

FAQ: School Library Media Endorsement Options for Oregon Teachers

To be employed as a licensed school librarian in an Oregon public school, one must be a licensed teacher and have a library media endorsement (LME). While no Oregon university offers a library media endorsement program anymore, there are options for Oregon teachers and districts. This document addresses frequently asked questions about how to identify accepted out-of-state library media endorsement programs and how to add an LME to an Oregon teaching license. Answers were provided by staff from the Teacher Standards and Practices Commission (TSPC), the Oregon agency in charge of educator licensing and university educator program approvals. This document will be reviewed annually.

Tip: Use View / Show Outline to see the list of questions in a panel on the left. Hover over a question to see all of it. Click on a question to jump to it in the document.

1. What are the relevant Oregon Administrative Rules (OARs)?

- [OAR 584-220-0145](#) Library Media Endorsement
- [OAR 584-420-0415](#) Library Media: Program Standards
- [OAR 584-220-0015](#) Evidence of Content Knowledge and Pedagogy Skills
- [OAR 584-210-0160](#) License for Conditional Assignment

2. Which out-of-state library media endorsement programs are approved or accepted by TSPC?

The Oregon Teacher Standards and Practices Commission only has the authority to approve in-state programs. However, they will accept any out-of-state program that is approved by the education agency in that state with the authority to do so, as long as the program also includes a practicum experience. If a university does not indicate on its website whether or not its program is approved for licensure, ask program staff. Or, sometimes the state agency that approves programs has a searchable list online. For example, check the websites of the [Professional Educator Standards Board](#) in Washington or the [Commission on Teacher Credentialing](#) in California. For both, you can search their website for universities with approved “library media” (WA) or “teacher librarian” (CA) endorsement programs.

Many out-of-state library media endorsement programs offer online courses. These LME programs came to our attention because of inquiries they or teachers made with the State Library of Oregon or TSPC. All are accepted by TSPC because they are approved in their

state. *This is not a comprehensive list of all programs that would be accepted by TSPC, and this is not an endorsement of the programs. It is the responsibility of the teacher to verify that the LME program in which they enroll is approved for licensure in that state.* If you recently graduated from an LME program and had a positive experience, please let [Jen Maurer](#) know about it.

- [Antioch University, Seattle](#) (WA) (working towards offering an Oregon cohort rate)
- [Montana State University](#) (MT)
- [San José State University](#) (CA)
- [Seattle Pacific University](#) (WA)

3. Why doesn't TSPC post a list of out-of-state programs that are already accepted? Some district-level administrators want proof before approving employees' professional development funds.

TSPC does not post such a list because they do not want it to be misinterpreted that a program in another state is approved by TSPC. Also, because a program's state approval status can change, TSPC would not be able to verify that programs remain approved in their states. If Oregon school district staff have questions, they may contact Elizabeth Keller, Director of Licensure at TSPC. District human resources staff likely know how to reach Elizabeth directly, and emails sent to contact.tspc@tspc.oregon.gov will be forwarded to Elizabeth when appropriate.

4. What is the process for approving or accepting a library media endorsement program?

TSPC is only authorized to approve in-state programs, but they will also accept any out-of-state program that is approved by the education agency in that state with the authority to do so, as long as the program also includes a practicum experience. Staff in out-of-state programs who want to verify that TSPC will accept their program for Oregon licensed teachers may email Elizabeth Keller (contact.tspc@tspc.oregon.gov), Director of Licensure at TSPC. Staff in Oregon universities who are interested in developing a library media endorsement program may contact Richelle Krotts (richelle.krotts@tspc.oregon.gov), Liaison to Higher Education at TSPC.

[OAR 584-420-0415](#) Library Media: Program Standards applies to university programs in Oregon. However, the term "Commission-approved" in that OAR extends to programs approved by other states' educator licensing agencies. This is where reciprocal rules come into effect, specifically section 7 of [OAR 584-220-0015](#) Evidence of Content Knowledge and Pedagogy Skills.

