

# OREGON SCHOOL ADMINISTRATOR LICENSES

## Application Submission Guidance: First License Requirements

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### Introduction

#### Oregon Administrator License Types and Terms of License

The Oregon Teacher Standards and Practices Commission offers a variety of license designed to honor preparation level and background of diverse educators, as well as provide for the workforce needs of Oregon’s school districts. Provided here is a high-level overview of the available licenses and documentation required to be eligible for each license. If you are new to licensure in Oregon, read each purpose statement carefully to determine which license best suits your background and preparation.

License Type	Purpose	Term of License
Charter School Registry-Administrator	The Charter School Administrator Registration is issued to non-licensed people who are employed as administrators in a charter school.	3 years
Emergency Administrator	The Emergency Administrator License is issued to individuals who have demonstrated adequate qualifications to receive an administrator license on an emergency basis. The Emergency Administrator License is designed for short-term licensure only and may not continue once the emergency situation has been remedied.	Varies
Principal License	The Principal License is issued to educators who have completed a principal licensure preparation program and hold a master's degree. The Principal License qualifies its holder to serve as a principal, vice-principal, associate principal, or an equivalent position that serves as the administrator of a public school in a prekindergarten through grade 12 Oregon public school district or education service district. The Principal License is the preliminary administrative license for the state of Oregon and signifies that the holder is prepared for leadership in the school-level context	3 years
Professional Administrator	The Professional Administrator License is issued to educators who have completed a Principal License program and have advanced preparation beyond a master's degree. It is valid for prekindergarten to grade 12 school administration in any administrator position.	5 years
Reciprocal Administrator	The Reciprocal Administrator License is issued to educators who have completed an out-of-state administrator preparation program and are licensed as a school administrator in another state. It is valid for building-level or district-level administrative assignments, as determined at the time of application, dependent on the level of preparation and license in the other state.	18 months
Restricted Administrator	The Restricted Administrator License is issued to qualified individuals who have at least a bachelor's degree and are enrolled or are pending enrollment in an administrative preparation program. The recipient of the license is required to qualify for the Principal License within three (3) years of the issuance of the Restricted Administrator License.	One year; may be reissued up to two times.

## About these Requirements

Requirements outlined in this guidance are intended to guide applicants on what must accompany an application and fee for an Oregon School Administrator 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 your application for an Administrator license, you are not required to complete this process.

**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@oregon.gov](mailto:contact.tspc@oregon.gov) to find out if additional transcripts are required.

## Charter School Registry- Administrator

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	Letter submitted from/by your Oregon employer/Charter School requesting the license.	Contact your employing Oregon charter school to have them submit the letter to our office.
Verification of experience or education relevant to the school administrative position	<p>Official transcripts;</p> <p>OR</p> <p>Resume; or Other evidence of experience relevant to the administrative position.</p>	<p><b>Official Transcripts-Choose ONE:</b></p> <ul style="list-style-type: none"> <li>Electronic transcripts: <a href="mailto:tspc.transcripts@oregon.gov">tspc.transcripts@oregon.gov</a>, received directly from the college.</li> <li>Paper transcripts: 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 into their eLicensing account or not received in a sealed university envelope cannot be accepted as official</p> <p><b>Resume or other evidence-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@oregon.gov">contact.tspc@oregon.gov</a></li> <li>Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301</li> </ul>

## Emergency Administrator

Requires employer sponsorship

**NOTE:** All requests for Emergency Licenses are reviewed by the Director of Licensure and/or Executive Director

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	Letter submitted from your Oregon employer requesting the license.	Contact your employing Oregon charter school to have them submit the letter to our office.
Evidence of qualifications for the license	<p>Official transcripts;</p> <p>OR</p> <p>Resume</p> <p>Specific documentation as requested by Director of Licensure or Executive Director upon review of the application.</p>	<p><b>Official Transcripts-Choose ONE:</b></p> <ul style="list-style-type: none"> <li>Electronic transcripts: <a href="mailto:tspc.transcripts@oregon.gov">tspc.transcripts@oregon.gov</a>, received directly from the college.</li> <li>Paper transcripts: 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 into their eLicensing account or not received in a sealed university envelope cannot be accepted as official</p> <p><b>Resume or other evidence-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@oregon.gov">contact.tspc@oregon.gov</a></li> <li>Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301</li> </ul>

## License for Conditional Assignment-[Professional Administrator License]

The LCA is issued only upon request from an employing Oregon School district and an application and fee submitted through eLicensing. A district-level administrator holding the Principal License may be required to hold the LCA. Because of the Administrator Licensure Redesign implementation process, this requirement will be fully enforced effective with the 2022/2023 school year.

**The LCA is not a 'stand-alone' license.** It is only valid with a current active and valid Principal, Reciprocal, Restricted, or Legacy Administrator license. Once issued, please review the instructions carefully on how to apply for the Professional Administrator License.

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Sponsorship	District Sponsorship letter	Contact your district office to have them submit this request.

