



Oregon

Kate Brown, Governor

TEACHER STANDARDS AND PRACTICES COMMISSION

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March 1, 2019

To: Educators holding an active Initial or Preliminary Administrator License

From: Teacher Standards and Practice Commission

RE: Administrator Licensure Redesign – Renewal Requirements Update

On February 7, 2019, the Commission adopted new rules for Administrator Licensure. One significant change concerns the renewal of your Initial (Preliminary) Administrator License.

Effective March 1, 2019, your Preliminary (Initial) Administrator License has been renamed to the Principal License. The Principal License allows the holder to work in building-level administrative positions.

We are sending this notice to advise you of important options you now have:

- Complete your Continuing or Professional Administrator Licensure Program (CAL/Pro-AL) by August 1, 2022 to be awarded the Professional Administrator License. Advice you were given when your Preliminary Administrator License was first issued will be valid only until August 1, 2022. After that date, you will be subject to the new requirements for the Professional Administrator License as determined by your Professional Administrator preparation program.
- If you are working in building-level administration, continuously renew your Principal (formerly Preliminary or Initial) Administrator License and not complete the CAL/Pro-AL program. If you choose not to complete your CAL/Pro-AL requirements at this time, after August 1, 2022, an Oregon-approved program will review your coursework to determine what additional requirements you must meet in order to be eligible for the Professional Administrator License.

If you are currently a building-level administrator but move to a district-wide administrative position or are already serving in a district-wide position, you must be working to meet the requirements for the Professional Administrator License. To allow you to serve in the district-wide assignment while you complete the requirements for the Professional Administrator License, you may be required to apply for and hold a License for Conditional Assignment (LCA) beginning with the 2019/2020 school year. The LCA can be renewed two times, as long as progress is made, to allow you three years to meet the requirements for the Professional Administrator License.

Additionally, the Commission has updated the Scope and Responsibilities for both the Principal and Professional Administrator Licenses. Please review the new definitions, and scope and responsibilities of administrator licenses [at this link](#).

We expect this initial announcement to generate a large volume of contact with our office, and we are requesting your assistance in managing that contact. Please review the [Administrator Licensure Redesign](#) webpage carefully before reaching out to our office with questions. We also recognize that many of you will have unique situations to navigate during this transition. Please let us know how we can assist you.

To better serve questions specific to Administrator Licensure questions, we've created a new email address: AdminLicense.tspc@oregon.gov

Or contact us by phone, Monday through Friday between 8am and 5pm: 503-378-3586