TSPC License Renewal

This form and your PDU documentation must be submitted to your principal at least four weeks prior to your license expiration. Additional PDU information can be found on the back of this form. Earlier submissions are appreciated!

Teacher's Name (Please Print) _____

Abbreviated renewal information follows, please visit TSPC site, http://www.oregon.gov/TSPC/Pages/index.aspx and choose the Renewal: Requirements and the Renewal: Supporting Documents link for more information.

Locate the license that applies to you. Gather the necessary materials to share with your principal before submitting this form to the District Office. The District Office will complete TSPC's PEER Form or the Advanced Professional Development Program Completion Form if moving from Preliminary to Professional Teaching License electronically. You will need to follow the directions for the on-line submission process at https://apps.oregon.gov/TSPC/elicense/.

Legacy Teaching License - for veteran teachers who do not qualify for new Professional Teaching License, previously held a Basic License.

- ☐ Requires 25 PDUs per year. (75 PDUs for the three year license.)

Preliminary Teaching License - issued to new teachers who have completed a Commission-approved teacher preparation program. The Preliminary Teaching License signifies that the educator is a novice teacher who has not met the advanced competencies and experience requirements for the Professional Teaching License.

- ☐ Requires 25 PDUs per year. (75 PDUs for the three-year license.)

Preliminary to Professional Teaching License

- ☐ Hold a Preliminary, Basic, Initial I or II teaching license.
- ☐ Have four years or more teaching experience.
- ☐ Completed one of the following
  - Advanced Professional Development – Complete 150 PDUs tailored to their professional goals as novice teachers.
  - Completed an Advanced Degree Program – increasing their educator skills.
  - Complete an Endorsement Program – ESOL, Elementary Education, Music, etc.
  - Complete a Specialization Program – Bilingual, TAG, Dual Language, Autism, ASL, etc.
  - Advanced Licensure Program – Teacher Leader, School Counselor, School Psychology, School Social Worker, Administrator, Professional Teaching licensure program.
  - National Board of Professional Teaching Standards Certification.

Professional Teaching License - issued to experienced teacher who have successfully demonstrated an advanced level of educator knowledge, skills and dispositions.

- ☐ Requires 25 PDUs per year. (125 PDUs for the five-year license.)

Professional Teaching License to Teacher Leader License

- ☐ Hold a Continuing, Initial II, Standard or Professional Teaching License.
- ☐ Taught five years during the prior to application.
- ☐ Meet the evidence of effectiveness standards.
- ☐ Meet evidence of professional leaders practices.
- ☐ Complete the TSPC rubric for evaluation of leadership practices.

Teacher Leader License - issued to professional teachers who have demonstrated exceptional leadership in the school environment, education profession and the larger community while consistently advancing student growth and achievement.

- ☐ Renewal requires 25 PDUs per year. (125 PDUs for the five-year license.)

This is to certify that the above named has completed _____ Professional Development Units or obtained the required experience, course work or evidence for license renewal.

Teacher's Signature _____ Date _____

Principal's Signature _____ Date _____

Professional development is required to:

- Renew most licenses, registrations, or certificates (Continuing PDUs);
- Reinstate most expired licenses; and
- Move from the Preliminary License to the Professional Teaching License (Advanced PDUs).*

**If the educator has chosen to complete the Advanced Professional Development Program to satisfy the advanced education program requirement for the Professional Teaching License.*

Continuing PDUs: General Information

- Most licenses, registrations, and certificates require 25 PDUs ***per year*** of license:
  - 75 PDUs for a three-year license;
  - 125 PDUs for a five-year license.
- Timeline for completion of PDUs:
  - PDUs must be completed during the life of the license except as provided for carryover units.
  - *Carryover allowance:* An educator may carryover 25 PDUs from their prior licensure period. The carryover PDUs may ***only*** be from their previous reporting period.
- Coursework counts as follows:
  - One quarter of college credit=20 PDUs
  - One semester of college credit=30 PDUs
  - For activities that are not college coursework, PDUs will be counted as one hour of "seat time'=One PDU
- PDUs must include activities intended to increase the effectiveness as an educator. PDU activities must fall within one of seven Standards for Professional Learning.
- PDUs can be earned by:
  - Completing college courses;
  - Attending workshops and conferences; and
  - Participating in other learning activities intended to increase the attendee's effectiveness as an educator.

TSPC License Renewal Tips:

- Submit the completed form and your PDU documentation to your building principal at least four weeks prior to your license expiration.
- Once your form has been signed off, submit it to the District Office

QUESTIONS?
Contact Kimberly Silbernagel, Assistant to the Superintendent

Phone: (541) 736-0788 or Extension 188
Email: ksilbernagel@pleasanthill.k12.or.us
Schedule: Monday – Friday, 7:30am – 2:00pm