INITIAL I TEACHING
FAST-TRACK LICENSURE APPLICATION PROCESS

There are two separate and concurrent procedures for licensure: (1) Oregon State University must officially verify that you have completed all requirements for a teacher/counselor preparation program, and (2) you must also apply for your license directly to Teacher Standards and Practices Commission (TSPC), the state licensing agency in Oregon.

1) When you have completed all of the requirements listed below, complete the Licensure Request form on Taskstream and submit it to Jennifer Humphreys for evaluation.
   a. Completion of all licensure program course work and prerequisites
   b. All original basic skills, content, and/or multiple subjects test scores
   c. Civil rights requirement
   d. All placement assessments
   e. Exit survey: http://oregonstate.qualtrics.com/SE/?SID=SV_00bOqgKid0oSn0p
   f. Transcripts from all other institutions attended other than OSU

   Send or drop off $100 check (payable to OSU) and Official Transcripts (if necessary) to:
   Oregon State University
   College of Education, Attn: Licensure
   104 Furman Hall
   Corvallis, OR  97331

2) Send the following items directly to TSPC (The College will NOT send these materials in for you):
   b. $100 check (payable to TSPC) – this is separate from, and in addition to, our fee.
   c. Official Transcripts from all institutions for which you took classes to satisfy your teacher education program requirements. Electronic transcripts can be ordered through the registrar’s office. Destination="Other College” then type “OTSPC”
   d. Please ensure that you have up-to-date fingerprint clearance. If your fingerprints were cleared over three years ago and you do not have a current (unexpired) license through TSPC, you will need to submit a new fingerprint card and check for $59 with your application.

   Send C-1, Official Transcripts and $100 to:
   TSPC
   250 Division St NE
   Salem, OR  97301

You will receive a Taskstream notification when your Licensure Request form has been evaluated by OSU and a Program Completion Report (C2) has been electronically submitted to TSPC on your behalf. Attached to that notification will be a PDF copy of the electronic C2 submitted to TSPC.

NOTE: TSPC generally issues a license within 1-2 weeks of receipt of all required documentation.

After carefully reviewing this document, if you have remaining questions about the licensure process, please contact Jen Humphreys at jennifer.humphreys@oregonstate.edu or 541-737-4841.

(End notes are located on the back of this page.)
Candidates who have recently completed a bachelor’s licensure program must have had their degrees officially conferred by the university before they are eligible for licensure. This process is completed through the Registrar’s office and can take up to 8 weeks following graduation.

Transcripts are necessary only if coursework was taken outside OSU for satisfaction of content mastery or teacher/counselor preparation requirements or if candidate has recently completed an OSU master’s licensure program and received a bachelor’s from another institution.

You must submit the $100 OSU Service Fee for processing your C-2 with your recommendation form. You may pay directly by check or money order made payable to ‘Oregon State University.’ This fee does NOT cover any fees charged by licensing agencies including TSPC.