

Steps to Your Licensure Process

w/notes

Congratulations, you're nearing the completion of an approved teacher education program! All applicants having completed an Oregon approved teacher education program are required to submit the following items to Teacher Standards and Practices Commission (TSPC) in order to apply for an Oregon teaching license. If you have any questions regarding this procedure or on any of the enclosed forms, please call the College of Education office at (503) 838-8235.

★ the graduate office confirms this!

• **Degree and subject area requirements** ~ be sure you have completed your degree and subject area requirements. If you are unsure about this, check with your advisor.

★ See this packet!

• **White C-1-I form, Application for Educator License** ~ complete this form and retain with other materials. (You may download from the TSPC Website, www.tspc.state.or.us) **NOT ON FAST-TRACK AT THIS TIME – PLEASE USE FOUR PAGE C-1.**

★ This is now done electronically but your helping us punch the right buttons by filling out the C-2 Information for TSPC form!

• **C-2 information form for TSPC:** ~, Fill out the entire form, front and back as necessary. Take or mail this form to the College of Education office, ED 202 for verification of program completion. It usually takes about two weeks for the College of Education to process your C-2 form after the end of the term. The form is electronically submitted to TSPC. A copy of your C-2 submission form will be sent to you for your records. Please check it carefully, making sure that your degree and recommendation information are recorded accurately. It is essential to catch any errors immediately. If the College of Education has had your C-2 form longer than two weeks, please call to check on the status.

★ order new originals now if you don't have them!
★ TSPC will send your originals back to you when done!

• **Original test scores** (i.e. CBEST, NTE, Praxis) ~ **TSPC WILL NOT** accept photocopies. You may need to contact the testing agency for original test score reports. **If you had your scores reported to TSPC in 2003 or later, you will not need to submit original scores to TSPC. You will need to include those test scores on the C-2 Information form for TSPC. You may be asked to provide original score reports if your file is chosen for audit by TSPC. NOT ON FAST TRACK AT THIS TIME – YOU MUST PROVIDE ORIGINAL SCORES WITH LICENSURE APPLICATION.**

★ Use the form included to request transcripts

critical!

• **Official transcripts** ~ Obtain official transcripts from all colleges or universities you attended. The transcripts must remain in their sealed envelopes. When the C-2 information is transmitted by "FAST TRACK", you will **NOT** need to provide transcripts; you may need official transcripts for job applications however. **You may be asked to provide official transcripts if your file is chosen for audit by TSPC. NOT ON FAST TRACK AT THIS TIME – YOU MUST PROVIDE OFFICIAL TRANSCRIPTS WITH LICENSURE APPLICATION.**

• To get your official transcript from WOU: Fill out the *Request for Official Transcripts* form and turn it in to the Registrar's Office. Be sure to check the boxes "Hold for recording of" and whatever certification you will be receiving. Allow two weeks for transcripts to be processed. If you have any questions regarding this form, please contact the Registrar's office at (503) 838-8327.

☹

• **\$75 fee** ~ Include check or money order payable to TSPC in the amount of \$75.00 with your materials. This is non-refundable. Cash in the exact amount will be accepted if you hand deliver your materials to TSPC. (Check on the TSPC Website for any increase in fees)

(More information on back)

not necessary
to apply for
a license!

w/notes

• **Photocopy of First Aid/CPR card** ~ TSPC requires a photocopy and accepts a variety of First Aid cards, although Red Cross is preferred. If you do not have your first aid/CPR card, you have 90 days to submit one after all other materials are submitted.

In summary: submit the following items to TSPC to obtain licensure:

White C-1 I form **(FOUR PAGE FORM)**

Original test scores (if requested by TSPC) **(MUST SUBMIT ORIGINALS TO TSPC)**

Official transcripts from **all** colleges/universities attended (if requested by TSPC) **(MUST SUBMIT OFFICIAL TRANSCRIPTS TO TSPC)**

\$75.00 fee

Photocopy of First Aid/CPR card

*******It is your responsibility to gather these materials and submit them to TSPC at the same time.** If you do not submit them together, TSPC may return your application as incomplete, therefore delaying the licensure process.

