

How to Apply to the Oregon *TSPC for a Substitute Teaching License

*TSPC = Teacher Standards and Practices Commission

STEP 1

Begin the licensing process as soon as you receive the "...you are currently eligible to apply for an Oregon Substitute Teaching License" e-mail from the Educational Career and Licensing Services office or notification from TSPC that they have received an *Oregon Program Status Report Form C-4*. **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. **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*

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
PRAXIS II: Specialty Area Tests and/or ORELA: MSE
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.
Please note that you will submit your score reports even though you might not yet have passed all of the required tests.
- A **cheque** made out to TSPC for \$120.00.

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.

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).