



LICENSURE UPDATE

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This newsletter launches our effort to keep educators and licensees informed of what's happening at TSPC. We realize that you all have busy schedules and get way too many emails. However, it's important that when you renew your license, you aren't surprised and caught off guard by changes made to the rules or decisions the Commission makes at their quarterly meeting. We will send out this publication to highlight changes in rules, licensure, testing and more to keep you in the loop. We hope you will find this news helpful.



Did You Know?

That every email, phone call, document, and inquiry on your account is stored as an official record? When you call, agents write a note to the file with your question and their answer as well as the date of contact. Emails are logged as well. It's a way to keep track of the information you request and the answers that are given about licensure.

COMMUNICATION TO THE FIELD



As the new Director of Licensure and a retired teacher and administrator, I thought I would share some of the surprises I encountered when I joined the TSPC team. I'm not sure what I expected, but on my tour of the office, I was not aware of the small staff that keeps this complex organization running.

When you call the TSPC direct line, you are usually met with a recorded message which routes you through the system to find an available Public Service Representative (PSR) to help you. There are two people designated to answer phones with 2 backup agents. The Licensure staff responds to emails and phone calls, associates all your transcripts, emails, documents, tests, and district correspondence with your account file. We average about 400 emails and 200 phone calls each day. There are 5 staff who manage all of those inquiries.

We have four staff who navigate the issuing of licenses. Two who pre-evaluate to make sure everything that is needed to issue the license is in your file. They are the ones who let you know that you are missing a transcript, your signature is over 30 days old, your grace period expired, your application is missing, your fee is missing, or other issues. As soon as they pre-evaluate your materials they send you an email letting you know if anything is missing and the time period you have to get it into us. It's important to read those emails and respond immediately so you don't miss your deadlines for renewal. There are two evaluators who actually issue the licenses. They review your transcripts, check courses, credit hours, test scores, district documents, degrees, years of experience and determine the best license they can issue you.

Some people are surprised by the size of the staff. Our staff is fully supported by collected fees that applicants pay. The Commission gets no money from state general fund or education fund dollars.

In the coming months, you will see some improvements and changes to the licensure process as Stan Wall continues designing our online renewal, payment online, and other web updates to make renewing your license and getting information easier. Stay tuned!

Commission Actions and Rule Changes In Brief.....

Alternative Education: Effective July 1, 2009, the type of license eligible to teach in a general education alternative education program is now limited to ONLY the basic, standard, initial or continuing teaching licenses. Emergency, Restricted, Limited, and other teaching licenses are not authorized to teach in alternative education programs. **Career and Technical Education** “alternative programs” are still required to use teachers with CTE licenses. [See, Senate Bill 123 at the following Web page: <http://www.leg.state.or.us/09reg/measpdf/sb0100.dir/sb0123.en.pdf>]

Change to 60-day notice prior to resigning statute: Effective July 1, 2009, contracted educators who fail to give 60-days notice prior to resignation from a school district are still subject to Commission discipline, but may not be subject to licensure suspension for the remainder of the school year. The Commission recognizes the hardship late notice provides to districts, but the prior mandatory suspension for the remainder of the school year combined with the due process right to a hearing on the matter resulted in hearings and appeals that consumed the entire school year. This protracted process was expensive, time-consuming and often created a new hardship on other school district who may have hired the educator months earlier. Now the Commission may consider all the facts and select a discipline result that matches the circumstances presented in each unique case. [See, SB 119 at: <http://www.leg.state.or.us/09reg/measpdf/sb0100.dir/sb0119.en.pdf>]

Discipline Repeal: Effective July 1, 2009, the Commission implemented a pilot program to explore the possibility of issuing letters of reproof to educators who have violated the ethical code of conduct; but may have mitigating circumstances related to their unique case. The Letter of Repeal would allow the Commission to enter into an agreement with the educator that places the educator on a period of probation

and review at the end of which, the case is dismissed if all conditions are met. If conditions are not met, the commission will proceed with discipline. The pilot is set to expire in June 30, 2012 with periodic reports to the Legislature. [See, SB 119 at: <http://www.leg.state.or.us/09reg/measpdf/sb0100.dir/sb0119.en.pdf>]

Civil Rights Test: The Commission is no longer accepting completion of a Civil Rights Workshop as fulfillment of the Civil Rights requirements. Now all first time licensees must take and pass the *Protecting Student and Civil Rights in the Educational Environment* test. The test includes knowledge of civil rights, principles of equity and the Commission standards of professional conduct. [Note: Some pre-service candidates in Oregon programs are exempt from the requirement for one year.] Information may be found at the following Web site: <http://www.orela.nesinc.com/index.asp>

Working on Expired License: It is a **violation** of Commission rules to work on an expired license. Please be sure that you advise your educators that they **MUST APPLY PRIOR TO THE EXPIRATION DATE** on their license in order to remain in any contracted position. This includes all TSPC licenses. The 120-day grace period is not activated until an application is made with the commission (includes fees.) Failure to maintain an active license is primarily the educator’s responsibility, but may also affect administrators who knowingly employ unlicensed educators. The Commission is currently investigating nearly 50 expired licenses cases.

