

Restricted Substitute Teacher Application Procedure:

Oregon Teacher Standards and Practices Commission (or TSPC) requires the following to become a Restricted Licensed Substitute Teacher in the state of Oregon:

- A Bachelor's degree – any major
- Online TSPC e-licensing application for a **Restricted Substitute Teacher** submitted. *(see link below)*
- Application Fee - \$190 *(This may have increased)* paid online through TSPC's e-licensing portal.
- An official transcript(s) with your degree sent directly to TSPC.
- A sponsor letter from the School District. *(We will send this once you notify us your application has been submitted)*
- Fingerprints taken at Fieldprint and sent to TSPC with the required fee. (\$62) You must submit these to TSPC, even if you have been fingerprinted with a school district previously as a volunteer, classified employee, coach, etc.

Once your application is submitted and your fee is paid online, you may send your transcript directly to TSPC. Then contact Janet Waldron at North Lake School. She will have you complete paperwork for the district and send your sponsor letter to TSPC.

Within a week after submitting your application TSPC will email you instructions and codes for accessing Fieldprint – a live scan fingerprinting service located in Bend *(and other places in Oregon.)*

Because of the shortage of licensed subs in the area, the school district will currently reimburse you for the \$62 fingerprinting fee upon request and the initial \$190 TSPC application fee upon obtaining your license and after your first day of licensed subbing with the district. *(You will need to submit receipts and request this reimbursement from the District Office Manager, Janet Waldron)*

Your initial license is good until June 30 of the school year you applied. If you wish to continue to sub, and the district agrees to sponsor, you will need to renew your initial license before the June 30 expiration date. Your second and subsequent licenses are good for 3 years as long as you renew before each expiration date. *The district does not reimburse for subsequent licenses.*

Once all of the above have been submitted to TSPC, it can take up to 2-3 months for them to issue your license.

When you are issued your license, you can begin licensed substitute teaching at the school. A Restricted Licensed Substitute Teacher differs from a Licensed Substitute Teacher. The latter has a teaching degree.

Like the "Restricted" license title states, you may be restricted to 60 substitute teaching days per year. Currently TSPC has waived this requirement for the 2023-24 school year but may choose to reinstate it at any time.

The Licensed substitute teacher pay rate for 2023-24 works out to \$29.02 per hour.

However, licensed teaching subs are not paid hourly. They are paid on a ½ day *(1-4 hrs)* or full day *(4-8 hrs)* basis only. This rate will increase slightly for any sub job lasting longer than 8 consecutive days.

Classified Subbing:

In the meantime, if you are interested in classified subbing for Educational Assistants, Custodians and Cooks, this does not require a license and has a lower rate of pay but you are not responsible for a classroom full of children either. ☺ Hourly pay is \$15.13 for regular classified or \$17.13 for high needs classified, let Janet Waldron know and we will put you on that call list once your fingerprints clear with TSPC. (*about 2 weeks*)

Before you start working for the district you will be called in to complete your payroll paperwork and to schedule 8 – 16 hours of paid training and shadowing You may begin subbing for any unlicensed, classified position as soon as your fingerprints clear with TSPC and you have submitted all District paperwork. (W-2, I-9, NL application)

There may be further requirements to keep your license in the future. The District Office Manager (*Janet Waldron*) will keep you informed of any changes in TSPC's requirements.

Helpful Links:

- TSPC e-licensing application and tutorial <http://www.oregon.gov/tspc/Pages/elicensing.aspx>
- Fieldprint Fingerprinting - <http://fieldprintoregon.com/>