

## **INSTRUCTIONS FOR ADDING AN ENDORSEMENT TO AN EXISTING OREGON LICENSE**

You may begin the process of adding the endorsement when you have completed:

- 1) Formal admission to the program;
- 2) All coursework for endorsement with grades posted on your transcript(s); and
- 3) All testing requirements (PRAXIS) -- a photocopy must be in your PSU file.

<b>Step #1</b>	<p><b><u>SUBMIT Request for Licensure Recommendation Form</u></b></p> <p>Make sure to check your grades online prior to submitting the form. Submit form to the Office of Field Placement and Licensure by mail, fax, or in person (contact information is below). Your email on the form and your email on file with TSPC must be the same.</p> <p>Form is available online at <a href="http://www.pdx.edu/education/licensure_forms">http://www.pdx.edu/education/licensure_forms</a></p>
<b>Step #2</b>	<p><b><u>WAIT for your GSE file to be reviewed</u></b></p> <p>Your file will be completely reviewed once the Request for Recommendation Form is received. All items for licensure need to be in your GSE file.</p> <p><b>NOTE: If any coursework for the added endorsement was taken at an institution other than PSU, official transcripts from those institutions must be in your file. We will also require verification that you passed the subject knowledge exam (e.g. Praxis/ORELA).</b></p> <p>During the months of mid-June through September, it may take up to 3-4 weeks to review your file and recommend you to TSPC.</p>
<b>Step #3</b>	<p><b><u>ORDER Official PSU Transcript for TSPC</u></b></p> <p>Your PSU transcript must have ALL licensure courses and grades posted. TSPC prefers an electronic version of your official transcript be sent to them directly from PSU, but you may also send an official copy to yourself that you may send in the mail to TSPC (see step #5).</p> <p>PSU Transcript Office: <a href="http://www.pdx.edu/registration/transcript-requests">http://www.pdx.edu/registration/transcript-requests</a></p>
<b>Step #4</b>	<p><b><u>RECEIVE an email from TSPC</u></b></p> <p>Once you have been recommended by PSU to TSPC for the Initial Administrative License, you will receive the following email message from <b>Teacher Standards and Practices Commission</b>:</p> <p style="padding-left: 40px;">"We have received the following document pertaining to your account: Program Completion Report (Form C-2)"</p> <p>Your correct email address must be on the Request Form (step #1) to receive this email.</p>
<b>Step #5</b>	<p><b><u>SEND Documents to TSPC</u></b></p> <p>Mail to: TSPC, 465 Commercial Street NE, Salem OR 97301</p> <ul style="list-style-type: none"> <li>▪ A completed <b>C-1 form</b></li> <li>▪ <b>Official (sealed) transcripts</b> for all course work relevant to this license (or those that are new since you last applied to TSPC). <i>This may be sent electronically from PSU.</i></li> <li>▪ <b>Subject Knowledge Exam.</b> <i>This may be sent electronically from the testing company.</i></li> <li>▪ A <b>check</b> made out to TSPC for the specified fee</li> </ul>

**PLEASE NOTE:**

- PSU will submit the recommendation form (C-2) electronically to TSPC.
- **OAR # 584-052-0010(2)** Applicants from Oregon approved programs must apply for licensure within three years following completion of their respective programs. If more than three years elapse before application is made, the candidate must qualify for recommendation under rules for licensure in effect at the time of application.

**Office of Field Placement and Licensure**

**Mailing Address:** Graduate School of Education (ED602), PO Box 751, Portland, OR 97207

**Phone:** 503.725.4758 or 503.725.9717

**Fax:** 503.725.8475

**Email:** [dma@pdx.edu](mailto:dma@pdx.edu) or [majohnso@pdx.edu](mailto:majohnso@pdx.edu)

**Web:** [www.pdx.edu/education/licensure](http://www.pdx.edu/education/licensure)

**Contact Information for TSPC:**

**Phone:** 503-378-3586

**Web:** [www.tspc.state.or.us](http://www.tspc.state.or.us)