

# Commonly Asked Questions: 2019-20

- **Do you I need get my picture taken for my new ID/Name Badges?**
  - **New This Year: You DO NOT NEED to contact sub services to request picture badge this year. We will automatically make badges for returning subs with the pictures we have on file.**
  - However, if you want a new picture for your Badge, please **have your picture taken by 8/1/2019** at reception. (*New Subs hired after 8/1/19: Please Disregard*) If you need your picture taken, please come to the ESD, we will take your picture between 8:00 am - 4:00 pm at the front desk. **Remember the office is closed holidays, and Fridays the month of July through August 23, 2019**
  - Everyone will need a *new badge* since badges are dated with the current school year.
  - Badges will be ready for pick up after Mid-August. A web alert will be posted when ready.
- **Are PDUs needed for Substitute Teachers and Restricted Substitute Teachers?**
  - TSPC does NOT require substitutes with a Substitute Teaching License or Restricted Substitute Teaching License, to report PDUs.
- **How Many Days a year can Subs Work?**
  - Substitute teachers can work every day regardless of the type of license! **No restrictions exist on the number of days subs can work.**
  - TSPC also allows Restricted Substitute Teachers to work every day! However, Restricted Subs are *not* allowed to accept any long-term assignments (longer than two weeks with consecutive days for the same assignment/classroom). Holidays, time without kids, training, and different assignments restart the two-week count.
  - If you are a restricted sub and a school wants to use you long-term, please contact sub services to help you through the process and getting a special license that allows for that.
- **What about the TSPC License/Fees/Processes?**
  - Renew your license before it expires to avoid extra fees and restrictions. You can renew your license at [http://www.oregon.gov/tspc/Pages/Forms\\_and\\_Instruct.aspx](http://www.oregon.gov/tspc/Pages/Forms_and_Instruct.aspx) (For eLicensing issues you can email: [online.tspc@oregon.gov](mailto:online.tspc@oregon.gov))
  - License fees increased effective July 1, 2019.
  - All questions regarding your license should be directed to TSPC. Here is the TSPC contact information: General Questions/Attachments: [contact.tspc@oregon.gov](mailto:contact.tspc@oregon.gov)
    - Phone: (503) 378-3586
    - Customer Service Hours: 7:30 AM – 11:00AM and 3:00 PM - 5:00 PM
    - <https://www.oregon.gov/TSPC/Pages/index.aspx>
- **What do I do when I no longer want to be a substitute?**
  - Send an email to sub services with Subject Line: **“No Longer Subbing”**. In the email, state when your last day of accepting a job will be and reason for resigning (another job, retiring, move, etc...)