↓
but they'll keep your check!

You may either hand deliver or mail materials to: Teacher Standards and Practices Commission
465 Commercial Street NE
Salem, OR 97301

If you have questions for TSPC call (503) 378-3586. You may also email them through their website at www.tspc.state.or.us

Congratulations again!

The College of Education hopes your licensure process goes smoothly and that you will have a fulfilling teaching career.

Teacher Standards and Practices Commission



465 Commercial St NE
Salem, OR 97301
Voice (503) 378-3586/ TDD (503) 378-6961

Contact tspc@state.or.us
www.tspc.state.or.us

w/notes

Application For Educator License Form C-1

Read instructions carefully. **Applications not complete and accompanied by all required items will be denied.** The fee is assessed for processing an application and is **not refundable**. Allow **thirty days** for processing your application.

LAST NAME	FIRST NAME	Middle	Previous
Current Mailing Address		City, State And Postal Code	
Social Security Number		E-mail Address	

As part of your application for an initial or renewed license or registration, you are required to provide your Social Security Number (SSN) for purposes of child support enforcement (ORS 28.785 and 42 USC § 666(a)(13)) and state income tax collection (ORS 305.385 and 42 USC sec 405(c)(2)(C)(i)). You are also requested to voluntarily authorize use of your SSN by TSPC for other identification purposes. The Commission may disclose your SSN to the interstate clearinghouse for educators if your Oregon license or registration is revoked or if you are disciplined for unprofessional conduct (ORS 342.143 and 342.175 to 190) and to the Oregon Student Assistance Commission for purposes of student loan collection. By my signature on page 4 of this application, I authorize the use of my social security number for purposes stated above. (If you do not authorize use of your SSN as stated, check here ☐)

()	()		Male <input type="checkbox"/> Female <input type="checkbox"/>
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Phone Number: Home _____ Business _____ Date of Birth _____ Sex _____

Ethnic Status: _____ (Optional-for statistical purposes only)

1. Are you Hispanic or Latino (having origins in Cuba, Mexico, Puerto Rico, Central or South America or other Spanish culture or origin)?
☐ Yes ☐ No

2. Which of the following races describes you? You may check more than one.
☐ White ☐ Black or African American ☐ Asian ☐ American Indian and Alaska Native
☐ Native Hawaiian or Other Pacific Islander

Have you held any type of Oregon educational license? Yes ☐ No ☐ ★ even a sub-license or a transitional license!

Under what name? _____ When? _____

Have you held a license valid for full-time, contractual educational experience in another state?
 Yes ☐ No ☐ Currently Valid? Yes ☐ No ☐

Grade level/type _____

FOR OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE

TEACHING ENCL: WKSHOP <input type="checkbox"/> FAC <input type="checkbox"/> NTE <input type="checkbox"/> Incomplete _____ AFF. <input type="checkbox"/> WKSHOP _____ F/P CARDS: Y <input type="checkbox"/> N <input type="checkbox"/> LEDS CLEAR DATE: _____ FINGERPRINT #: _____	ADMINISTRATOR ENCL: WKSHOP <input type="checkbox"/> FAC <input type="checkbox"/> NTE <input type="checkbox"/> Incomplete _____ FAC _____	PERS SERV ENCL: WKSHOP <input type="checkbox"/> FAC <input type="checkbox"/> NTE <input type="checkbox"/> Incomplete _____ BASIC SKILLS <input type="checkbox"/> YES <input type="checkbox"/> NO FILEROOM USE ONLY
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Check license(s) sought, with corresponding level(s), and list subjects if teaching.

