How to Apply to the Oregon *TSPC for an Initial Administrator 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

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)*.

☐ 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) 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.
- ☐ A *Professional Educator Experience Report (PEER)* completed and signed by your employing school district(s).
- ☐ Your original score report or printed .pdf(s) from the following tests:
  - *CBEST, WEST-B, PRAXIS I: PPST, or NES: EAS* (required if this is your first-ever 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 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 ADMINISTRATOR LICENSE?

You have 3 years from the time that you complete your program to apply for your Oregon Initial Administrator 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 advisor for the Initial Administrator program is Dawn Montgomery (503-768-6090 or dawnm@lclark.edu).