

INSTRUCTIONS FOR ADDING AN AUTHORIZATION LEVEL TO AN EXISTING OREGON LICENSE

NEW PSU Licensure Fee: All students admitted Fall Term 2010 or later will be required to submit payment of \$25 (check/money order made payable to PSU) for processing their *Request for Licensure Recommendation* – see Step #1.

STEP #1	<p><u>SUBMIT <i>Request for Licensure Recommendation</i> Form</u></p> <p>Complete and submit a <i>Request for Licensure Recommendation</i> form available at http://www.pdx.edu/education/licensure-forms-and-related-resources to the Office of Field Placement and Licensure (ED 603) by U.S. mail, emailed PDF, fax, or in person once you have confirmed that ALL your GRADES are POSTED. Please include \$25 PSU licensure fee if applicable. Students admitted prior to Fall Term 2010 are exempt; students admitted Fall Term 2010 and later are required to meet this new licensing fee requirement. NOTE: Your email on the form and your email on file with TSPC need to be the same.</p>
STEP #2	<p><u>WAIT for Your GSE File to be Reviewed</u></p> <p>Your file will be completely reviewed once the <i>Request for Licensure Recommendation</i> form has been received in the Office of Field Placement & Licensure. Formal program admission, grades posted on program coursework, and passing test scores (e.g., Praxis, NES, ORELA, etc.) are required prior to recommendation for licensure. If any coursework for the added endorsement was taken at an institution other than PSU, official transcripts from those institutions must be in your file. <u>Important: Your C-2 form is submitted to TSPC electronically by our office; you will not receive a paper copy of the C-2.</u> During the months of June–September, it may take up to 3-4 weeks to be recommended to TSPC.</p>
STEP #3	<p><u>ORDER Official PSU Transcript for TSPC</u></p> <p>Your PSU transcript must have ALL licensure courses and grades posted. TSPC prefers an electronic version of your official transcript be sent to them directly from PSU, but you may also send an official copy to yourself that you may then send in the mail to TSPC (see step #5). PSU Transcript Office: http://www.pdx.edu/registration/transcript-requests.</p>
STEP #4	<p><u>RECEIVE Email from TSPC</u></p> <p>Once you have been recommended electronically by PSU to TSPC for your Added Authorization, you will receive the following email from TSPC (or something similar):</p> <p style="text-align: center;"><i>“We have received the following document pertaining to your account: Program Completion Report (Form C-2)”</i></p>
STEP #5	<p><u>SEND Documents to TSPC</u></p> <p>Mail to: TSPC, 250 Division St. NE, Salem, OR 97301.</p> <ul style="list-style-type: none"> ▪ A completed C-1 form: http://www.tspc.state.or.us/pdf/0001.pdf. ▪ An Official (sealed) transcript for all coursework relevant to this license (or those that are new since you last applied to TSPC). <i>This may be sent electronically from PSU.</i> ▪ Exam score report may only be required for certain authorizations. ▪ A check made out to TSPC for the specified amount. <p>Contact Information for TSPC: Phone: 503-378-3586 Web: www.tspc.state.or.us</p>

OAR #584-052-0010 (2) Applicants from Oregon approved programs must apply for licensure within three years following completion of their respective programs. If more than three years elapse before application is made, the candidate must qualify for recommendation under rules for licensure in effect at the time of application.

Office of Field Placement & Licensure

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