

How to Apply to Oregon's *TSPC for a Continuing School Counseling License

*TSPC = Teacher Standards and Practices Commission

WHEN CAN I APPLY FOR MY CONTINUING SCHOOL COUNSELING LICENSE?

Begin the process of applying for a Continuing School Counseling License as soon as:

- You have been admitted to the program; and
- Grades for all license courses have been posted to your Lewis & Clark College transcript.

WHOM DO I CONTACT WITH QUESTIONS ABOUT MY PROGRAM?

The faculty program advisors for the School Counseling program are:

Bill Layton (503-768-6147 or layton@lclark.edu), Laura Pedersen (503-768-6144 or laura@lclark.edu),
Dian Poujade (503-768-6148 or poujade@lclark.edu), and Danielle Torres (503-768-6143 or dtorres@lclark.edu).

WHAT TRANSCRIPTS WILL I NEED?

Request an official transcript from the Graduate Registrar's office at Lewis & Clark College (www.lclark.edu/dept/gradreg or 503/768-6030) and from any other colleges or universities from which you transferred credit for your Continuing School Counseling License program. Your Lewis & Clark College transcript should show all courses required for the license, including course grades. **Have all official transcripts sent to you at your home address in individually sealed envelopes.**

DOES LEWIS & CLARK COLLEGE REQUIRE ANY FORMS?

Complete and submit electronically to the Educational Career and Licensing Services office the on-line *Request for Oregon Licensure Recommendation (ROLR)* form. Upon receipt of the ROLR form, the ECLS will verify that you have completed all requirements for the license and then submit an electronic *Program Completion Report (Form C-2)* to TSPC. The ECLS will then send to you in a sealed envelope a copy of the electronic *Program Completion Report (Form C-2)* which you can keep for your records. (A link to the on-line *ROLR* form is available at <http://www.lclark.edu/dept/ecls/license.html>).

DOES TSPC REQUIRE ANY FORMS?

All TSPC-required forms are available on their website at: <http://www.tspc.state.or.us/forms.asp?op=5&id=0>.

- Complete TSPC's *Application for Educator License Form C-1*.
- Request that your employing school district complete TSPC's *Professional Educational Experience Report (PEER)*.

WHAT DO I NEED TO SEND TO TSPC TO APPLY FOR MY LICENSE?

Once you receive the sealed electronic *Program Completion Report (Form C-2)* from the ECLS, submit the following to TSPC in a single envelope (incomplete applications will be returned):

- One set of **official (sealed) transcript(s)** of all course work that is new since applying for previous Oregon licenses.
- A completed *C-1 form*.
- A *Professional Educational Experience Report (PEER)* completed and signed by your employing school district(s).
- A **cheque** made out to TSPC for \$100.00.

Teacher Standards and Practices Commission, 465 Commercial Street NE, Salem, Oregon 97301
503-378-3586 or <http://www.tspc.state.or.us>

HOW LONG DO I HAVE TO APPLY FOR MY CONTINUING SCHOOL COUNSELING LICENSE?

You have 3 years from the time that you complete your program to apply for your Continuing School Counseling License. Beyond 3 years, you will have to meet all new program requirements, often including additional course work.