## Principal

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 master's degree or higher	Official transcripts	<p><b>Choose ONE:</b></p> <ul style="list-style-type: none"> <li>Electronic transcripts: tspc.transcripts@oregon.gov, received directly from the college.</li> <li>Paper transcripts: 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 into their eLicensing account or not received in a sealed university envelope cannot be accepted as official</p>
Verification of School Administration program: <b>Oregon Program Completers</b>	<p>1. Official transcripts</p> <p>AND</p> <p>2. Program Completion Report (PCR)</p>	<p><b>Transcripts-Choose ONE:</b></p> <ul style="list-style-type: none"> <li>Electronic transcripts: tspc.transcripts@oregon.gov, received directly from the college.</li> <li>Paper transcripts: 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 into their eLicensing account or not received in a sealed university envelope cannot be accepted as official</p> <p><b>PCR:</b> Contact your college to have them submit the form electronically.</p>
<p>Verification of educator experience.</p> <p>*Minimum Requirement: Three (3) full years of qualifying licensed experience in a 1.0 FTE assignment OR Six (6) full years of qualifying licensed experience in a .50 FTE or more assignment.</p>	PEER form	<p>Contact your employing Oregon School District to have them complete this form. Oregon school districts should upload the PEER directly to your account. Out-of-state school districts may fax or email the form to the address at the top of the form.</p> <p>If the licensed experience was completed while holding a license other than a TSPC-issued license, please submit copies of any other professional license authorizing you to perform the duties of the position.</p>

## Moving from the Reciprocal to the Principal License-Additional Requirement

Requirement	Documents Needed	How to Submit
Verification of Oregon School Law and Finance Course or equivalent competency. ( <i>Only for applicants moving from Reciprocal Administrator to the Principal or Professional Administrator License</i> )	Official transcripts	<p><b>Transcripts-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>

**Note: the Principal License is valid for building-level school administration.** If you are working in a district-level school administrator position, please review the information on the *Upgrading to Professional* webpage.



## Professional Administrator

**NOTE: If you applying to move to your first Professional Administrator License from the Reciprocal Administrator or Principal License, You will also need to meet any renewal or reinstatement requirements for that license in addition to the requirements here.**

Requirement	Documents Needed	How to Submit
Application and fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
<p>Verification of advanced program in school administration</p> <p>Please see the <i>Upgrading to Professional</i> webpage for more detailed information.</p>	<p>1. Official transcripts</p> <p>AND</p> <p>2. Program Completion Report (PCR)</p>	<p><b>Transcripts-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> <p><b>PCR:</b> Contact your college to have them submit the form electronically.</p>
<p>Verification of administrator experience.</p> <p>*Minimum Requirement: Three (3) full years of qualifying licensed school administrator experience in a 1.0 FTE assignment OR Six (6) full years of qualifying licensed school administrator experience in a .50 FTE or more assignment.</p>	PEER form	Contact your employing Oregon School District to have them complete this form. Oregon school districts should upload the PEER directly to your account. Out-of-state school districts may fax or email the form to the address at the top of the form.

## Reciprocal Administrator

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 master's degree	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 completion of an administrator preparation program.	<p>1. Official transcripts</p> <p>AND</p> <p>2. A copy of an active and valid non-provisional school administration license from another state or NASDTEC jurisdiction.</p>	<p><b>Transcripts-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> <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@oregon.gov">contact.tspc@oregon.gov</a></li> <li>Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301.</li> </ul>

### Notes for Out-of-State Program Completers

**Prior Oregon Licensure?** To be eligible for the Reciprocal Administrator License you must not have previously held an Oregon non-provisional school administrator license or completed an Oregon school administrator preparation program.

**Note:** You may have held an Oregon provisional administrator license or registration, including the Restricted Administrator License, Emergency Administrator License, and Charter school registration.]

**Foreign Degrees and Credentials-** If you completed a preparation program and were licensed outside of the United States, you may qualify for the Reciprocal Administrator License. Please be sure to include the following:

- Foreign transcripts require official evaluation from an agency typically approved on the NACES.org website.
- Foreign credentials and other foreign documentation may require official translation.

**Note:** All foreign preparation (evaluated transcripts and credentials) are subject to review by the Director of Licensure or Executive Director.

## Restricted Administrator

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	Letter submitted from your Oregon employer requesting the license.	Contact your employing Oregon school district to have them submit the letter to our office.
Verification of a minimum of a bachelor's degree	Official transcripts	<p><b>Transcripts-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>
Academic preparation in Educational Administration and/or administrative work experience	Official transcripts and/or Resume	<p><b>Transcripts-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> <p><b>Resume-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@oregon.gov">contact.tspc@oregon.gov</a></li> <li>• Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301</li> </ul>
Evidence of admission, enrollment or pending enrollment in a Principal license preparation program  *This requirement is cleared if official transcripts verifying completion of coursework in a Principal License program are submitted for the requirement above.	College letter	