

***Student File Checklist***  
***Initial School Counselor License - Track I & II and Licensure Only***

(Track I = T1 \_\_\_\_\_, Track II = T2 \_\_\_\_\_, Licensure Only = LO \_\_\_\_\_)

**Program and TSPC requirements:**

- Licensure Program of Study  
(T1, T2, LO)
- Completion of Masters Degree posted on an official transcript  
(T1, T2, LO)
- PSU Official Transcript – submitted to Educational Licensing (credits must be posted, with grades)  
(T1, T2, LO)
- Praxis Scores: ALL Specialty Area Test (School Counseling and Guidance #20420)  
(T1, T2, LO)
- Basic Skills test passed:    CBEST \_\_\_\_\_    **OR**    PRAXIS PPST \_\_\_\_\_  
(T1, T2, LO –If you were previously licensed in Oregon as a Basic or Initial Teacher you do not need to send PSU or TSPC your scores.)
- Fingerprinting by TSPC? PSU does not need proof, but all educators must be fingerprinted through TSPC.  
(T1, T2, LO)
- Anti Discrimination Workshop Certificate  
(T1, T2, LO –If you were previously licensed in Oregon as a Basic or Initial Teacher you do not need to send PSU or TSPC proof of having taken this workshop.)

**Teaching Experience:**

- Proof of two years licensed teaching experience  
(T1)
- Track II Teaching Experience Summary Report  
(T2, LO)
- Student Teaching Evaluation Report:    Quarter 1 \_\_\_\_\_    Quarter 2 \_\_\_\_\_    Quarter 3 \_\_\_\_\_  
(T2, LO)
- Effective Teaching Work Sample  
(T2, LO)

**Internship:**

- Authorization Level Documentation  
EC/EL \_\_\_\_\_, ML/HS \_\_\_\_\_, or EC/EL/ML/HS \_\_\_\_\_  
(T1, T2, LO)
- Initial Counselor Summary Report  
(T1, T2, LO)
- Initial Counselor Practicum Report:    Term 1 \_\_\_\_\_    Term 2 \_\_\_\_\_    Term 3 \_\_\_\_\_  
(T1, T2, LO)
- Initial Counselor Portfolio Assessment  
(T1, T2, LO)

**PLEASE NOTE:** *All forms need to be properly signed and dated!*