5. Is passing a culminating endorsement test required to obtain a library media endorsement? If so, can a teacher take the test without coursework, and if they pass, obtain the endorsement?

Yes, candidates for the library media [endorsement](#) must pass a culminating test. In Oregon, that is the [ORELA](#) School Library Media Specialist exam. For out-of-state programs, TSPC will accept a passing score on the culminating test the program uses. Library coursework is critical in preparing candidates for a school library position. There is no option for a licensed teacher to skip library coursework and add the endorsement by only passing the test.

6. Once someone completes an out-of-state library media program, how do they add the library media endorsement to their license?

Once a licensed Oregon teacher completes an out-of-state library media endorsement program, follow these steps to apply to add the [endorsement](#) to the existing license:

- Contact the appropriate staff at the LME program to request completion of the [Program Completion Report](#). The Program Completion Report will be submitted directly to TSPC by the program staff.
- Log into [TSPC's eLicensing portal](#).
- Use the Submit New Application button to complete an application to add the library media endorsement to one's license.
- Contact the university to request official transcripts to be sent directly to TSPC.
- Submit proof of passing the endorsement test in one of two ways:
 - If the endorsement program does not require a culminating test, take the [ORELA](#) School Library Media Specialist exam. These scores are typically sent directly to TSPC by the testing company, but the applicant can upload the passing score to their eLicensing Documents tab.
 - If the endorsement program requires the test approved in that state, upload a PDF copy of the passing score directly into the eLicensing Documents tab.

The [TSPC homepage](#) indicates which applications are being processed based on the date they were received.

7. What options are available for someone who is a licensed teacher in Oregon and wants to, or is asked to, take a school librarian position before finishing a library media endorsement program?

Per [OAR 584-210-0160](#) and on behalf of a licensed teacher in this situation, school district staff may request a License for Conditional Assignment (LCA) for the educator to teach in "an out-of-field subject-matter endorsement area." The teacher must submit an application and fee through the eLicensing portal. The LCA can be granted annually for up to three academic years as long as the educator provides proof of progress towards completing the endorsement program.

8. What options are available for someone who does not have a teaching degree but wants to work as a licensed school librarian in an Oregon public school?

Becoming a licensed teacher in Oregon requires completion of an approved education program. TSPC maintains a [list of Oregon's approved education programs](#); use the horizontal scroll bar to see all universities.

The interested party would need to coordinate with the desired university offering an approved education program and the desired university offering an accepted library media endorsement program, if different. One may not be able to complete those programs simultaneously.

9. If someone has a Master of Library Science degree, what do they need to do to add the library media endorsement?

To add the library media endorsement to a license, the applicant must already hold an Oregon Preliminary or Professional Teaching License. Because the school librarian is considered a teacher first, the library media endorsement is an “added endorsement” program in most states. An “added endorsement” program relies on a base of preparation and experience as a classroom teacher. Those who hold a Master of Library Science degree without any preparation or experience as a teacher may experience barriers to admission to LME programs. TSPC maintains a [list of Oregon's approved education programs](#); use the horizontal scroll bar to see all universities.

10. Are any licensed school librarians in Oregon approved to supervise Oregon practicum students who are enrolled in out-of-state LME programs?

Each out-of-state endorsement program should work with Oregon schools to set up practicums for their Oregon students. Program staff often seek local retired school librarians to act as practicum supervisors.

11. If a teacher has questions about obtaining the library media endorsement, whom should they contact at TSPC?

Send inquiries to contact.tspc@tspc.oregon.gov, and TSPC staff who focus on licensure will follow up.

12. If university staff have questions about getting their library media endorsement program approved in Oregon or accepted, whom should they contact at TSPC?

Staff in out-of-state programs who want to verify that TSPC will accept their program for Oregon licensed teachers may email Elizabeth Keller (contact.tspc@tspc.oregon.gov), Director of Licensure at TSPC. Staff in Oregon universities who are interested in developing a library media endorsement program may contact Richelle Krotts (richelle.krotts@tspc.oregon.gov), Liaison to Higher Education at TSPC.

