

How to Apply to the Oregon *TSPC for a Continuing Teaching License with an Added ESOL or ESOL/Bilingual Endorsement

*TSPC = Teacher Standards and Practices Commission

STEP 1

Begin the process of applying for the CTL with an added ESOL or ESOL/Bilingual endorsement as soon as:

- You have been admitted to both the CTL and the ESOL or ESOL/Bilingual programs;
- *Grades for all license and endorsement courses have been posted to your Lewis & Clark College transcript;
- *All course waivers and transfers, if any, have been approved;
- *You have completed your NES/ORELA or PRAXIS II ESOL test; and
- The CTL portfolio checklist has been completed and added to your program file.
- To apply for the CTL, you must have received your master's degree and have 5 years of teaching experience on your ITL.
- If you are applying for the ESOL/Bilingual endorsement through L&C, you must have completed L&C's language assessment.

*Course grades, waivers and transfers, Lewis & Clark degree postings, and test scores received by Lewis & Clark can be checked by logging into your WebAdvisor account and following the links to "Program Evaluation," "Grades," "Transcripts," and/or "Test Summary."

STEP 2

Request an official transcript from the Graduate Registrar's office at Lewis & Clark College and from any other colleges or universities from which you transferred credit for your license program. Your Lewis & Clark College transcript should show all courses required for the license, including course grades and degree, if required. **Your official Lewis & Clark transcript can be sent electronically to TSPC; all other official transcripts should be sent to you at your home address in individually sealed envelopes.**

<http://www.lclark.edu/graduate/offices/registrar/transcripts/>

STEP 3

Complete and submit electronically to the Educational Career and Licensing Services office (ECLS) the on-line *Request for Oregon Licensure Recommendation (ROLR)* form http://www.lclark.edu/graduate/career_and_licensing/k-12/licenses_endorsements/request_licensure_recommendation_form/. Upon receipt of the ROLR form, the ECLS will verify that you have completed all requirements for the endorsement and will then submit an electronic *Program Completion Report (Form C-2)* to TSPC. The ECLS will send to you in a sealed envelope a copy of the electronic *Program Completion Report (Form C-2)* which you can keep for your records.

STEP 4

All TSPC-required forms are available on their website at: <http://www.tspc.state.or.us/forms.asp?op=5&id=0>.

- Complete TSPC's *Application for Educator License Form C-1*.
- Request that your employing school district complete TSPC's *Professional Educational Experience Report (PEER)* form.

STEP 5

Once you receive the sealed electronic *Program Completion Report (Form C-2)* from the ECLS, submit the following to TSPC in a single envelope (incomplete applications will be returned):

- One set of **official (sealed) transcript(s)** of all course work that is new since applying for previous Oregon licenses, including a master's degree-posted transcript. The Lewis & Clark official transcript may be sent electronically by the college to TSPC.
- A completed *C-1 form*.
- A *Professional Educational Experience Report (PEER)* completed and signed by your employing school district(s).
- Your original score report or printed .pdf from the *NES/ORELA: English to Speakers of Other Languages* test (required after September 1, 2009) or the *PRAXIS II: Teaching ESL (#20360)* (scores accepted if taken prior to September 1, 2009).
- A *cheque* made out to TSPC for \$100.00.

Teacher Standards and Practices Commission, 250 Division Street, NE, Salem, Oregon 97301

contact.tspc@state.or.us or <http://oregon.gov/TSPC/index.shtml>

HOW LONG DO I HAVE TO APPLY FOR MY CTL WITH AN ADDED ESOL or ESOL/Bilingual ENDORSEMENT?

You have 3 years from the time that you complete your program to apply for your CTL and added ESOL or ESOL/Bilingual endorsement. Beyond 3 years, you will have to meet all new program requirements, often including additional course work.

WHOM DO I CONTACT WITH QUESTIONS ABOUT MY PROGRAM? The faculty advisors for the ESOL/Bilingual program are Sara Exposito (503-768-6127 or sarae@lclark.edu) and Alejandra Favela (503-768-6109 or afavela@lclark.edu).

Educational Career and Licensing Services, Lewis & Clark College, 0615 SW Palatine Hill Road, Portland, OR 97219

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