

How to Apply to the Oregon *TSPC for an Initial School Psychology License

*TSPC = Teacher Standards and Practices Commission

STEP 1

Begin the licensing process as soon as you receive either the "Congratulations, you are now eligible to apply for your license..." e-mail from the Educational Career and Licensing Services office or notification from TSPC that they have received a *Program Completion Form C-2*. Please note that if you apply for your license before you receive this notification, your license application will be **denied** by TSPC and you will have to reapply.

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 required for the license, including course grades. If you have not already done so, you must submit with this application to TSPC a transcript showing your master's or education specialist degree. **Have all official transcripts sent to you at your home address in individually sealed envelopes.**

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)* (required only if you already hold a TSPC-issued license).

STEP 4

Submit the following to TSPC in a single envelope (incomplete applications will be returned):

- One set of **official (sealed) transcript(s)** from all colleges/universities attended (or those that are new since you last applied to TSPC).
- A completed *C-1 form*.
- YOUR original score reports** from the:
 - *CBEST, WEST-B, PRAXIS I: PPST* (required if this is your first-ever full Oregon license) **and/or**
 - *PRAXIS II: School Psychology (#10400)* test.
- A **Professional Educational Experience Report (PEER)** completed and signed by your employing school district (*required only if you already hold a TSPC-issued license*).
- 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>

DO I NEED TO OBTAIN A FIRST AID CARD?

No. A first aid card is not a requirement for licensure in Oregon.

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.

HOW LONG DO I HAVE TO APPLY FOR MY INITIAL SCHOOL PSYCHOLOGY LICENSE?

You have 3 years from the time that you complete your program to apply for your Oregon Initial School Psychology License. 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 School Psychology program are:

Ruth Gonzalez (503-768-6068 or gonzalez@lclark.edu), Colleen Hanson (503-768-6060 or cmhanson@lclark.edu), and Peter Mortola (503-768-6072 or pmortola@lclark.edu).