

How to Apply to the Oregon *TSPC for a Continuing Administrator License

*TSPC = Teacher Standards and Practices Commission

STEP 1

Begin the process of applying for a Continuing Administrator License as soon as:

- You have been admitted to the program;
- You have completed the ORELA Administrator or PRAXIS II: Educational Leadership test (be sure that the Educational Administration office has received a copy of your test results—503-768-6080 or eda@lclark.edu); and
- Grades for all license courses have been posted to your Lewis & Clark College transcript.

STEP 2

Request an official transcript from the Graduate Registrar's office at Lewis & Clark College <http://www.lclark.edu/dept/gradreg/trans.html> 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. **Have all official transcripts sent to you at your home address in individually sealed envelopes.**

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 https://www.lclark.edu/~ecls/rolr_form.html.

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)*.

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.
- A completed *C-1* form.
- A *Professional Educational Experience Report (PEER)* completed and signed by your employing school district(s).
- If not already submitted** with your application for the Basic or Initial Administrator License, **your original score report** from the *PRAXIS II: Educational Leadership: Administration & Supervision* test (#10410). If you took the *ORELA: Administrator* exam, TSPC will already have your scores on file.
- A **cheque** made out to TSPC for \$100.00.

Teacher Standards and Practices Commission, 465 Commercial Street NE, Salem, Oregon 97301
503-378-3586 or <http://www.tspc.state.or.us>

HOW LONG DO I HAVE TO APPLY FOR MY CONTINUING ADMINISTRATOR LICENSE?

You have 3 years from the time that you complete your program to apply for your Continuing Administrator License. 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 program advisors for the Continuing Administrator License program are Betty Flad for students in the Portland Metro Area students (503-768-6087 or flad@lclark.edu) and Mike Howser for students outside of the metro area (503-768-6084 or howser@lclark.edu).