

Steps to Your Licensure Process

Congratulations, you're nearing the completion of an approved teacher education program! All applicants having completed an Oregon approved teacher education program are required to submit the following items to Teacher Standards and Practices Commission (TSPC) in order to apply for an Oregon teaching license. If you have any questions regarding this procedure or on any of the enclosed forms, please call the College of Education office at (503) 838-8235.

- **Degree and subject area requirements** ~ be sure you have completed your degree and subject area requirements. If you are unsure about this, check with your advisor.
- **White C-1-I form, *Application for Educator License*** ~ complete this form and retain with other materials. (You may download from the TSPC Website, www.tspc.state.or.us)
- **C-2 information form for TSPC:** Fill out the entire form, front and back as necessary. Take or mail this form to the College of Education office, ED 202 for verification of program completion. It usually takes about two weeks for the College of Education to process your C-2 form after the end of the term. The form is electronically submitted to TSPC. A copy of your C-2 submission form will be sent to you for your records. Please check it carefully, making sure that your degree and recommendation information are recorded accurately. It is essential to catch any errors immediately. If the College of Education has had your C-2 form longer than two weeks, please call to check on the status.
- **Original test scores are not required to be sent with your licensure packet.** You should, however, retain your original scores as individual school districts may want a copy of your scores when you apply for a job. **You will need to include those test scores on the C-2 Information form for TSPC.**
- **Official transcripts** ~ Obtain official transcripts from **all** colleges or universities you attended. The transcripts must remain in their sealed envelopes. When the C-2 information is transmitted by “**FAST TRACK**”, you will **NOT** need to provide transcripts; you may need official transcripts for job applications however. To get your official transcript from WOU: Fill out the *Request for Official Transcripts* form and turn it in to the Registrar's Office. Be sure to check the boxes "Hold for recording of" and whatever certification you will be receiving. Allow two weeks for transcripts to be processed. If you have any questions regarding this form, please contact the Registrar's office at (503) 838-8327.
- **\$100.00 fee** ~ Include check or money order payable to TSPC in the amount of \$100.00 with your materials. This is non-refundable. Cash in the exact amount will be accepted if you hand deliver your materials to TSPC. (Check on the TSPC Website for any increase in fees)
- **First Aid/CPR Card** ~ Include in your packet to TSPC a copy of a current First Aid/CPR card. TSPC has reinstated this requirement for all candidates obtaining teaching licenses.

(More information on back)

In summary: submit the following items to TSPC to obtain licensure:

White C-1 I form

\$100.00 fee

Copy of First Aid/CPR Card

*******It is your responsibility to gather these materials and submit them to TSPC at the same time.** If you do not submit them together, TSPC may return your application as incomplete, therefore delaying the licensure process.

You may either hand deliver or mail materials to: Teacher Standards and Practices Commission
465 Commercial Street NE
Salem, OR 97301

If you have questions for TSPC call (503) 378-3586. You may also email them through their website at www.tspc.state.or.us

Congratulations again!

**The College of Education hopes your licensure process goes smoothly
and that you will have a fulfilling teaching career.**

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