

Steps to Licensure

Congratulations, you are nearing the completion of the WOU teacher education program! If you have any questions regarding this procedure or on any of the enclosed forms, please contact Beth Jones in the RWEC Clinical Practice & Licensure office room 120 or at jonesb@wou.edu or (503) 838-8235.

Submit to WOU

- **C-2 information form:** Fill out the entire form. Take or e-mail this form to the **RWEC Clinical Practice & Licensure office room 120** or jonesb@wou.edu the form will be electronically submitted to TSPC. You will receive an email confirmation from TSPC when your C2 form has been received. It usually takes about two weeks to process your C-2 form after the end of the term and grades have posted.
- **Request for Official Transcripts Form:** 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. You may also need official transcripts for job applications so you may want to order 3 or 4 sets. If you have any questions regarding this form, please contact the Registrar's office at (503) 838-8327.

Submit to TSPC

- **Official transcripts:** Obtain official transcripts from **all** colleges or universities you attended. The transcripts must remain in their sealed envelopes or be sent electronically from the college to TSPC.
- **e-Licensing application:** You will need to log on to www.oregon.gov/tspc and click on "eLicensing Application". Complete the application and submit it online. You will be applying for a Preliminary Teaching License.
- **Pay Licensure Fee:** Pay the \$140 (plus \$10 convenience fee) with a credit card online once you submit your application.

*******It is your responsibility to gather these materials and submit them to TSPC.** If you do not submit all materials your application will be incomplete which may delay the licensure process.

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

Congratulations!
The College of Education wishes
you the best in your teaching career.

