

INSTRUCTIONS FOR APPLYING FOR THE CONTINUING ADMINISTRATOR 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 Form</i></u> 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 (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). <u>Your email on the form and your email on file with TSPC must be the same.</u></p>
Step #2	<p><u>WAIT for Your GSE file to be Reviewed</u> Your file will be completely reviewed once the <i>Request for Recommendation Form</i> is received. All items for licensure need to be in your GSE file. <u>Important: Your C-2 form is submitted to TSPC <i>electronically</i> by our office; you will not receive a paper copy of the C-2. 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.</u></p>
Step #3	<p><u>ORDER Official PSU Transcript for TSPC</u> 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 an Email from TSPC</u> Once you have been recommended by PSU to TSPC for the Continuing Administrator License, and you listed your current email address on the Request Form as detailed in Step #1, you will receive the following email message (or something similar) from the Teacher Standards and Practices Commission:</p> <p style="text-align: center;">“We have received the following document pertaining to your account: Program Completion Report (Form C-2)”</p>
Step #5	<p><u>SEND Documents to TSPC</u> 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 course work relevant to this license (or those that are new since you last applied to TSPC). <i>This may be sent electronically from PSU.</i> ▪ Praxis or ORELA subject area exam if this is not already on file with TSPC. ▪ A Professional Educational Experience Report (PEER) form that has been completed and signed by your employing school district(s). ▪ A check made out to TSPC for the specified fee. <p><u>Contact Information for TSPC:</u> 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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