

# EI/ECSE Authorization



## **What is Authorization?**

Authorization is the process developed by the Oregon Department of Education (ODE) to assure the quality of personnel serving children in their EI/ECSE programs. Authorization is obtained by developing an online portfolio to document the required standards and submitting it for review to a state panel.

## **Who is required to get Authorization?**

As of October 1, 1998 personnel hired in the position of Specialist or Administrator must hold either a valid TSPC license in EI/ECSE or a related field or hold an Authorization. At this time there is no Authorization for Related Servers and Paraprofessionals.

## **What is the process for compiling a portfolio?**

The submission process has changed to an online format. Please email Holly Reed Schindler at [holly.reed.schindler](mailto:holly.reed.schindler) to receive the google link to organize your portfolio. The portfolio link will include additional instructions. Each candidate for Authorization will need to complete an Application Form, as well as the portfolio pages and note which type of documentation they are submitting by highlighting the number(s) that correspond with the Documentation Key. There will be a separate google folder for each standard to save your documentation.

## **How long does it take to complete a portfolio?**

Based on the pilot study, it is estimated that a participant will spend approximately 15 hours completing a portfolio, including planning time. Technical assistance is available through your supervisor, the website and [holly.reed.schindler](mailto:holly.reed.schindler)

## **What is the process for submitting a portfolio?**

After a candidate completes uploading all their documentation into the appropriate standard folders in their google Authorization Portfolio, including the application signed by their supervisor, send the link to [holly.reed.schindler](mailto:holly.reed.schindler) She will notify you when it has been received by ODE.

## **What are the deadlines for developing and submitting a portfolio?**

There are two submission times a year, one in August and one in March. Please email [holly.reed.schindler](mailto:holly.reed.schindler) for specific dates for the current year.

## **Who is responsible for assuring that EI/ECSE personnel meet the Initial Authorization requirements?**

Although the EI/ECSE contractor is responsible for assuring that all personnel hired meet State personnel standards, the responsibility for becoming Authorized lies with the individual applicant, not the contractor.

## **Is there a renewal process?**

Yes, Reauthorization is needed three years after the Initial Authorization and then every subsequent five years. For reauthorization, your supervisor must complete and submit a one-page Reauthorization form to ODE verifying your years of experience, requirements, background check, and approval of professional duties. Please review: [Reauthorization Form](#)

You and your supervisor will be notified via email three months before your reauthorization is due. However, it is your responsibility to submit your reauthorization form to ODE for approval before your reauthorization is due.

## **If I am the supervisor, who is the individual who is my supervisor for the renewal process?**

The individual who is responsible for your day-to-day supervision and the signatory of your professional development plan is considered your supervisor in respect to the renewal process.

## **What is the timeline for completing Authorization?**

OARs require that individuals hired as EI/ECSE specialists must be authorized within 12 months of employment if they do not hold a TSPC license. OAR 581-015-1100, Section (8) specifically states that:

"If a candidate is unable to complete the authorization process within a 12-month period, the EI/ECSE contractor shall request a waiver from the Oregon Department of Education for up to one year to allow for the candidate's completion of the authorization process."

Thus, if a candidate cannot meet the timelines as required, it is his/her responsibility to notify the contractor and it is the contractor's responsibility to initiate the waiver process with the Oregon Department of Education.