

## INSTRUCTIONS FOR APPLYING FOR THE INITIAL SCHOOL COUNSELOR LICENSE

**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>SUBMIT <i>Request for Licensure Recommendation Form</i></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 (ED 602) 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><u>Your email on the form &amp; your email on file with TSPC must be the same.</u></b></p>
<b>Step #2</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 Recommendation Form</i> is received. All items for licensure need to be in your GSE file. <b>Important:</b> 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. <b>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.</b></p>
<b>Step #3</b>	<p><b><u>ORDER Official PSU Transcript for TSPC</u></b>          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: <a href="http://www.pdx.edu/registration/transcript-requests">http://www.pdx.edu/registration/transcript-requests</a>. <b>If you are earning a Master’s Degree as part of your program, please wait until your degree has posted prior to ordering your transcript.</b></p>
<b>Step #4</b>	<p><b><u>RECEIVE an Email from TSPC</u></b>          Once you have been recommended by PSU to TSPC for the Initial School Counselor 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;"><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: <b>TSPC, 250 Division St. NE, Salem, OR 97301.</b></p> <ul style="list-style-type: none"> <li>▪ A completed C-1 form: <a href="http://www.tspc.state.or.us/pdf/0001.pdf">http://www.tspc.state.or.us/pdf/0001.pdf</a> .</li> <li>▪ An <b>official (sealed) transcript</b> 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></li> <li>▪ <b>NES School Counselor Test Score.</b> <i>This may be sent electronically from the testing company.</i></li> <li>▪ If this is your first-ever Oregon license, you will need to submit score reports from a <b>Basic Skills Test</b> to TSPC (CBEST or Praxis I: PPST or C-PPST), and the <b>ORELA Civil Rights Exam.</b></li> <li>▪ A <b>check</b> made out to TSPC for the specified fee.</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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