LICENSURE APPLICATION PROCESSES

1. Obtain licensure paperwork either from TSPC or from the OSU College of Education.

2. Fill in the C-1 form. You sign and date this form, keeping in mind that it is time-dated and valid for only 90 days from the date of your signature.

3. Fill in the top part of the C-2 form.

4. Fill in the top part of the Licensure Recommendation Form for the School of Education. Note that we have two separate SOE forms: one is for initial licensure; another is for any license that is not the initial.

5. When you have completed all of your requirements, submit the Licensure Recommendation Form and the C-2 to Amy Beaderstadt for processing.

6. We are now sending all C-2s directly to TSPC electronically. Amy will send you a copy of the approved electronic transaction. The copy you receive is for your records.

7. You are responsible for sending the following items to Teacher Standards and Practices Commission, 465 Commercial St. NE, Salem OR 97301.

   C-1 Form, signed and dated.
   Your official transcripts in sealed envelopes.
   Licensure processing fee made payable to Teacher Standards and Practices Commission.
   (Always check first to discover the amount).
   Official copies of all your test scores.
   Fingerprint information and processing fee, if applicable.
   Fee of $100 to the College of Education (double check as this may change).