

# How to apply to the Oregon \*TSPC for a Restricted Transitional School Counseling License

\*TSPC = Teacher Standards and Practices Commission

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## STEP 1

Begin the process of applying for the Restricted Transitional School Counseling License as soon as:

- You have been admitted to the program; and
- Grades for at least half of the courses required for the Initial School Counseling License/M.Ed. have been posted to your Lewis & Clark College transcript.

## 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 program. Your Lewis & Clark College transcript should show all courses currently completed in the license program, including course grades (at least one-half of the license/degree program must be completed). **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](https://www.lclark.edu/~ecls/rolr_form.html).

Upon receipt of the ROLR form, the ECLS will verify that you have completed all course work requirements for the restricted transitional license 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):

- A completed **C-1 form**.
- A **cheque** made out to TSPC for \$120.00.
- One set of **official (sealed) transcript(s)** from all colleges/universities attended.
- Letter from** an employing **Oregon school district** superintendent or school board chair requesting the license.
- Affidavit** from the inside back cover of the book *Discrimination and the Oregon Educator* (copies available from TSPC) or passing score on the *ORELA: Civil Rights and Equity in the Educational Environment Examination*.
- If required, a photocopy of a certificate of completion for a TSPC-approved activity demonstrating your knowledge of the **laws prohibiting discrimination** (contact TSPC for details—TSPC maintains a list of Lewis & Clark College courses that meet this requirement).
- If you have not been **fingerprinted** since January 1994, you are required to submit **one** completed fingerprint card and
  - a \$62.00 processing fee.
- Current **resume**.

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

## DO I NEED TO BE FINGERPRINTED?

If you are unsure of your fingerprint clearance status, please contact TSPC at 503-378-3586 or at [contact.tspc@state.or.us](mailto:contact.tspc@state.or.us).

## 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](mailto:layton@lclark.edu)), Laura Pedersen (503-768-6144 or [laura@lclark.edu](mailto:laura@lclark.edu)),

Dian Poujade (503-768-6148 or [poujade@lclark.edu](mailto:poujade@lclark.edu)), and Danielle Torres (503-768-6143 or [dtorres@lclark.edu](mailto:dtorres@lclark.edu)).