

How to Apply to the Oregon *TSPC to Add a Reading Endorsement

*TSPC = Teacher Standards and Practices Commission

STEP 1

Begin the process of adding the Reading endorsement to your existing teaching license as soon as:

- You have been admitted to the program;
- All course waivers, if any, have been approved;
- Grades for all endorsement courses have been posted to your Lewis & Clark College transcript; and
- You have completed your PRAXIS II: Reading Specialist test (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: Reading Specialist (#10300)* test.
- 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 READING ENDORSEMENT?

You have 3 years from the time that you complete your program to apply for your Reading 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 advisors for the Reading program are Ruth Shagoury (503-768-6110 or shagoury@lclark.edu) and Andie Cunningham (andiec@lclark.edu or 503-768-6129).