

# How to apply to the Oregon \*TSPC for a Restricted Transitional School Counseling License

\*TSPC = Teacher Standards and Practices Commission

## STEP 1

Begin the process of applying for the Restricted Transitional School Counseling License as soon as:

- You have been admitted to the School Counseling program;
- \*Grades for at least half of the courses required for the Initial School Counseling License/M.Ed. have been posted to your Lewis & Clark College transcript;
- \*All course waivers and transfers, if any, have been approved;
- \*You have taken and passed a basic skills test (*PRAXIS I*, *CBEST*, *WEST-B*, or *NES:EAS*); and
- \*You have taken and passed the *NES/ORELA: Protecting Student and Civil Rights in the Educational Environment* test.

\*Course grades, waivers and transfers, 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 currently completed in the license program, including course grades (at least one-half of the license/degree program must be completed). **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. Upon receipt of the ROLR form, the ECLS will verify that you have completed all course work requirements for the restricted transitional license 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.

[http://www.lclark.edu/graduate/career\\_and\\_licensing/k-12/licenses\\_endorsements/request\\_licensure\\_recommendation\\_form/](http://www.lclark.edu/graduate/career_and_licensing/k-12/licenses_endorsements/request_licensure_recommendation_form/)

## STEP 4

Complete TSPC's *Application for Educator License Form C-1* (<http://www.tspc.state.or.us/forms.asp?op=5&id=0>).

## STEP 5

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

- A completed **C-1 form**.
- A **cheque** made out to TSPC for \$120.00.
- One set of **official (sealed) transcript(s)** from all colleges/universities attended. The Lewis & Clark official transcript may be sent electronically by the college to TSPC.
- Letter from** an employing **Oregon school district** superintendent or school board chair requesting the license.
- A **passing score** on a basic skills test (*PRAXIS I*, *CBEST*, *WEST-B* or *NES:EAS*).
- A **passing score** on the *NES/ORELA: Protecting Student and Civil Rights in the Educational Environment* test.
- If required, a photocopy of a certificate of completion for a TSPC-approved activity demonstrating your knowledge of the **laws prohibiting discrimination** (contact TSPC for details).
- If you have not been **fingerprinted** since January 1994, you are required to submit **one** completed fingerprint card and a \$62.00 processing fee. If you are unsure of your fingerprint clearance status, please contact TSPC.
- Current **resume**.

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

[contact.tspc@state.or.us](mailto:contact.tspc@state.or.us) or <http://oregon.gov/TSPC/index.shtml>

## WHOM DO I CONTACT WITH QUESTIONS ABOUT MY PROGRAM?

The faculty program advisors for the School Counseling program are:

Bill Layton (503-768-6147 or [layton@lclark.edu](mailto:layton@lclark.edu)), Laura Pedersen (503-768-6144 or [laura@lclark.edu](mailto:laura@lclark.edu)), and Danielle Torres (503-768-6143 or [dtorres@lclark.edu](mailto:dtorres@lclark.edu)).

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

503/768-6008 phone ♦ 503/768-6019 fax ♦ [ecls@lclark.edu](mailto:ecls@lclark.edu) ♦ [go.lclark.edu/ecls](http://go.lclark.edu/ecls)

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