

# Renewing Your Oregon Educator License

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## What is a Renewal?

Renewing a license means you are requesting to hold the same license you currently hold. Not all licenses are “renewable”. Details about requirements for every license type are provided later in this document.

You must complete Professional Development if you hold any of the following:	You are subject to requirements other than Professional Development if you hold any:
Preliminary Principal Professional Limited American Indian Language License	Emergency License Restricted License Reciprocal License (one term only) Charter School Registry International Visiting Teacher License for Conditional Assignment

## What is “Professional Development”?

“Professional Development” is the process of learning new skills to advance your skills in your profession. It can involve taking classes, attending conferences and completing activities approved by your school or school district.

When you complete a professional development activity, you will be awarded a transcript or certificate showing that the number of credits or professional development units (PDUs) you have earned. For purposes of calculating PDUs:

- One (1) hour of instruction equals one (1) PDU
- One (1) semester credit equals fifteen (15) PDUs
- One (1) quarter credit equals ten (10) PDUs

## How do I renew (maintain the same license)?

Follow these instructions to renew your license on or before the expiration date of the license.

Submitting the application and fee after the license expires will generate additional late fees:

- **Application and fee:** submitted through eLicensing. Email [online.tspc@tspc.oregon.gov](mailto:online.tspc@tspc.oregon.gov) for assistance with eLicensing
- **\*\*If your license expires on or after 7/1/2029, submit your PDUs by:**
  - Contacting your employer to request that they submit a PEER form; or
  - Submit official transcripts from an approved accredited college; or
  - Submit the PDU Certificate and Log
- **Request the PEER form:** If you are employed by an Oregon school, school district or education service district, contact them to request that they submit the PEER form directly to TSPC

\*\*The process for submitting Professional Development may change, depending on technology available through the Educator Advancement Council or TSPC. Prior to your renewal, please review this information again.

## What if my license type doesn't require PDUs?

Follow these instructions to apply for your next license:

Submit an application and fee through eLicensing on or before the date your license expires. Submitting the application and fee after the license expires will generate additional late fees:

Holders of a **Reciprocal license** must check your eLicensing Messages portal for information about requirements for your next license.

Holders of a **district-sponsored license** must:

- **Employer Sponsorship:** Contact your employing Oregon school district to have them submit the letter to our office
- **To show progress in your program or towards degree completion, submit unofficial transcripts by:**
  - Uploading them to your eLicensing Documents portal; or
  - Emailing them to [contact.tspc@tspc.oregon.gov](mailto:contact.tspc@tspc.oregon.gov).
- **If required, letters from your college preparation program:** Contact your Educator Preparation Program to have them submit the letter to our office at [contact.tspc@tspc.oregon.gov](mailto:contact.tspc@tspc.oregon.gov)

## Teaching Licenses – Renewal Requirements

License	PDU's	PEER Form Verifying Assignment (Needed Only if employed in Oregon)	Employer Sponsorship	Other [see below]
American Indian Language	75		X	
Charter School Registry-Teaching			X	
Five-Year CTE	125	X	X	
International Visiting Teacher		X	X	<b>A</b>
License for Conditional Assignment			X	<b>B</b>
Legacy Teaching	75	X		
Limited Teaching	75	X	X	
Preliminary CTE	75	X		
Preliminary Teaching	75	X		
Professional CTE	125	X		
Professional Teaching	125	X		
Restricted CTE			X	
Restricted Substitute			X	
Restricted Teaching			X	<b>C</b>
Substitute Teaching				
Teacher Leader	125	X		<b>D</b>

**A:** The International Visiting Teacher requires that the J-1 Visa be current with each reissue.

**B:** The LCA is not a stand-alone license and is only valid with an appropriate current underlying license. Please review the instructions in your eLicensing Messages tab that you received with your first issuance of the LCA to determine whether your specific LCA qualifies for reissuance.

**C:** The Restricted Teaching License requires evidence of progress in your teacher prep program to reissue. Please review your license advice you received with your first Restricted Teaching License for details.

**D:** Renewing the Teacher Leader License requires submission of the Teacher Leader Portfolio to demonstrate the continuing leadership activities.

## Administrator Licenses – Renewal Requirements

License	PDU's	PEER Form Verifying Assignment (Needed Only if employed in Oregon)	Employer Sponsorship	Other [see below]
Charter School Registry-Administrator			X	
Legacy Administrator	75	X		
Principal	90	X		
Professional Administrator	120	X		
Restricted Administrator		X	X	E
License of Conditional Assignment for Professional Administrator				F

**E:** The Restricted Administrator License requires verification of progress in your administrator preparation program. Please review your license advice you received with your first Restricted Administrator License for details.

**F:** The LCA for Professional Administrator is not a stand-alone license and is only valid as long as the educator also holds a Principal License. It requires verification of progress in your Professional Administrator License preparation program to reissue. Please review your license advice you received with your first LCA for details.

## Personnel Service Licenses/School Nurses- Renewal Requirements

License	*PDU's	PEER Form Verifying Assignment (Needed Only if employed in Oregon)	Employer Sponsorship	Other [see below]
Emergency School Nurse		X	X	G
Limited Student Service	75	X	X	
Legacy School Counselor	75	X		H
Preliminary School Counselor	75	X		H
Preliminary School Psychologist	75	X		
Preliminary School Social Worker	75	X		
Professional School Counselor	125	X		H
Professional School Nurse	125	X		G
Professional School Psychologist	125	X		
Professional School Social Worker	125	X		
Restricted School Counselor			X	I
Restricted School Social Worker			X	I

**G:** The Emergency School Nurse and Professional School Nurse Certificates both require a current registered nurse license issued by the Oregon State Board of Nursing. A photocopy is acceptable.

**H:** Under Oregon law, licensed school counselors are required to report on their completion of professional development related to suicide prevention, treatment and management. A link to the survey will be provided once a renewal application has been submitted. The survey is accessible at [this link](#).

**I:** The Restricted School Counselor and Restricted School Social Worker Licenses both require verification of progress in your school counselor or school social worker preparation program to reissue. Please review your license advice you received with your first Restricted License for details.