

Hiring Process for Applicants that want to Be a Substitute Teacher and Have an Out-of-State Teacher License or an Educational Degree

To become a substitute teacher, you must have a license with the State of Oregon, which would be a *Reciprocal Teaching License* for those who have teaching degree out-of-state.

TSPC provides the information for individuals with an [out-of-state teaching license](#).

The information below is for obtaining your license thru [Teacher Standards and Practices Commission](#) (TSPC). These steps need to be TAKEN THROUGH THEM, *not* Douglas ESD until you receive your license.

TSPC Contact Information

General Questions or Attachments: contact.tspc@oregon.gov

Phone: (503) 378-3586

Phone hours: Monday – Friday 7:30 AM – 11:00 AM and 3:00 PM – 5:00 PM

Fax: (503) 378-4448

Office Hours: 8:00 AM– 5:00 PM

<https://www.oregon.gov/TSPC/Pages/index.aspx>

Here is a detailed, step-by-step checklist of your responsibilities to become an Oregon Substitute and hired by Douglas ESD:

- Apply for Educator License** using the online e-licensing system:
<https://apps.oregon.gov/TSPC/eLicense>
For eLicensing issues you can email: online.tspc@oregon.gov or call: (503) 378-3586.
- Pay a total of \$303 with your TSPC Application.** Here is the breakdown of the non-refundable processing cost:
 - \$232 for license for Out of State Evaluation
 - \$61 for fingerprints/background clearance
 - \$10 Portal fee
- TSPC will email you a confirmation that you applied and paid your fees. **Please forward that confirmation email** to Sub Services at: Connie.Rosas@douglasesd.k12.or.us
- Complete fingerprint/background clearance thru Fieldprint Fingerprinting.** NOTE: Once you submit your license application with TSPC, you will receive be given instructions to complete your fingerprints or instructions right after you apply that you can follow. *Instructions/directions/steps for obtaining fingerprint/background clearance is on the TSPC website:*
<https://www.oregon.gov/tspc/LIC/Pages/Fingerprinting.aspx>. For Fingerprinting and Background Check Questions, contact: Finger.Printing@Oregon.gov
- After completing your fingerprints, send an email to Connie.Rosas@douglasesd.k12.or.us with your name and date fingerprints were taken or scheduled. Subject Line: *Fingerprints taken/Scheduled on xx/xx/xx* and forward Fieldprint fingerprint confirmation email when you receive it.

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- Once you have applied for your license and scheduled your fingerprints **complete an employment application with Douglas ESD**. Go to the ESD website and **apply for the [Substitute Teacher - Licensed thru AppliTrack](#)**. It is **JobID 461**. If you have not applied before, you will need to create an account. No need to upload transcripts or resumes. You DO NOT NEED TO WAIT UNTIL you receive fingerprints results to complete the employment application.
- **Provide TSPC official, unopened transcripts** of all colleges and/or universities that can verify your degree. Submit transcripts electronically to TSPC: tspc.transcripts@oregon.gov or mail to: TSPC, 250 Division St NE, Salem OR 97301.
- **Take the ORELA exam**. TSPC requires a passing score report for the **ORELA “Protecting Student and Civil Rights in the Educational Environment” test**. The registration fee for this test is: **\$95.00** http://www.orela.nesinc.com/TestView.aspx?f=HTML_FRAG/OR008_TestPage.html NOTE: you will get your “unofficial” results when you complete the test; however, it will take about 2 weeks for your official results to be submitted to TSPC. NOTE: No one single applicant has failed it is not necessary to pay for the practice test. After you take your ORELA test, send Sub Services an email with your name and Subject Line: *ORELA TAKEN ON XX/XX/XX*.
- You are required to attend **New Sub Orientation** at the Douglas ESD office. Sub Services will schedule you after receiving your employment application.
- Review the **Substitute Handbook** before orientation since it answers the majority of questions. You can find this on our website: <https://douglasesd.k12.or.us/substitutes> under “**How can I learn more about substitute teachers hired by Douglas ESD?**”
- **Complete [Safe Schools Training](#)**, sign off on Douglas ESD policy and agree to sub responsibilities. Sub Services will send the login information once you apply with Applitrack and before orientation.
- **Provide Sub Services contact information of your last employer**. Email preferred but phone number is acceptable if email is not available. If you have worked for a school district, please send Sub Services that contact information also.

Questions? Contact:

Substitute Services
(541) 957-4823

Connie.Rosas@douglasesd.k12.or.us

visit: <https://douglasesd.k12.or.us/substitutes>