

GENERAL INSTRUCTIONS FOR OUT-OF-STATE LICENSURE

(For students that have completed a GSE licensure program)

PSU licensure programs are only approved through the state of Oregon. To be eligible for recommendation to other U.S. states, ALL requirements of the approved Oregon programs must be met.

NOTE: PSU charges \$25 to complete out-of-state recommendation forms.

Step #1	<u>IDENTIFY U.S. State Licensure Office and Visit Their Website:</u> If this is your first-ever recommendation for licensure (to any state, including Oregon), please carefully read the NOTE below . For recommendation to a U.S. state outside of Oregon, you will most likely need to obtain a "licensure packet" (online or paper copy) from that state. You will need to identify what that state requires for licensure and submit documentation to them directly. Links to state licensure websites can be found at: http://www.pdx.edu/education/us-state-teacher-certification-offices .
Step #2	<u>SUBMIT "Recommendation" Form</u> This form* (may be referred to as a Program Verification/Completion Form) typically requires the Director of Licensure or the Dean of Education to complete and verify the licensure program and the program's state and national accreditation. PSU charges \$25 for recommendation to other states. Please mail the form, a check or money order made payable to PSU for \$25 , AND a self-addressed stamped envelope to: Karen Carskadon, Office of Field Placement & Licensure (ED 602), PSU Graduate School of Education, P.O. Box 751, Portland, OR 97207-0751. *If you are unable to locate a form, but the state requires some form of documentation regarding licensure preparation and completion, please send a letter with the specific documentation required by that U.S. state and authorize PSU to release your information to the state agency. Send this letter to the above address along with a check made out to PSU for \$25, and a self-addressed, stamped envelope. PSU will review your file, complete the form, and return the form using the self-addressed, stamped envelope provided. During the months of mid June-September, it may take up to 3-4 weeks to process this form/letter.
Step #3	<u>COMPLETE State Licensing Process</u> Complete the licensing process as defined by that U.S. state. Good Luck!

NOTE: If this is your first-ever recommendation for licensure after completing one our approved licensure programs, your file will need to be completely reviewed by the Office of Educational Licensing. All items required for licensure in Oregon (since this is an Oregon-approved program) need to be in your GSE file (or in Tk20)* including test scores, Anti-Discrimination Workshop certificate, official transcripts from all institutions with prerequisite and/or licensure courses, student teaching and work sample evaluations, etc. Please ask your faculty advisor (program/department contact) for a **complete checklist** in advance of applying. You may wish to review your file in advance to ensure all items have been submitted.

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

Mailing Address: Graduate School of Education (ED 602), PO Box 751, Portland, OR 97207-0751

Contacts: Karen Carskadon 503.725.9717 or Deborah Miller Allen 503.725.4758

Email: gse.licensure@pdx.edu

Fax: 503.725.8475

Web: www.pdx.edu/education/licensure