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.

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](http://www.pdx.edu/ssw/school-social-work-licensure-track)

Office of Licensure/Graduate School of Education, Portland State University, PO Box 751, Portland, OR 97207
Email: gse.licensure@pdx.edu  Web: [www.pdx.edu/education/licensure](http://www.pdx.edu/education/licensure)