**Applicant Checklist**

**School Social Worker VOE**

Please collect the following items prior to applying for your initial educator license, and submit these documents (in one complete packet) with your GSE *Request for Licensure Recommendation Form*

- **School Social Worker Recommendation for Licensure**
  This form will be provided by PSU SSW after we have reviewed and approved your *Application for Verification of Equivalency*. Application included in this packet.
  NOTE: The SSW Recommendation for Licensure form is DIFFERENT from the GSE Request for Licensure Form.

- **“Civil Rights” Test** (photocopy of score report):
  *(ORELA’s Protecting Student and Civil Rights in the Educational Environment Examination)*

- **Fingerprint Clearance from TSPC document:**
  A printout from the TSPC website of an *Educator Look Up* report with fingerprint clearances and dates.

- **Photocopy of your Bachelor’s degree transcript**
  with degree, major, date earned posted clearly. If you earned your Bachelor’s degree through PSU, we do not need this photocopy.

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**Contact Information and Mailing Addresses**

School of Social Work, Portland State University, PO Box 751, Portland, OR  97207
Email: schoolsw@pdx.edu          Web: www.pdx.edu/ssw/school-social-work-licensure-track

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Email: gse.licensure@pdx.edu       Web: www.pdx.edu/education/licensure