☐ Renewal ☐ Reinstatement of Expired License ☐ Adding an endorsement ☒ New Type License

Teaching, After 1/15/99

License:

- ☐ Continuing Teaching
- ☐ Initial Teaching
- ☐ Transitional Teaching
- ☐ Substitute Teaching
- ☐ Limited Teaching
- ☐ Professional-Technical

Level(s):

- ☐ Early Childhood
(age 3-grade 4)
- ☐ Elementary School
(Self-contained grades 3-8
or 5th, 6th in a middle school
self-contained)
- ☐ Middle School (grades 5-9
in a Middle School)
- ☐ High School (grades 7-12
in a High School)

Subjects:

Teaching, 1965 to 1/15/99

License:

- ☐ Standard
- ☐ Basic
- ☐ Substitute
- ☐ Professional-Technical
- ☐ Accomplishment, enrolled
and progressing to Basic
- ☐ Emergency, progressing to

Basic

Level(s):

- ☐ Pre-primary to Grade 3
- ☐ Elementary School
- ☐ Grades K-9 or 5-9
- ☐ Grades K-12 or 5-12
- ☐ Special Education

Subjects:

Teaching, Before 1965

License:

- ☐ Five-year
- ☐ Provisional B
- ☐ Provisional C
- ☐ Provisional D
- ☐ Provisional E

Level(s):

- ☐ Elementary
- ☐ Secondary

*check the boxes
that apply for you!
under subjects: is
where you put in
your endorsements!*

w/notes

Personnel, After 1/15/99

License:

- ☐ Continuing Counselor
- ☐ Initial Counselor
- ☐ Transitional Counselor
- ☐ Limited Student Service

Level(s):

- ☐ Early Childhood and
Elementary School
- ☐ Middle and High School

- ☐ Continuing Psychologist
- ☐ Initial Psychologist
- ☐ Transitional Psychologist

- ☐ Limited Student Service

Personnel, 1965 to 1/15/99

License:

- ☐ Standard
- ☐ Basic

Endorsement(s):

- ☐ Counselor
- ☐ Psychologist
- ☐ Supervisor
- ☐ Pro.-Technical Supervisor
- ☐ Pro.-Technical Director

Personnel, Before 1965

License:

- ☐ Special Education

Administration, After 1/15/99

License:

- ☐ Continuing Superintendent
- ☐ Continuing Administrator
- ☐ Initial Administrator
- ☐ Transitional Administrator
- ☐ Transitional Superintendent
- ☐ Exceptional Administrator

Administration, 1965 to 1/15/99

License:

- ☐ Standard Superintendent
- ☐ Basic Superintendent
- ☐ Standard Administrator
- ☐ Basic Administrator

Administration, Before 1965

License:

- ☐ Administrator

Endorsement(s):

- ☐ Superintendent
- ☐ Principal

ACADEMIC DEGREES EARNED

w/notes

List all institutions from which you earned a degree, regardless of major program. Show with an asterisk (*) and submit transcripts for degrees earned since your last application to TSPC. If none, state "**NONE**".

Years	College or University - City/State	Major	Degree
From: To:			MM/YY
			BA/BS

EDUCATOR PROGRAMS COMPLETED

List all teacher, counselor, psychologist, or administrator programs you have completed, regardless of any connection to a degree. Show with an asterisk (*) those completed since your last application to TSPC. If none, state "**NONE**".

Years	College or University - City/State	Program Completed
From: To:		MM/YY
	Western Oregon University Monmouth, OR	Master of Arts in Teaching

STUDIES IN PROGRESS

List any college credit not included in degrees or programs above. If none, state "**NONE**".

Years	College or University - City/State	Objective	Credits
From: Year			
		* are you currently studying elsewhere?	

EXPERIENCE AS PROFESSIONAL EDUCATOR

List here your experience as a teacher, school counselor, psychologist, or administrator since your last application to TSPC. If none, state "**NONE**".

Dates	Name of School	City & State	Grade Level	Contracted (1/2 time or more)
M/Y From: M/Y To:				
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

only paid teaching experiences here!

