

How to Apply to the Oregon *TSPC to Add a Basic or Advanced Math Endorsement

*TSPC = Teacher Standards and Practices Commission

□ STEP 1

Begin the process of adding the Basic or Advanced Mathematics endorsement to your existing teaching license as soon as:

- You have been admitted to the program;
- All course waivers, if any, have been approved; and
- Grades for all endorsement courses have been posted to your Lewis & Clark College transcript; and
- You have completed your PRAXIS II mathematics tests (be sure that the Education Department has received a copy of your test results--503-768-6100 or lcteach@lclark.edu).

□ STEP 2

Request an official transcript from the Graduate Registrar's office at Lewis & Clark College

<http://www.lclark.edu/dept/gradreg/trans.html> and from any other colleges or universities from which you transferred credit for your endorsement program. Your Lewis & Clark College transcript should show all courses required for the endorsement, including course grades. **Have all official transcripts sent to you at your home address in individually sealed envelopes.**

□ STEP 3

Complete and submit electronically to the Educational Career and Licensing Services office (ECLS) the on-line *Request for Oregon Licensure Recommendation (ROLR)* form https://www.lclark.edu/~ecls/rolr_form.html.

Upon receipt of the ROLR form, the ECLS will verify that you have completed all requirements for the endorsement and will then submit an electronic *Program Completion Report (Form C-2)* to TSPC. The ECLS will 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.

□ STEP 4

Complete TSPC's *Application for Educator License Form C-1* (<http://www.tspc.state.or.us/forms.asp?op=5&id=0>).

□ STEP 5

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**.
- **Your original score reports** from the *PRAXIS II: Mathematics: Content Knowledge (#10061)* and *PRAXIS II: Mathematics: Proofs, Models, and Problems, Part I (#20063)* tests.
(Scores from the *PRAXIS II: Middle School Mathematics test (#20069)* are only valid for teaching math at the Middle Level.)
- 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 BASIC OR ADVANCED MATH ENDORSEMENT?

You have 3 years from the time that you complete your program to apply for your Basic or Advanced Mathematics endorsement. Beyond 3 years, you will have to meet all new program requirements, often including additional course work.

WHOM DO I CONTACT WITH QUESTIONS ABOUT MY PROGRAM?

The faculty program advisor for the Mathematics program is Kasi Fuller (503-768-6114 or kasi@lclark.edu).

Educational Career and Licensing Services, Lewis & Clark College, 0615 SW Palatine Hill Road, Portland, OR 97219
503/768-6008 phone ♦ 503/768-6019 fax ♦ ecls@lclark.edu ♦ www.lclark.edu/dept/ecls/

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