Character Questions on the Application: The character questions on the back of the application have been modified. Please be sure that you read them carefully prior to answering.

Out-of-State Teachers: Newly licensed out-of-state teachers have 18 months to complete TSPC testing requirements. Please encourage them to complete these early.

Commission Actions and Rule Changes In Brief.....(cont)

Initial I Teaching Licenses: AFTER July 1, 2005 **must show progress** toward completing their requirements for either the Continuing Teaching License or the Initial II Teaching License upon each renewal. Teacher licensed prior to July 1, 2005, must **still** have all requirements met toward either a Continuing or Initial II Teaching License **prior** to the expiration of 10 years from the date their license was first issued – but they **DO NOT** need to show progress toward completion of those requirements upon renewal. The Commission will not look favorably upon educators who have done nothing upon the expiration of the ten years. Please check on your progress and if you are an administrator, your newly licensed teachers' progress. [See, OAR 584-060-00

Charter Schools: Remember: Charter school teachers and administrators must be licensed OR registered at all times. At least 50% of charter school teachers must hold at least a Basic, Standard, Initial or Continuing Teaching License. Licenses that **DO NOT** count toward fulfillment of this requirement are: Restricted Transitional; Substitute; Emergency; Limited; CTE. [See, ORS 338.135(7)(c) at the following link: <http://www.leg.state.or.us/ors/338.html>]

The TSPC Web: We are redesigning our Web site and are in the process of transitioning from the old Web to the new Web. New features will include: Organization by area (licensure, program approval, professional practices (discipline)); access to ALL of the previous “news releases;” more complete instructions for forms; and soon, an online application and payment feature.

We're on the web at
www.oregon.gov/tspc

Misassignments: It is a **violation** of Commission rules to work outside the scope of your license more than 10 hours a week **UNLESS** the district has obtained a *Conditional Assignment Permit (CAP)*. Conditional Assignment Permits are required when:

- The educator is assigned ANY time outside the grade-levels authorized on their license;
- The educator is working in a new licensure area (administration, counseling, psychology, etc.)
- The educator is **TEACHING** more than 10 hours per week outside of their license.
- When teaching two or more areas outside the scope of their license: [Example: PE teacher teaching math and health.]

Other CAP Reminders:

- The date on the CAP does **NOT** extend the life of a license! The underlying license must be renewed if the life of the CAP goes beyond the expiration date on the license.
- Continuing to teach on an expired CAP is the same as teaching on an expired license.
- The CAP is not a license and therefore, there is **NO** 120-day grace period when the CAP expires.

CAP rules changes effective January 1, 2010!

- **One** year CAP for endorsements needing a test and practicum only.
- **Three** year CAP for endorsements needing an academic program (special education; reading; ESOL, etc.)
- An administrator, school counselor, or school psychologist who has **NEVER** held a non-provisional teaching license will not be issued a CAP to teach.
- An educator seeking conditional assignment as an administrator must hold a master's degree in education to be eligible for the CAP.
- An educator seeking conditional assignment in school counseling or school psychology must hold at least a bachelor's or master's degree in the respective field of counseling or psychology.

Teacher Standards & Practices Commission

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Most Common Application Errors



1. *Forgetting to sign the C-1 Application.*
2. *Forgetting to send in the application fee.*
3. *Not including the Fingerprint Handler Sheet with your packet.*
4. *Bringing in transcripts in an unsealed envelope.*
5. *Signing the application and not sending it in within 30 days.*
6. *Not responding to an Incomplete Application email.*
7. *Not keeping your advice letter that comes with your license.*
8. *Not updating address, phone and email information.*
9. *Not paying attention to the expiration date on the license.*
10. *Forgetting to request the endorsement you want added.*
11. *Not contacting TSPC with questions about your renewal.*
12. *Asking colleagues with different licenses what you need to renew.*

Did You Know ???

Changes in Recency Rules for Renewal

Recency requirements were removed from the rules by the Teacher Standards and Practices Commission at their April 30th meeting.

Recency is the experience required to renew a Basic, Standard, Initial II, or Continuing Teaching licenses when an educator has not been employed full time. (It does not pertain to employed educators with an Initial or Initial I license who must show progress for the next level of licensure.)

Removal of these requirements means that licensees will **NO LONGER** need to meet the one full year of experience during the life of the license for renewal or the equivalent combinations listed that included:

- One hundred eighty days (180) of teaching in schools; **or**
- 9 quarter (6 semester) hours of preparation completed in a regionally accredited institution; **or**
- Combination of experience and academic credit germane to the license; **or**
- Any combination of time .5 FTE or more that totals 180 days of experience during the life of the license will be accepted

Please note the that Continuing Professional Development (CPD) is still a requirement for educators that are working 1/2 time or more.

Email us at contact.tspc@state.or.us if you have questions.

To establish, uphold and enforce professional standards of excellence and communicate those standards to the public and educators for the benefit of Oregon's students.