

How to Apply to the Oregon *TSPC to Renew a Basic Administrative License

*TSPC = Teacher Standards and Practices Commission

STEP 1

Begin the process of applying to renew your Basic Administrative License as soon as:

- You have been admitted to the Continuing Administrator License program; and
- Grades for all renewal course work have been posted to your Lewis & Clark College transcript.

STEP 2

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 3

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 4

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):

- 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>

WHOM DO I CONTACT WITH QUESTIONS ABOUT MY PROGRAM?

The faculty program advisors for the Continuing Administrator License program are Betty Flad for students in the Portland Metro Area students (503-768-6087 or flad@lclark.edu) and Mike Howser for students outside of the metro area (503-768-6084 or howser@lclark.edu).