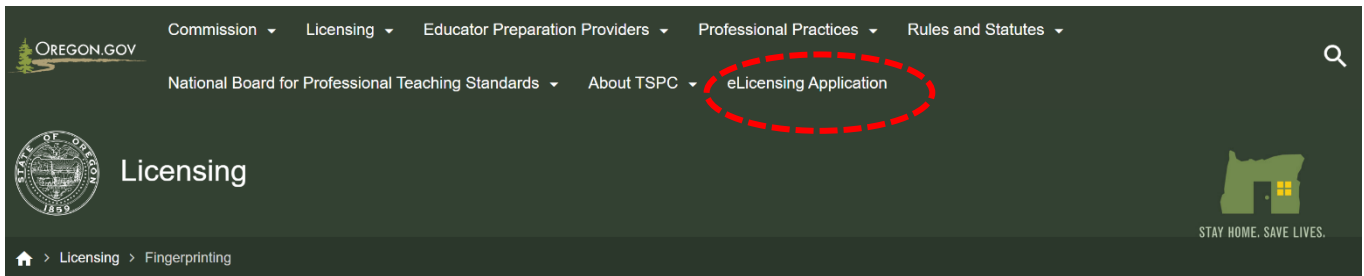
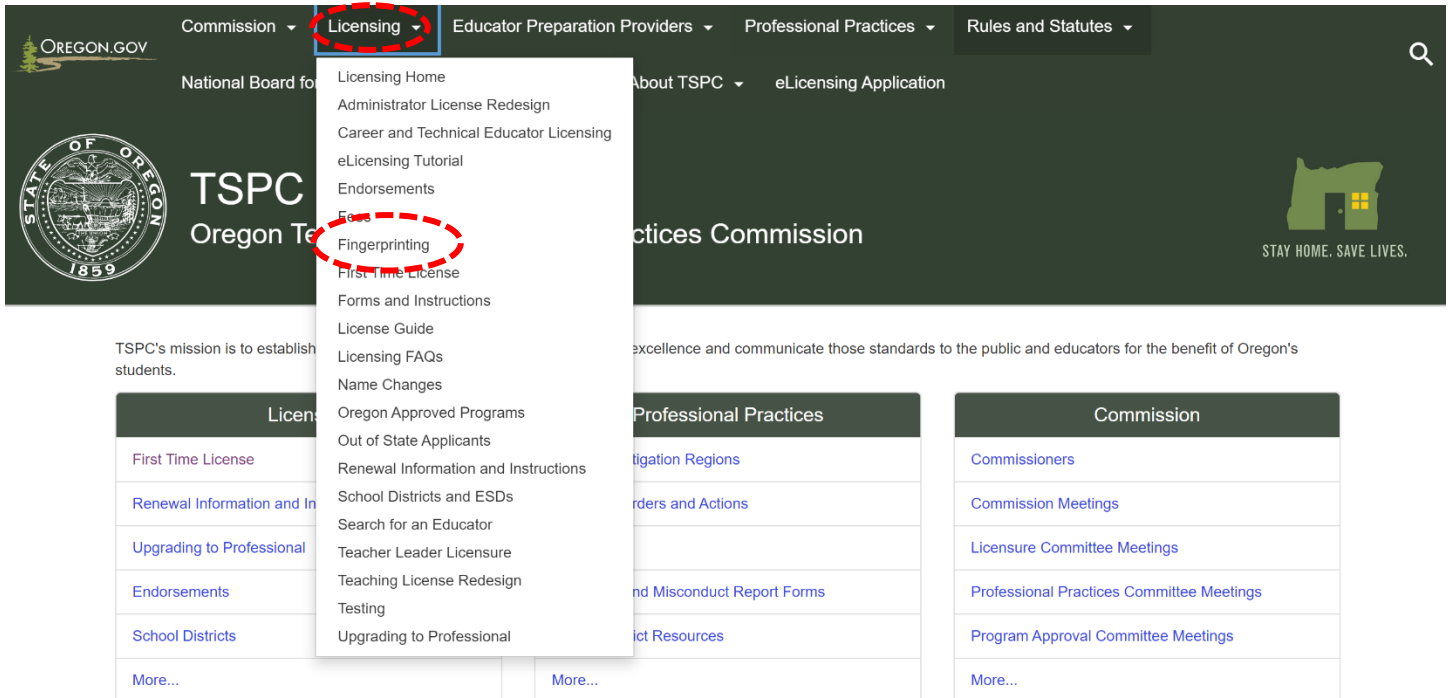
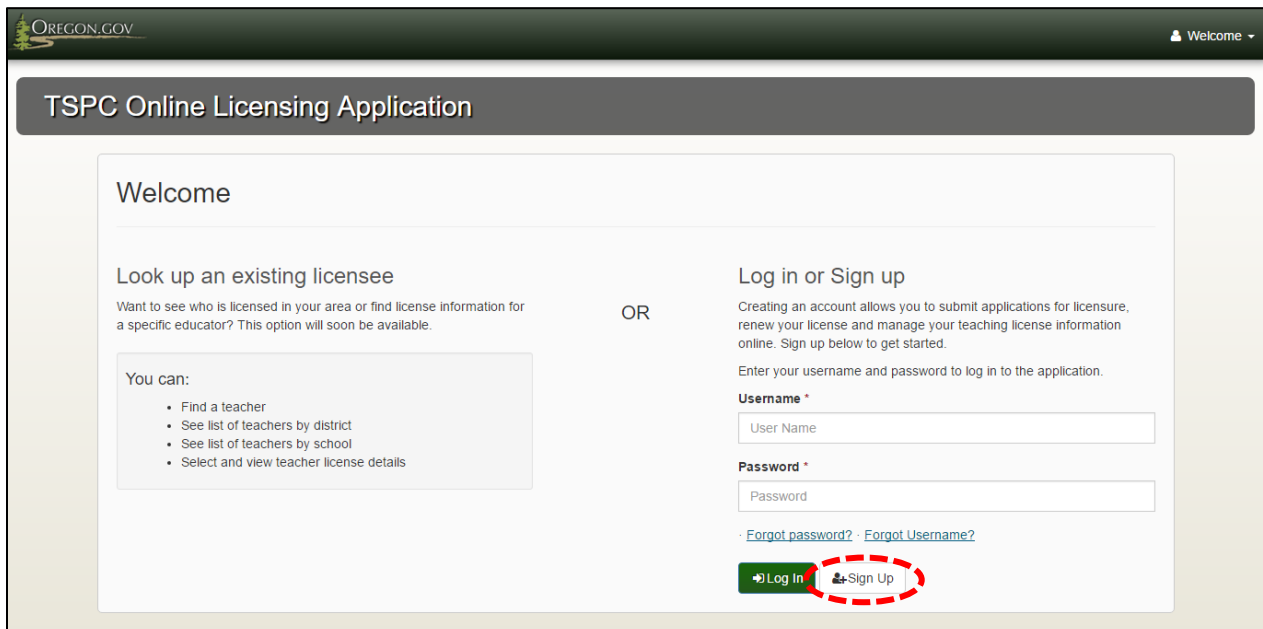


