense for our state. There are approximately 20 people in this workgroup and six are licensed Oregon teachers. But before you panic about your current license...relax and know that the workgroup is already working to ensure current licensed teachers move seamlessly into the new licenses.



Many of these changes are not completely fleshed out yet, and as this workgroup begins to grapple with the details, some of the broad stroke concepts may need some adjustments. And, more importantly, **these major changes, big and small, are JUST IN THE PROPOSAL STAGES NOW and will need to be formally approved by the TSPC Commission, subject to public hearings, and reviewed for statutory changes and subsequent legislative approval.** Every teacher can and should pay attention to the final licensure redesign proposal when it is fully developed for rule changes in the near future.

Changes that are proposed will go through an extensive review process. More information will be available in depth in our next newsletter.

Oregon Professional License Fees

In Oregon, many professional and career positions require workers to have a license, just like teaching. Have you ever wondered what other professional workers pay for their licenses? The state regulates licensure fees for the purpose of sustaining the support organizations that oversee the profession.

The Legislature has directed TSPC to review their fee structure and propose a fee increase.

The examples below are for renewals and are for 1-3 years of licensure.

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|----------------------------|----------|
| 1. Electrician Contractor | A. \$375 |
| 2. Plumber | B. \$180 |
| 3. Lawyer (yearly) | C. \$450 |
| 4. Solar Heating Installer | D. \$150 |
| 5. Real Estate Broker | E. \$230 |
| 6. Dental Hygienists | F. \$150 |
| 7. Real Estate Appraiser | G. \$550 |
| 8. Landscape Architect | H. \$250 |
| 9. Dentist | I. \$260 |
| 10. Nurse CNS | J. \$150 |

PEER Form Electronic Submission

HR folks will be glad to know that [PEER forms](#) can be filled out on a fillable PDF form and mailed electronically with a digital signature, which is explained on the form.



The forms can be directly submitted to our intake staff for entering by emailing the form to Conact.TSPC@state.or.us.

Or fax the form with a district coversheet to 503-378-4448.

Questions and Answers from Professional Practices



Professional Practices is the division in TSPC that conducts all investigations from complaints related to educator compliance with rules and regulations. Here are some Q & A to some common questions TSPC gets from educators.

Q : What does it mean if a license on the web has an expired date, but still shows “Active” (but not Active in Grace)?

A: This generally means an educator is the subject of an investigation, and has applied to renew their license. The educator is allowed due process, so the license is placed in a *stayed* status, allowing full use of the license while the investigation is completed. The application submitted for renewal may also be pended for the outcome of the investigation and a TSPC Commission decision.

Q: Do I need to report DUII arrests or any other arrests?

A: Unless the DUII occurred during school employment or on school grounds, DUII arrests are not required to be reported.

The educator will need to self report on their next application.

In fact, an arrest without a conviction related to the arrest is not required to be reported because an arrest alone is not a conviction of a crime.

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

Teacher Standards & Practices Commission

250 Division St. NE
Salem, OR 97301-3414
Phone: 503-378-3586
Fax: 503-378-4448
Email: contact.tspc@state.or.us

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Most Common Application Errors



1. *Forgetting to sign the C-1 Application.*
2. *Forgetting to send in the application fee.*
3. *Not including the Fingerprint Handler Sheet with your packet.*
4. *Bringing in transcripts in an unsealed envelope—*
5. *Signing the application and not sending it in within 30 days.*
6. *Not responding to an Incomplete Application email.*
7. *Not keeping your advice letter that comes with your license.*
8. *Not updating address, phone and email information.*
9. *Not paying attention to the expiration date on the license.*
10. *Asking colleagues with different licenses what you need to renew.*



Statement of Professionalism

As educators, we belong to a profession that serves Oregon K-12 students, schools, our communities and the public good.

We aspire to a professional standard of conduct that goes beyond merely complying with ethical rules. Professionalism is the courage to care about and act for the benefit of our children, our students, our peers, our careers and the public good.

Because we are committed to professionalism, we will conduct ourselves in a way consistent with the following principles in dealing with our students, our peers, our supervisors, and the public.

Specifically, I will:

- Attest to all that I have good moral character.
- Put the welfare of children first and will do no physical or emotional harm to a child.
- Conduct myself with integrity.
- Avoid **all** forms of discrimination against my students and all others.
- Commit to academic equity in learning for all of my students.
- Commit to educational excellence in all I do.
- Respect my colleagues.
- Commit to lifelong professional development to improve my skills and the opportunities for my students and the profession.
- Resolve disputes with students with compassion, empathy and patience.
- Be a role model for my students.
- Never violate the student-educator boundaries critical for student achievement and success.