

# SUBSTITUTE TEACHING IN OREGON

## Licensing Options and Requirements

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## Introduction

### What is Substitute Teaching?

Substitute Teaching is when someone else replaces a teacher who is temporarily unable to work.

### Which substitute assignments require a TSPC license?

Any time someone else replaces a teacher who is temporarily unable to work, the assignment requires a TSPC license.

### Can anyone get a license to work as a substitute?

Not without sponsorship from an Oregon school, school district or education service district. To better identify the qualifications of the license holder, Oregon offers three licenses specific to substituting:

License Type	Bachelor's degree	Teacher Preparation	Sponsorship	Term	Restrictions
**Substitute	Yes	Yes	No	3 years to birthday	Up to one academic year in a single assignment
*Restricted Substitute	Yes	No	Yes	1 year to June 30. Second issuance may be for 3 years IF applies on or before the expiration date and maintains the same sponsor	No more than 10 consecutive days in a single assignment
*District Substitute	No	No	Yes:	1 year to June 30. Second issuance may be for 3 years IF applies on or before the expiration date and maintains the same sponsor	No more than 10 consecutive days in a single assignment and only within the sponsoring district

**\*Important Note for Applicants:** If you believe you qualify for the Restricted or District Substitute License, you must **first** contact your local district for more information. Fees paid in eLicensing are non-refundable. Failure to secure sponsorship will cause a forfeiture of fees paid by the applicant.

**\*\*Important Note for Districts:** [Senate Bill 283 \[2023\]](#) amended ORS 342.610 and added a requirement about the classification of holders of a full Substitute License. A school district shall classify a substitute teaching assignment as a temporary position when the school district determines that a teacher will be employed as a substitute teacher for 60 or more consecutive days (for districts in a five-day week) or 48 consecutive days (for districts in a four-day week) in any one assignment for the same teacher.

## License Types permitted to sub without restriction

Holders of the following licenses can accept substitute assignments for up to one academic year:

Substitute Teaching	Principal
Preliminary Teaching	Professional Administrator
Professional Teaching	School Counselor
Reciprocal Teaching	Restricted CTE
Restricted Teaching	Preliminary CTE
Teacher Leader	Professional CTE

## I held one of these in the past. How do I reinstate it?

Follow these steps to submit the renewal application and fee:

- Go to the TSPC homepage: <https://www.oregon.gov/tspc/Pages/index.aspx>
- From the menu across the top, find the link to eLicensing
- Log into eLicensing. If you need assistance with your username and/or password, please email [online.tspc@tspc.oregon.gov](mailto:online.tspc@tspc.oregon.gov).
- Once logged in, go to your Licenses tab
- There should be a “renew” button next to your current or most recent license. If there is, use that. If not, use the “Submit New Application” button.
- If you are reinstating an expired license, using the "Submit New Application" button will not charge the added Late Fees. Those will be charged by the Evaluation staff when they review your application.
- Additional information about renewals can be found on this webpage: <https://www.oregon.gov/tspc/LIC/Pages/Renewal-Information.aspx>

## License Types permitted to sub but with some kind of restriction

Holders of the following licenses can substitute but with restrictions

License Type	Restriction
Restricted Substitute	No longer than 10 consecutive days in a single assignment
District Substitute	No longer than 10 consecutive days in a single assignment and only within the sponsoring district
Restricted Administrator	only as required as part of the administrative assignment
Restricted Teaching	Can sub in the subject matter in their teaching area
International Visiting	Can sub in the content area on the license
Limited Teaching License	Can sub in one or more highly specialized subjects of instruction as indicated on the license

## License Types that cannot be assigned as “substitutes”

Restricted School Counselor	Limited Student Services
School Psychologist	Emergency Administrator
School Social Worker	Charter Registry
Emergency Teaching	School Nurses

Note: while the holder of these license types cannot sub with their existing license, they may qualify for a different license.

## About The Requirements

Requirements outlined in this guidance are intended to guide applicants on what must accompany an application and fee for an Oregon Teaching License. TSPC may already have some of these documents on file. There is no need to resubmit items already on file.

**Fingerprinting:** Fingerprints are generally required for first-time Oregon licensees only. If you hold another Oregon license or were fingerprinted for TSPC purposes within three (3) years of submitting an application for another license or clinical practices clearance, you are not required to supply fingerprints again.

**Transcripts:** TSPC only needs transcripts not already on file or for academic work completed since your last application to TSPC. Check your eLicensing file Documents tab or email TSPC at [contact.tspc@tspc.oregon.gov](mailto:contact.tspc@tspc.oregon.gov) to find out if additional transcripts are required.

**Fees:** The cost to obtain a license for substituting will vary depending on the individual circumstances. Generally, the costs paid through eLicensing are as follows:

Base License Fee	\$182
Fingerprinting	\$61
If reinstating an expired license, Late Fees	Maximum of \$200
License System Fee	\$5
Portal Provider Fee	\$10

Other fees you may incur

Fingerprint cost paid to Fieldprint	\$12.50
Transcripts if required	Fees vary by university

Additional information about assistance available for licensing fees can be found on the Diversity License Expense Reimbursement website: <https://www.oregon.gov/tspc/FA/Pages/Reimbursements.aspx>

## Substitute Teaching License

New Oregon teacher preparation program completers seeking their first license should apply for a Preliminary Teaching License. The Preliminary Teaching License is valid to substitute teach in any level and any specialty. Upon expiration of the Preliminary Teaching License, the Substitute Teaching License will require only an application and fee.

You do not need to provide verification of degree or preparation program if you are applying for your first Substitute Teaching License after previously holding a Reciprocal, Preliminary, Professional or Teacher Leader License.

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Verification of bachelor's degree or higher	Official Transcripts	<p><b>Choose ONE:</b></p> <ul style="list-style-type: none"> <li>Electronic: <a href="mailto:tspc.transcripts@oregon.gov">tspc.transcripts@oregon.gov</a>, received directly from the college.</li> <li>Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope.</li> </ul> <p><b>NOTE:</b> Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p>
Verification of teacher preparation program completion	<p><b>Oregon Program Completers:</b> See note above</p> <p><b>Out-of-state program completers:</b> Copy of your valid and active license from another state.</p>	<p><b>Out-of-State License-Choose ONE:</b></p> <ul style="list-style-type: none"> <li>Uploaded to Documents section in eLicensing account</li> <li>Email scanned copy to <a href="mailto:contact.tspc@tspc.oregon.gov">contact.tspc@tspc.oregon.gov</a></li> <li>Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301</li> </ul>

## Restricted Substitute Teaching License

Requires employer sponsorship.

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Verification of bachelor's degree or higher	Official Transcripts	<p><b>Transcripts-Choose ONE:</b></p> <ul style="list-style-type: none"> <li>Electronic: <a href="mailto:tspc.transcripts@tspc.oregon.gov">tspc.transcripts@tspc.oregon.gov</a>, received directly from the college.</li> <li>Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope.</li> </ul> <p><b>NOTE:</b> Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p>
Sponsorship	Letter submitted from your Oregon employer requesting the license.	Contact your employing Oregon school district to have them submit the letter to our office.

## District Substitute Teaching License

Requires employer sponsorship.

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Sponsorship	<p>Letter submitted from your Oregon employer requesting the license.</p> <ul style="list-style-type: none"> <li>Enrolled in a program; or</li> <li>Student Teaching; or</li> <li>Known to the district in some capacity</li> </ul>	Contact your employing Oregon school district to have them submit the letter to our office.