

How to Apply to the Oregon *TSPC for an Initial Teaching License

For candidates approved by TSPC for alternative assessment and/or who took the WEST-B.

*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 all colleges and universities that you have attended. Your Lewis & Clark College transcript should show all courses required for the license, including course grades. 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* (do NOT complete the C1-I form).

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.
- A completed *C-1* form.
- Your original **score reports** from the:
 - *CBEST, WEST-B, PRAXIS I: PPST* or *PRAXIS I: Computerized PPST*
 - **and, if secondary**, the *PRAXIS II: Specialty Area Test(s)*.

Please note that, if you took the *ORELA: Multiple Subjects Exam (MSE)*, TSPC already has your *ORELA:MSE* test scores on file. You do not need to send your *ORELA: MSE* scores to TSPC.
- 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 TEACHING LICENSE?

You have 3 years from the time that you complete your program to apply for your Oregon Initial Teaching 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 cohort coordinators for the preservice Initial Teaching License program are:

Early Childhood/Elementary: Melina Dyer (503-768-6125 or dyer@lclark.edu), Louise Jones (503-768-6111 or louise@lclark.edu), and Melanie Quinn (503-768-6112 or quinn@lclark.edu);

Middle Level/High School: Janet Bixby (503-768-6107 or bixby@lclark.edu), Kimberly Campbell (503-768-6108 or Kimberly@lclark.edu), and Paul Copley (503-768-6135 or pcopley@lclark.edu).