TURN TO NEXT PAGE

CHARACTER QUESTIONS

You must answer each question either "yes" or "no" whichever is true. Explain each "yes" answer in detail on a separate sheet. w/notes

1. Have you ever left any educational or school-related employment, voluntarily or involuntarily, while the subject of an inquiry, review or investigation of alleged misconduct or alleged violation of professional standards of conduct or when you had reason to believe such investigation was imminent?	1.
2. Are you currently the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of professional standards of conduct?	2.
3. Have you ever failed to complete a contract for educational services in any educational or school-related position, or for any alleged misconduct or alleged violation of professional standards of conduct been placed on leave by your employer or left such employment prior to the end of the contract term?	3.
4. Have you ever had a professional certificate, credential or license (of any kind) revoked or suspended or have you been placed on probationary status for any alleged misconduct or alleged violation of professional standards of conduct?	4.
5. Have you ever been denied a professional license for which you applied or granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of professional standards of conduct?	5.
6. Have you ever surrendered a professional license of any kind before its expiration?	6.
7. Have you ever been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure?	7.
8. Have you ever been convicted or been granted conditional discharge by any court for: (a) any felony; (b) misdemeanor; or (c) any major traffic violation, such as: driving under the influence of intoxicants or drugs; reckless driving; fleeing from or attempting to elude a police officer; driving while your license was suspended, revoked or used in violation of any license restriction; or failure to perform the duties of a driver or witness at an accident?	8.
9. Have you ever been arrested or cited for any offense listed in question (8) above which is still pending in the court?	9.
10. Have you ever entered a plea of guilty or No Contest relative to any charge for an offense listed in question 8?	10.
11. Have you ever had any civil judgment or other court order entered against you resulting from abuse, assault, battery, harassment, intimidation, neglect, stalking, or other threatening behavior toward other persons?	11.

NOTES: 1. Any false statement knowingly made in this application is grounds for revocation or suspension of your license. If in doubt, disclose and explain rather than conceal. If you answer "no" to questions 8 through 11 based upon an "expungement," order "setting aside" or "sealing" of a record of a conviction or conditional discharge you must personally verify with the court directly involved that the expungement, setting aside or sealing actually has taken place. An erroneous belief that a conviction has been expunged, set aside or sealed, when in fact it has not, will be deemed a false statement.

2. If you answer "yes", a certified true copy of the court record must accompany this application (if not previously submitted to TSPC)

☐ Check here if for any "yes" answer an explanation was provided with a prior application, in which case, no further explanation is required at this time.

Your Signature and the Date

I hereby certify that the information submitted on or relating to this form is true and correct and grant the Commission permission to check civil or criminal records to verify any statement made on this application. The Commission may revoke any license upon evidence that the holder knowingly made any false statements in the application for the license.

Signature of the Applicant*

Date*

This application must be signed and dated within the 90-day period prior to submission to TSPC.

★ critical ↑

Application for Educator License (C-1)*

Description

Application form used to apply for any type of educational license.

Instructions

The Application For Educator Form C-1 is a four page application used for all applications for educator licensing to include teachers, substitutes, administrators, school counselors, school psychologists, professional technical licenses, one year extensions, and duplicate license requests with a name change. The application verifies your current name, address, type of license you are seeking, educational history, licensed educator employment history and current answers to the character questions with your signature and date.

Page 1. This page includes your current name, address, telephone number(s), e-mail address, ethnic status and if you ever held an Oregon license. Include any other licensed names in the space provided if that has changed since your last application with TSPC.

Page 2. This page asks for the type of license you are seeking. If this is your first license in Oregon, you fall in the first column on the left-First Teaching License issued 1/15/1999 to present. Oregon has gone through three licensure designs and the three columns signify the different time periods. On the actual license, it states the type of license you hold. You may use our web site to look up your current license at www.tspc.state.or.us at Online Services to Teacher License Inquiry.

Page 3. If this is your first application in Oregon, complete Academic Degrees Earned, Educator Programs (if applies), Studies in Progress (if applies) and Experience as a Professional Educator (licensed experience). If your application is for a renewal or reinstatement, only list degrees, programs and experience since your last application with TSPC.

Page 4. This page is for your answers to the character questions, current signature and date. Be sure to answers all the character questions, sign and date the form within the 90-day period prior to submission to TSPC. If not, your application will be considered incomplete and the form will need to be resigned and dated. If you answer "yes" to any of the character questions, include a written explanation on a separate sheet and provide a copy of the legal documentation of the court order. Our Public Service Representatives are unable to advise on how to answer the character questions so seek legal counsel for further information.

*These are the instructions for completing the C-1 form, not the actual C-1 form!