

**BEND - LA PINE SCHOOL DISTRICT NO 1  
ADMINISTRATIVE REGULATIONS  
CODE: GCA-AR  
DATE:  
REVISED:  
REVIEW DATE:  
REVIEWED BY:**

**LICENSE REQUIREMENTS**

The Board requires all applicants for district positions subject to Teacher Standards and Practices Commission licensure requirements to hold an Oregon license as a condition of employment. Those offered employment in the district must present their administrative or teaching license to the personnel services department before the Board will consider approving their employment. Applicants not presenting their license prior to the beginning of school or the first day of employment will not be employed until such license is presented to the personnel services department.

TSPC issues an application 90 days in advance to every current holder of an Oregon license by sending a form to the person's last known address. It is the license holder's responsibility to make sure TSPC has their current address.

The law regulates expiration dates to coincide with each employee's birthday. Once a license has expired, the employee may continue to work on an expired license up to 120 days. After that period, the District will be fined for employing a person without a valid Oregon license. The law also allows the District to recover one-half of this fine from the employee. The District's actions will be to suspend the employee without pay until a valid Oregon license is presented to the Personnel Services Department.

It is the responsibility of all licensed employees to take the proper course of action to gain renewal in a timely manner. The Personnel Services Department will assist all licensed employees with the process.