

Adding Endorsements

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Introduction

Teaching licenses may include multiple endorsements, and teachers holding a Preliminary, Professional Legacy or Teacher Leader License may add endorsements to the license at any point during the life of the license.

Teachers holding the following teaching licenses may hold, but not add teaching endorsements:

Reciprocal Teaching License;

Restricted Teaching License;

Emergency Teaching License;

Limited Teaching License; and

International Visiting Teaching License.

Those holding a Career and Technical Educator (CTE) License can only add CTE endorsements.

School Administrator and Personnel Services are offered only one endorsement (e.g., a Preliminary School Counselor License holds a School Counselor endorsement, a Principal License holds a Principal endorsement). Endorsements cannot be added to these license types.

Requests to add an endorsement require an application and fee as well as other evidence to process. See below for specific steps to add endorsements to teaching licenses.

Endorsements Requiring a Test and Practicum

The following endorsements require the following:

1. Completion of a Commission-approved subject mastery test; and
2. Practicum in the subject area (Preliminary Teaching License only)

Advanced Mathematics	Family and Consumer Science	Social Studies
Agricultural Science	Foundational English Language Arts	Speech (Forensics)
Biology	Foundational Mathematics	World Language: Chinese
Business: Generalist	Foundational Science	World Language: French
Business: Marketing	Foundational Social Studies	World Language: German
Career Trades: Generalist	Health	World Language: Latin
Chemistry	Integrated Science	World Language: Russian
English Language Arts	Physics	World Language: Spanish

Steps to add the endorsement

- **Application and fee.** You will need to log into your eLicensing account and submit a ‘New’ application and fee.
 - **Steps to submit your application and fee:**
 - Log into your eLicensing account;
 - Go to your Applications tab;
 - Click “Submit New Application”*
 - Use the Continue button to walk through the screens and make the payment. Be sure to include the endorsements you already hold, as well as the endorsement(s) you wish to add.
 - ***DO NOT SELECT** the ‘Change Endorsement or Specialization’ option at any time. If you are applying to renew at the same time, you still need to use the “Submit New Application” button.
- **Score report:** Your score can be reported to us automatically by the testing company. For NES scores, these are submitted automatically. For Praxis scores, you will need to designate TSPC as a recipient of your scores. You can also upload the official test score documentation into your eLicensing account.
- **Practicum verification (required for Preliminary Teaching License only):**
 - Complete a **pedagogy course** in the subject area of at least three quarter or two semester hours acceptable to the Commission. The course must include the word pedagogy or methods in the course title or must be acceptable to the Commission upon evaluation of course syllabi or other evidence. This course is verified by submitting an official transcript; OR
 - Complete a **supervised practicum** in an assignment in the subject area in a public school setting. To verify the practicum, your school district must submit:
 - **PEER form** submitted from your employing Oregon school district verifying the assignment; and
 - **A statement from your employing Oregon school district** verifying the following:
 - You completed at least 60 hours of a supervised practicum in the subject area courses;
 - The practicum was supervised by a teacher holding a Professional, Teacher Leader or Legacy Teaching license with a the subject endorsement; and
 - You have obtained the required pedagogy skills to teach the endorsement area.

- **Official transcripts** of the pedagogy course if this is the practicum option you completed (see Practicum Verification above)
 - Electronic transcripts: tspc.transcripts@oregon.gov, received directly from the college.
 - Paper transcripts: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope.

NOTE: Transcripts uploaded by the educator into their eLicensing account or not received in a sealed university envelope are not official and will not be accepted to add the requested endorsement

Endorsements Requiring a Preparation Program through a College

The following endorsements require completion of a Commission-approved preparation program in the subject area. Please contact your college to determine the full requirements of the program. Once you have met those requirements, your college will submit a Program Completion Report (PCR) to our office recommending you for the endorsement.

Art	Reading Intervention
Drama	Special Education: Deaf and Hard-of-Hearing
Elementary-Multiple Subjects	Special Education: Early Intervention
English to Speakers of Other Languages (ESOL)	Special Education: Generalist
Library Media	Special Education: Visually Impaired
Music	World Language: Japanese
Physical Education	

Steps to add the endorsement

- **Application and fee.** You will need to log into your eLicensing account and submit a ‘New’ application and fee.
 - **Steps to submit your application and fee:**
 - Log into your eLicensing account;
 - Go to your Applications tab;
 - Click “Submit New Application”*
 - Use the Continue button to walk through the screens and make the payment. Be sure to include the endorsements you already hold, as well as the endorsement(s) you wish to add.
 - ***DO NOT SELECT** the ‘Change Endorsement or Specialization’ option at any time. If you are applying to renew at the same time, you still need to use the “Submit New Application” button.
- **Program Completion Report (PCR)** submitted electronically by your college
- **Official transcripts** of the coursework completed in your program
 - Electronic transcripts: tspc.transcripts@oregon.gov, received directly from the college.
 - Paper transcripts: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope.

NOTE: Transcripts uploaded by the educator into their eLicensing account or not received in a sealed university envelope are not official and will not be accepted to add the requested endorsement

- **Score report** for the required subject matter test See “How to submit test scores” on page 2.

NOTE: Endorsements in Drama, Japanese and Russian do not have a corresponding subject test

Disclaimer: Requirements outlined in this guidance are intended to assist applicants on what must accompany an application and fee for an Oregon School Administrator License. They do not supersede or nullify the requirements of Oregon Administrative Rule, Division 584.

Rules in effect as of 11/1/2023



Career and Technical Education (CTE) Endorsements

CTE endorsements can be added to the following teaching licenses:

- Preliminary Teaching
- Professional Teaching
- Teacher Leader
- Restricted CTE
- Preliminary CTE
- Professional CTE

Please review the *Career and Technical Educator Licensing* webpage for more information.