

## INSTRUCTIONS FOR APPLYING FOR THE INITIAL TEACHING LICENSE COMMUNICATION DISORDERS

**NEW PSU Licensure Fee:** All students admitted Fall Term 2010 or later will be required to submit payment of \$100 (check/money order made payable to PSU) for processing their *Request for Licensure Recommendation* – see Step #1.

<b>STEP #1</b>	<p><b><u>COLLECT Items Listed on the File Review Checklist</u></b> Once you have collected all the items, please place them all in one envelope and proceed to Step #2 below.</p>
<b>STEP #2</b>	<p><b><u>SUBMIT Request for Licensure Recommendation Form</u></b> Complete and submit a <i>Request for Licensure Recommendation</i> form available at <a href="http://www.pdx.edu/education/licensure-forms-and-related-resources">http://www.pdx.edu/education/licensure-forms-and-related-resources</a> to the Office of Field Placement and Licensure together with the items in Step #1 in one envelope to the Office of Field Placement &amp; Licensure by U.S. mail, emailed PDF, fax, or in person once you have confirmed that ALL your GRADES are POSTED. Please include \$100 PSU Licensure Fee if applicable (Note: Students admitted prior to the Fall Term 2010 are exempt; students admitted Fall Term 2010 and later are required to meet this new licensing fee requirement). <b>Your email on this form and your email at TSPC need to be the same.</b></p>
<b>STEP #3</b>	<p><b><u>WAIT for Your GSE File to be reviewed</u></b> Your file will be completely reviewed once the <i>Request for Licensure Recommendation</i> form has been received in the Office of Field Placement &amp; Licensure. <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></p> <p>During the months of mid-June through September, it may take up to 3-4 weeks to review your file and recommend you to TSPC.</p>
<b>STEP #4</b>	<p><b><u>RECEIVE Email from TSPC</u></b> Once you have been recommended by PSU to TSPC for your Initial I License, you will receive the following email from TSPC (or something similar):</p> <p style="text-align: center;"><b>“We have received the following document pertaining to your account: Program Completion Report (Form C-2)”</b></p>
<b>STEP #5</b>	<p><b><u>SEND Documents to TSPC</u></b> Mail to: TSPC, 250 Division St. NE, Salem, OR 97301.</p> <ul style="list-style-type: none"> <li>▪ A completed C-1-I form <a href="http://www.tspc.state.or.us/pdf/0032.pdf">http://www.tspc.state.or.us/pdf/0032.pdf</a>.</li> <li>▪ A check made payable to TSPC for the specified amount.</li> </ul> <p><b><u>Contact Information for TSPC:</u></b> Phone: 503-378-3586 Web: <a href="http://www.tspc.state.or.us">www.tspc.state.or.us</a></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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