

**INSTRUCTIONS FOR APPLYING FOR THE
INITIAL I TEACHING LICENSE
FAST TRACK**

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.

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 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 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 this form and your email at TSPC need to be the same.</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 Licensure Recommendation</i> form has been received in the Office of Field Placement & Licensure. All items for licensure need to be in your GSE file or electronically on the Tk20 system. Your GSE file is kept with your program/department, not in the Office of Field Placement and Licensure. <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.</u> 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>
STEP #3	<p><u>RECEIVE Email from TSPC</u> 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;">“We have received the following document pertaining to your account: Program Completion Report (Form C-2)”</p>
STEP #4	<p><u>SEND Documents to TSPC</u> After you receive the confirmation email from TSPC, the following documents must be submitted to the Teacher Standards & Practices Commission (TSPC):</p> <ul style="list-style-type: none"> ▪ A completed C-1-I form http://www.tspc.state.or.us/pdf/0032.pdf. ▪ A check made out to TSPC for the specified amount (\$100). <p>Mail all to: TSPC, 250 Division St. NE, Salem, OR 97301.</p> <p>Contact Information for TSPC: Phone: 503-378-3586 Web: www.tspc.state.or.us</p>

OR #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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