



Oregon Licensure Expense Reimbursement (OLER) Guide

Please Note: Oregon Administrative Rule (OAR) 584-200-0125 governs this program and takes precedence over any information provided here, whether stated or implied. In the event of a conflict or error, the language of the rule will apply.

[\(Jump to Application Steps\)](#)

What is this program?

The Oregon Licensure Expense Reimbursement (OLER) Program provides financial reimbursement to eligible individuals for expenses related to obtaining or renewing an Oregon teaching, administrative, or personnel service license, in accordance with Oregon Administrative Rules.

Who can get reimbursed?

You may qualify if:

1. You meet the rule requirements for individuals who are linguistically diverse and/or who enhance linguistic inclusion through specialized training. This means you meet *at least one* of the following:

- You speak a world language aligned to TSPC World Language Endorsement (with attestation documentation). *Note: The attestation document is embedded in the online reimbursement request form.*
- You have or applied for an Oregon:
 - ☐ American Indian Languages License
 - ☐ ESOL (English to Speakers of Other Languages) Endorsement
 - ☐ A World Language Endorsement
 - ☐ American Sign Language (ASL), Bilingual, or Dual Language Specialization
- You earned a degree or minor in one of the TSPC-approved world languages, American Sign Language, or American Indian Languages (transcripts required).

AND

2. You applied for or received a teaching license in Oregon ***on or after July 1, 2025***. This includes:

- New licenses
- Renewals
- Adding subjects (endorsements or specializations)

Note: If you applied for or were issued a license between April 1 and June 30, 2025, you may still be eligible. In these cases, reimbursement requests must be submitted before the temporary rule expires (by August 2026) and are subject to available funds. (Possible extension pending rulemaking).

What expenses can be paid back?

You may be eligible for reimbursement through the Oregon Licensure Expense Reimbursement (OLER) Program for the following out-of-pocket costs:

- License application and fees
- Fingerprinting/fieldprinting fees
- Test fees (ORELA, edTPA, Praxis)
- Transcript costs (from colleges or foreign evaluations)

- Some tutoring or remedial classes required by your program (must not be paid by financial aid and other rules apply)
- Travel by car for testing or fieldprinting
 - Mileage only, reimbursed at the **IRS standard mileage rate**
 - Proof of travel required (e.g., confirmation email showing location/date)

You cannot get money back for:

- ☐ Anything refunded or already paid by someone else (like your employer or a grant)
- ☐ Returned check fees
- ☐ Missing receipts

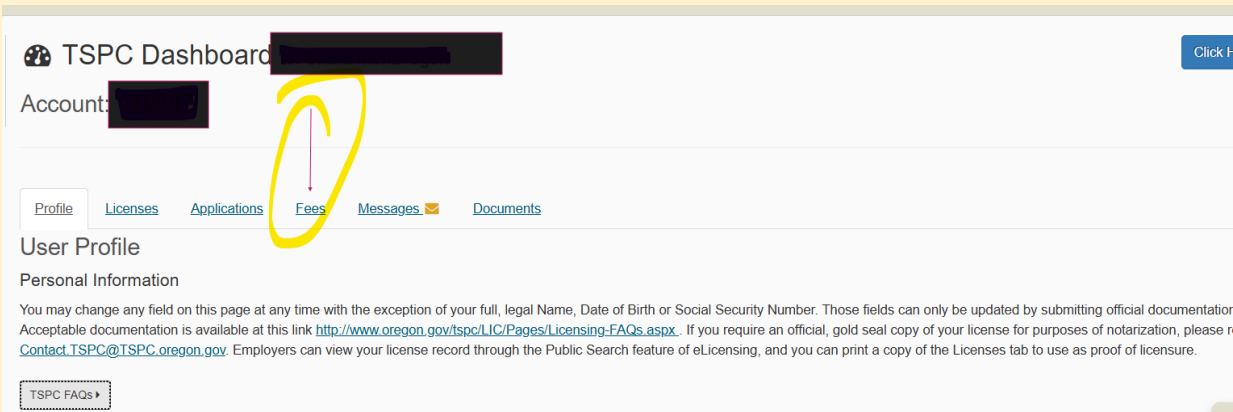
How to apply:

1. Check if you qualify

- Read this guide. If you're not sure, email: reimbursements.tspc@tspc.oregon.gov

2. Get your documents together

- **Your full name (as used in eLicensing)**
- **Your TSPC ID number**
- **All your qualifying receipts (you will need digital copies to apply)**
 - **Receipts:**
 - ❖ Receipts for eLicensing application fees are emailed to the address listed in the profile section of your eLicensing account. These receipts are generally sent from noreply@NICUSA.
 - ❖ If you are unable to locate your receipt, log in to your eLicensing account, open the Fees tab, and make a copy to submit a screenshot showing the fees you paid as proof of payment. See the example below.



- **Completed Receipt Worksheet— Only Required for Multiple Receipts**
 - If you are submitting **one receipt/item**, skip this worksheet.
 - If you are submitting **two or more receipts**, complete the worksheet before Step 3 below. When prompted, click the blue **Make a copy** button so you can edit the worksheet.
 -  [Click here to make a copy of the Reimbursement Worksheet](#)
 - **Save a copy of your completed worksheet by downloading an .xlsx file to submit. DO NOT submit a link, we will not be able to access linked documents. Note: the eLicensing system will not accept .xlsx files, so you will need to submit these documents to our reimbursement.TSPC@tspc.oregon.gov email account.**

3. Apply (Make sure you have completed STEP 2 above)

- Fill out the online form: [>>>OLER Reimbursement Request Form<<<](#)
- Email your documents (e.g., completed worksheet and receipts) to: reimbursements.tspc@tspc.oregon.gov. Note: we will waive the worksheet requirement for those submitting only one receipt/item for consideration.

- Use this subject line: "Reimbursement Request for [Your Last Name, TSPC ID]"

Note: You *may* also upload the completed documents directly to the Documents tab in your eLicensing account instead of sending them by email. If you are uploading the documents to eLicensing, please select document type “Applicant Correspondence”.

4. Wait for response

- We will check your request.
- You may get an email asking for more information.
 - Incomplete applications for reimbursement will not be processed.
- For those who qualify, it can take up to 8 weeks to get your money.

Reimbursement Questions?

Email: reimbursements.tspc@tspc.oregon.gov