

How to Apply to the Oregon *TSPC for a Continuing Teaching License with an Added ESOL or ESOL/Bilingual Endorsement

*TSPC = Teacher Standards and Practices Commission

STEP 1

Begin the process of applying for the CTL with an added ESOL or ESOL/Bilingual endorsement as soon as:

- You have been admitted to both the CTL **and** the ESOL or ESOL/Bilingual programs;
- Grades for all license and endorsement courses have been posted to your Lewis & Clark College transcript;
- The CTL portfolio checklist has been completed and added to your program file;
- You have completed your ORELA or PRAXIS II ESOL test (be sure that the Teacher Education Program office has received a copy of your test results--503-768-6100 or lcteach@lclark.edu); and
- To apply for the CTL, you must have received your master's degree and have 5 years of teaching experience on your Initial Teaching License.

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 license and endorsement program. Your Lewis & Clark College transcript should show all courses required for the license and endorsement, including course grades. If you have not already done so, you must submit with this application to TSPC a transcript showing your master's degree. **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

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)*.

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, including a master's degree-posted transcript.
- A completed *C-1 form*.
- A *Professional Educational Experience Report (PEER)* completed and signed by your employing school district(s).
- Your original score reports from the *ORELA: ESOL* or *PRAXIS II: Teaching English as a Second Language (#20360)* test. If you took the *ORELA: English as a Second Language* exam, TSPC will already have your score report on file.
- 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 CTL WITH AN ADDED ESOL OR ESOL/BILINGUAL ENDORSEMENT?

You have 3 years from the time that you complete your program to apply for your CTL and added ESOL or ESOL/Bilingual 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 ESOL/Bilingual program are:

Cynthia Cosgrave (503-768-6126 or cosgrave@lclark.edu), Sara Exposito (503-768-6127 or sarae@lclark.edu), and Alejandra Favela (503-768-6109 or afavela@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/

Document Created June 2008