

Professional Development Requirements: Continuing PDUs for Renewal

Professional Development is required for:

- Renewal of most licenses, registrations, or certificates (continuing PDUs); and
- Moving from the Preliminary License to the Professional Teaching License (advanced PDUs).

This page is to provide information on continuing PDUs (first bullet). Information for moving from a Preliminary to Professional Teaching License page is being developed.

Continuing PDUs – general information:

- Most licenses, registrations, and certificates require 25 PDUs *per year* of license:
 - 75 PDUs for a three-year license;
 - 125 PDUs for a five-year license.
- Timeline for completion of PDUs:
 - PDUs must be completed during the life of the license except as provided for carryover units.
 - *Carryover allowance*: An educator may carryover 25 PDUs from their prior licensure period. The carryover PDUs may **only** be from their previous reporting period.
- PDUs are calculated as follows:
 - 1 hour of continuing PDU activity = 1 PDU;
 - 1 quarter hour of college credit = 20 PDUs; or
 - 1 semester hour of college credit = 30 PDUs.
- PDUs must include activities intended to increase the effectiveness as an educator. PDU activities must fall within one of seven [Standards for Professional Learning](#).
- PDUs can be earned by:
 - Completing college courses;
 - Attending workshops and conferences; and
 - Participating in other learning activities intended to increase the attendee's effectiveness as an educator.

How to verify completion of continuing PDUs:

- *Employed by a school district*: Most school districts verify PDUs with TSPC on behalf of their employees through submission of a PEER form. Check with your employer to determine the PDU verification process.
- *Employed by a private school*: Some private schools verify PDUs with TSPC on behalf of their employees through submission of a PEER form. Check with your employer to determine the PDU verification process.

- *Unemployed or working for an employer that does not verify PDUs:* TSPC has contracted with some ESDs for verification services. Follow these instructions for verification through a partnering ESD, below.

How to submit verification through a partner ESD:

- Visit the orepdc.k12.or.us website and following the instructions. (There is a \$25 processing fee.)
- Once the submission process is complete, the ESD will send an e-mail that explains where to send supporting materials.
- Materials may be sent via mail, e-mail, or fax.
- The ESDs will electronically verify PDUs to TSPC within two weeks of completed submission.

For questions or concerns about PDU submissions or the OREPDC website, contact: orepdc-support@mesd.k12.or.us

Expired licenses:

- Expired non-provisional licenses will require the completion of additional PDUs. However, if the licensee currently holds another TSPC license that requires the completion of PDUs, the requirement for additional PDUs to reinstate the expired license does not apply.

Expiration period	Add'l. PDUs req'd.	Preliminary/Legacy	Professional
Less than one year	None	75 PDUs, 4 quarters, or 3 semesters	125 PDUs, 7 quarters, or 5 semesters
More than one year, less than two years	25 additional PDUs	100 PDUs, 5 quarters, or 4 semesters	150 PDUs, 8 quarters, or 5 semesters
More than two years, less than three years	50 additional PDUs	125 PDUs, 7 quarters, or 5 semesters	175 PDUs, 9 quarters, or 6 semesters
More than three years, less than four years	75 additional PDUs	150 PDUs, 8 quarters, or 5 semesters	200 PDUs, 10 quarters, or 7 semesters
More than four years, less than five years	100 additional PDUs	175 PDUs, 9 quarters, or 6 semesters	225 PDUs, 12 quarters, or 8 semesters
More than five years, less than six years	125 additional PDUs	200 PDUs, 10 quarters, or 7 semesters	250 PDUs, 13 quarters, or 9 semesters
Expired for more than six years	150 additional PDUs	225 PDUs, 12 quarters, or 8 semesters	275 PDUs, 14 quarters, or 10 semesters

