

Teacher Standards and Practices Commission



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How to Renew Your Oregon Teaching License

Your Oregon Teaching License will be expiring within the next 90 days

Fees:

Nonrefundable evaluation fee: \$100
Late fees begin on the expiration of your license: \$25/month for each month or portion of a month that your license has expired up to a maximum of \$100 in late fees.

1. Please refer to the advice letter which accompanied your license for specific renewal information. If you have misplaced the letter, read the following and then contact our office for any information you may need. **Please do not apply for renewal more than 90 days before your current license expires.**
2. Fill out the **Application for Educator License, Form C-1**. Be sure to complete all sections of this form as this information is needed to evaluate your application. If you have educational experience or have attended a college or university during the life of your current license, please note that experience in the "Experience" section and the preparation in the "Education" section. If you have not had educational experience during the life of your current license, indicate "none." If you have not attended a college or university during the life of your current license, indicate "none." Be sure to complete the "Character Questions" section and include any additional documentation which may be required by that section. Lastly, sign and date the application no more than 90 days prior to submission of your application packet.
3. Request your district to complete the **Professional Educational Experience Report Form** verifying your experience during the life of your current license, if you have been serving as an educator. If your experience is in a public school or a regionally accredited private school outside of Oregon you must also submit a photocopy of your out-of-state license. If you are verifying regionally accredited private school experience, you will need to submit documentation of the school's accreditation. The documentation of accreditation should reflect the time-frame for the experience you are verifying. **The PEER form must be submitted in a sealed school district envelope.**
4. If you are using college credit to renew your license, it will be necessary for you to enclose with your renewal application an official transcript(s) bearing the seal of the institution and signature of the registrar verifying that credit. Therefore, be certain to verify that the transcript lists the credit you are using to renew your licensure. **Official transcripts must be submitted in a sealed envelope from the college or university.**
5. Submit a certificate verifying completion of a Commission-approved workshop/activity to demonstrate knowledge of the laws prohibiting discrimination if you reside or teach in Oregon **and have not previously submitted the certificate**. A photocopy is acceptable. The affidavit stating that you have read the self-study booklet is **not** acceptable for renewal unless you reside outside of Oregon and do not serve as an educator in Oregon. If you completed a Basic Teaching License program in an Oregon institution since September 1, 1978, you have met this requirement.
6. Renewal of a Basic, Standard, or a Continuing License requires verification of Continuing Professional Development on your PEER Form (see 3 above). Contact your district office for information.

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Basic Teaching Licenses With Elementary, Severely Handicapped Learner, or Standard Endorsements; Standard Teaching Licenses; Five-Year Teaching Licenses; Initial Teaching Licenses; or Continuing Teaching Licenses

Applicants renewing one of the above-referenced licenses must verify completion of **one** of the following during the life of the license:

- ✓ One year of full-time or two consecutive years of one-half time or more appropriately assigned successful teaching experience*, or 180 days (full-time equivalent days if less than half-time) of teaching, which can include substitute experience in the Oregon Schools; or volunteer or instructional assistance experience. All experience must be verified on the **Professional Educational Experience Report Form**.
- ✓ Nine quarter hours of preparation completed through an approved institution. The preparation must be germane to your license or meet State Board Priorities.

Note: A combination of Oregon school experience and credit may be used in which one quarter hour equals twenty days of teaching.

***Experience acceptable for this requirement must be completed in:** Public schools in the United States, state and federal schools in Oregon, registered private schools in Oregon, special state-supported schools in Oregon, the Oregon Department of Education, the Teacher Standards and Practices Commission, Oregon Department of Human Resources, juvenile court schools in Oregon, Oregon education service districts, public schools in other governmental jurisdictions, and schools operated by the United States Department of Defense. College instructors who teach at the Oregon Institute of Technology, Oregon public community colleges, and approved teacher education institutions may verify teaching three different college courses appropriate to the license and endorsement(s) being renewed. Verification must be provided by the institution's registrar.

Definitions

Oregon Schools

Oregon Schools include public school districts, Oregon education service districts, registered private schools preprimary through grade twelve, state and federal schools in Oregon and special state-supported schools in Oregon serving students ages three through twenty-one.

State Board Priorities

The following areas are identified by the Commission as reflecting current needs of public school personnel and priorities of the State Board: reading and composition, educational needs of students from a variety of cultural and linguistic backgrounds, contemporary knowledge in the subject matter to be taught, and global studies.

A **complete application** qualifying you for renewal of your license must be received before the expiration date of your current license or you must pay a late fee. The late fee is \$25 for each month or portion of a month that you allow your license to expire up to a maximum of \$100 in late fees. If you allow your license to expire more than one year, you must meet the requirements in effect at the time you apply for reinstatement. To be complete, your application must include the required items submitted in one envelope. **Do not request that any of the items be sent directly to this office.**

Before Putting Everything In The Envelope And Putting It In The Mail, Have You...

1. Filled out all sections of the application form?
2. Signed and dated the application form?
3. Enclosed a check for the evaluation fee made payable to TSPC, plus any late fee due?
4. Had your district verify your teaching experience and CPD, if required?
5. Enclosed are official transcript(s) bearing the seal of the institution and the signature of the registrar, if required?
6. Enclosed verification of completion of a Commission-approved activity on knowledge of laws prohibiting discrimination, if required?
7. Enclosed a copy of your out-of-state license, if required?

If the information included here does not apply to your renewal situation, please contact our office for the appropriate information. Office hours are 8 a.m. to 5 p.m., Monday through Friday, except for State holidays.