

# 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 (options for doing this are on the student checklist)

## 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 your official PSU transcripts via your [BanWeb](#) account to be sent to TSPC. Note: TSPC prefers that your transcripts be sent electronically to [tspc.transcripts@oregon.gov](mailto: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.