TSPC eLicensing Step-By-Step Process

1. Go to www.oregon.gov/tspc. Click on Licensing on the top menu bar and then select Fingerprinting. Scroll down for instructions and FAQs. Next, select the elicensing application tab to begin your application process.



2. Once in the eLicensing portal, select "sign-up". In the future, when applying for for teaching license or other endorsements, you will log-in with the account you create today, so remember the account info.



3. Once you select “Sign Up” you are directed to the login information page.

The screenshot shows the registration page for the Oregon TSPC Online Licensing Application. The page is titled "Login information" and contains several sections:

- Login information:** Fields for Username (SystemTest1), Password (masked), and Re-enter Password (masked). A yellow box on the right contains "Security Requirements" stating: "Your password must be between 6 and 20 characters, include a number and uppercase letter, and include one of the following characters: @ ! # \$ %."
- Login/Password Retrieval Information:** Field for Email Address (something@anemail.com).
- Security Questions:** Two questions with dropdown menus. Security Question 1: "In what city where you born?" with Answer 1: "Salem". Security Question 2: "What is your favorite color?" with Answer 2: "Blue".
- Full Legal Name:** Fields for First Name (TSPC), Middle Name (A), and Last Name (Tester).

At the bottom left, there are "Continue" and "Go Back" buttons.

4. Click “Verify & Continue”

This screenshot shows the same registration page as above, but with a modal dialog box open over the "Full Legal Name" section. The modal is titled "Please verify your Full Legal Name" and contains three input fields:

- First Name: TSPC
- Middle Name: A
- Last Name: Tester

At the bottom of the modal, there are two buttons: "Verify & Continue" (highlighted with a red dashed circle) and "Cancel".

5. You are now registered!

The screenshot shows a confirmation page titled "TSPC Online Licensing Application". The main heading is "Successfully Registered". Below the heading, there is a paragraph of text: "Thank you for registering with the Oregon TSPC Licensing application. An email has been sent to your registered email address containing a link by which you can confirm this registration. Please check your email for this message, and click on the provided link to confirm your registration."

6. From the home screen, select “Applications” and then “Submit New Application”. This form was created for multiple users, including seasoned teachers renewing their licenses, so the majority of this application will remain blank.

7. When asked what “category of license” you would like to apply for, scroll down to select **Clinical Practices**.

8. Select “continue” until you reach the Character Questions. You shouldn’t need to add anything for Work, Education, or License History.

9. Fill out the Character Questions completely. This section is equivalent to a criminal history check. Provide your electronic signature to continue to the payment screen.

online.tspc@oregon.gov'. A note follows: 'Please note: if you answer yes to character question 8 or 10, you are required to mail court documentation showing the final disposition of the charge(s) to TSPC at 250 Division St. NE, Salem, Oregon 97301.' A table with two columns, 'Question' and 'Answer *', contains one question: '1 Have you ever left any educational or school-related employment, voluntarily or involuntarily, while the subject of or within the six months following an inquiry, review or investigation of alleged misconduct? Have you ever left educational or school-related employment when you had reason to believe an investigation for misconduct was underway or imminent?'. The 'Answer' column has two radio button options: 'Yes' and 'No'."/>

Character Questions -

1. License History 2. Work History 3. Education History 4. License Type 5. Character Questions

Please answer a few questions

Please answer all of the questions with Yes or No and fill in any conditional fields, based on your answers. Your answers must be limited to a maximum of 1000 characters. If you need to provide additional information, please email TSPC at online.tspc@oregon.gov

Please note: if you answer yes to character question 8 or 10, you are required to mail court documentation showing the final disposition of the charge(s) to TSPC at 250 Division St. NE, Salem, Oregon 97301.

Question	Answer *
1 Have you ever left any educational or school-related employment, voluntarily or involuntarily, while the subject of or within the six months following an inquiry, review or investigation of alleged misconduct? Have you ever left educational or school-related employment when you had reason to believe an investigation for misconduct was underway or imminent?	<input type="radio"/> Yes <input type="radio"/> No

10. You will now be required to pay a \$61 fingerprint fee, along with a \$10 online processing fee which makes the **total \$71.**
11. Once you have paid the fees, you will wait for an e-mail from TSPC containing codes and instructions for moving forward (Please see Fingerprinting Instructions). You should receive this e-mail within 5-7 business days.