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

*TSPC = Teacher Standards and Practices Commission

☐ STEP 1—Congratulations

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—Transcripts

If this is your first-ever Oregon TSPC license, request an official transcript from the Graduate Registrar's office at Lewis & Clark College and from **all** other colleges or universities that you have attended.

If you already hold an Oregon Basic, Standard, Initial, or Continuing Teaching or Personnel Service License, request an official transcript from the Graduate Registrar's office at Lewis & Clark College 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 and degree, if required. If you have not already done so, you must submit with this application to TSPC a transcript showing your master's degree. **Your official Lewis & Clark transcript can be sent electronically to TSPC; all other official transcripts should be sent to you at your home address in individually sealed envelopes.** http://www.lclark.edu/graduate/offices/registrar/transcripts/

☐ STEP 3—Forms

All TSPC-required forms are available on their website at: http://www.oregon.gov/tspc/Pages/Forms-and-Instructions.aspx .

- Complete TSPC's *Application for License or Registration C-1 Form.*
- Request that your employing school district complete TSPC's *Professional Educator Experience Report (PEER)* (required only if you already hold a TSPC-issued license).

☐ STEP 4—Application to TSPC

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 of all course work that is new since applying for previous Oregon licenses, including a master's degree-posted transcript. The Lewis & Clark official transcript may be sent electronically by the college to TSPC.
- ☐ A completed *C-1* **form**.
- ☐ YOUR original **score reports or printed .pdf(s)** from the:
  - *CBEST, WEST-B, PRAXIS I: PPST,* or *NES: EAS* (required if this is your first-ever full Oregon license); and/or
  - *NES/ORELA: Protecting Student and Civil Rights in the Educational Environment* (required if this is your first-ever full Oregon license).
- ☐ A **Professional Educator 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, 250 Division Street, NE, Salem, Oregon 97301
contact.tspc@state.or.us or http://oregon.gov/TSPC/index.shtml

DO I NEED TO BE FINGERPRINTED?

If you are unsure of your fingerprint clearance status, please contact TSPC at contact.tspc@state.or.us.

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

You have 3 years from the time that you complete your program to apply for your Oregon Initial I School Counseling License. Beyond 3 years, you may have to meet all new program requirements, often including additional course work.

WHOM DO I CONTACT WITH QUESTIONS ABOUT MY PROGRAM?

The faculty program directors for the School Counseling program are Laura Pedersen (503-768-6144 or laura@lclark.edu) and Danielle Torres (503-768-6143 or dtorres@lclark.edu).

Educational Career and Licensing Services, Lewis & Clark College, 0615 SW Palatine Hill Road, Portland, OR 97219
503/768-6008 phone◆503/768-6019 fax◆ecls@lclark.edu◆go.lclark.edu/ecls
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