

## INSTRUCTIONS FOR APPLYING FOR THE INITIAL TEACHING LICENSE: FAST TRACK

<b>STEP #1</b>	<p><b><u>SUBMIT Request for Licensure Recommendation Form</u></b> Make sure to check your grades online <b>prior</b> to submitting the form. Submit form to the Office of Field Placement and Licensure (ED 603) by mail, fax, or in person.</p> <p><b>NOTE: Your email on this form and your email at TSPC need to be the same.</b></p>
<b>STEP #2</b>	<p><b><u>WAIT for your GSE File to be reviewed</u></b> 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 or electronically on the Tk20 system. Please ask your faculty advisor (program/department contact) in advance of applying if you would like to confirm completion requirements. Your GSE file is with your program/department, not in the Office of Field Placement and Licensure.</p> <p><b>During the month of April, &amp; mid-June–September, it may take up to 3-4 weeks to be recommended to TSPC.</b></p>
<b>STEP #3</b>	<p><b><u>RECEIVE Email from TSPC</u></b> Once you have been recommended by PSU to TSPC for your Initial I License, you will receive the following email from TSPC (or something similar):</p> <p>“We have received the following document pertaining to your account: Program Completion Report (Form C-2)”</p>
<b>STEP #4</b>	<p><b><u>SEND Documents to TSPC</u></b> After you receive the confirmation email from TSPC, the following documents for your application must be submitted to the Teacher Standards &amp; Practices Commission (TSPC) in one single envelope:</p> <ul style="list-style-type: none"> <li>▪ A completed <b>C-1-I form</b>: <a href="http://www.tspc.state.or.us/pdf/c1I.pdf">http://www.tspc.state.or.us/pdf/c1I.pdf</a></li> <li>▪ Copy of <b>First Aid Card</b></li> <li>▪ A <b>check</b> made out to TSPC for the specified fee (\$100)</li> </ul> <p>Mail to: <b>TSPC, 465 Commercial Street NE, Salem, Oregon 97301</b></p>

**Contact Information for TSPC - Phone: 503-378-3586 & Web: [www.tspc.state.or.us](http://www.tspc.state.or.us)**

*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**

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