

School Social Worker VOE Licensure Checklist

Prior to applying for your Preliminary School Social Worker License, please collect the items listed below and submit with your Request for Licensure Recommendation Form. The items below can be submitted to the GSE's Licensure Office by one of the following methods:

- Scan and email to gse.licensure@pdx.edu
- Delivered to the GSE's Reception desk
- Mailed to:
 - Office of Licensure, Graduate School of Education
 - Portland State University
 - PO Box 751
 - Portland, OR 97207-0751

NOTE: do not submit the request for licensure recommendation form to the GSE Licensure Office until the SSW Consortium has approved your Application for Verification of Equivalency.

- **School Social Worker Recommendation for Licensure**
This form will be provided to you by PSU's SSW Consortium after your Application for Verification of Equivalency has been reviewed and approved. NOTE: The SSW Recommendation for Licensure form is different from the GSE's Request for Licensure Recommendation form.
- **ORELA Protecting Student and Civil Rights in the Education Environment ("Civil Rights") exam**
A copy of your official score report, showing a passing score, must be included in your packet.
http://www.orela.nesinc.com/TestView.aspx?f=HTML_FRAG/OR008_TestPage.html
- **Proof of fingerprint and background check clearance from TSPC:**
A printout from the TSPC website of an *Educator Look Up* report with fingerprint clearances and dates.
- **Copies of undergraduate and graduate transcripts**
Transcripts must include degree, major, and conferral date.

HOW TO APPLY FOR A PRELIMINARY SCHOOL SOCIAL WORKER LICENSE via VERIFICATION OF EQUIVALENCY (VOE)

- Submit your portfolio to the SSW director of licensure.
- Once the SSW Consortium has approved your application, please collect items listed on the student checklist, and submit to the GSE's Licensure Office (see p. 1 of these instructions)

Step #1 – Submit GSE Licensure Recommendation Request

- Submit completed [request form online](#). *Forms will be processed upon receipt of payment.*
- Submit the \$100 processing fee via credit card (+\$2.50) at Cashnet: <http://commerce.cashnet.com/gsel>), OR check/money order via postal mail with [request form](#)
- Order official copies of your transcripts to be sent to TSPC. Note: TSPC prefers that your transcripts be sent electronically to tspc.transcripts@oregon.gov

Step #2 – Be Patient 😊

- WAIT for your GSE recommendation request to be reviewed.
Requests are reviewed on a first come, first served basis once the above request form and payment are received. When your file is reviewed and approved, the GSE electronically submits a C-2 form to TSPC.
Remember: Due to the high volume of requests received from June to September, requests can take 4 weeks to be processed by the GSE's Licensure Office, once a request form is received.
- Watch your email for a confirmation from TSPC. Once you receive the confirmation, complete Step #3.

TSPC will issue your license within 12-14 weeks of receiving your complete application. A complete application includes:

- ***C-2 submitted by the GSE Licensure Office***
- ***Official transcripts***
- ***Application***
- ***Application fee***

Step #3 – Submit TSPC Licensure Application

- Log in to your account in TSPC's eLicensing system <http://www.oregon.gov/tspc/pages/index.aspx>
- Complete your TSPC license application electronically.
- Submit all required materials.
- Pay required application fee to TSPC.