



Code: **GCA**  
Adopted: 1/04/07  
Revised/Readopted: 10/14/10; 5/14/14; 6/11/18  
Orig. Code(s): GCA

## **License Requirements**

### **Licensure**

The board, in adhering to Oregon Revised Statutes, shall require all teachers, administrators and applicants to hold a valid Oregon license as a condition of employment. The license must be registered in human resources prior to the commencement of employment. Applicants whose license cannot be verified prior to the beginning of school or the first day employment is to begin, will not be employed until such license is verified.

If an applicant's teaching license application with the TSPC is pending, the applicant may teach for 90 calendar days after the date of submission of the application, if the applicant has:

1. Submitted an application in the manner and form required by the TSPC, including payment of all required fees;
2. Completed a background clearance conducted by the TSPC that includes having:
  - a. Furnished fingerprints, if required;
  - b. Provided satisfactory responses to character questions in the form and manner required by the TSPC; and
  - c. Completed a criminal records check pursuant to state law and a background check through the interstate clearinghouse for revoked or suspended licenses, and is eligible for a teaching license.

The district will complete a review of the applicant's employment history prior to beginning employment.

The district will verify the employee is properly licensed on the 91st calendar day after the application was submitted to the TSPC, if the employee's license application is pending and the employee is teaching in the district.

Following expiration of a license, if a properly renewed license is not received within 90 days, the teacher's contract may be voided and a properly licensed replacement will be secured.

The district may require the employee to maintain a license and/or an endorsement currently held for future district assignment. It shall be each licensed staff member's responsibility to keep all endorsements current. The employee is responsible for all licensure fees associated with their employment.

## **Contracts**

Annual contracts shall be given to probationary teachers and administrators during the first three years of service in the district.

After three years of consecutive successful service within the district, a teacher or administrator will become a contract employee.

## **Exceptions to Probationary Periods**

An administrative or teacher probationary period may be reduced by the board, from three years - to one or two years, if such a reduction meets district needs. In such cases, recent, previous successful teaching or administration shall have occurred in the state of Oregon. Further, such successful in-state experience shall be verified by the human resources department.

END OF POLICY

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### **Legal Reference(s):**

[ORS 339.374](#)  
[ORS 342.120 to-342.203](#)

[OAR 584-050-0035](#)  
[OAR 584-200-0020](#)