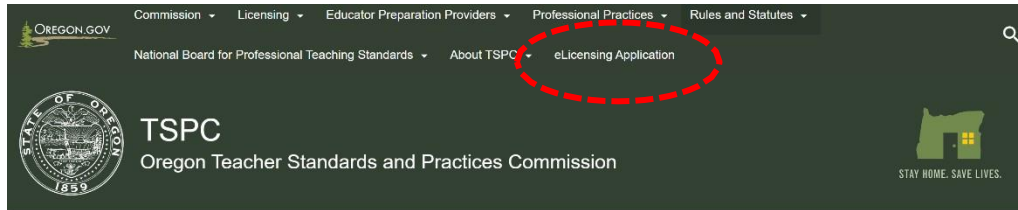


TSPC eLicensing Application Step-By-Step Process

1. Go to www.oregon.gov/tspc. Click on eLicensing Application.



TSPC's mission is to establish, uphold and enforce professional standards of excellence and communicate those standards to the public and educators for the benefit of Oregon's students.

Licensing	Professional Practices	Commission
First Time License	TSPC Investigation Regions	Commissioners
Renewal Information and Instructions	Proposed Orders and Actions	Commission Meetings
Upgrading to Professional	Sanctions	Licensure Committee Meetings
Endorsements	Complaint and Misconduct Report Forms	Professional Practices Committee Meetings
School Districts	School District Resources	Program Approval Committee Meetings
More...	More...	More...

Educator Preparation Providers	Rules and Statutes	National Board
Educator Programs Documents	TSPC Administrative Rules	Reimbursement Requests
Approved Educator Preparation Providers	Commission Rulemaking Actions	More...

2. Once in the eLicensing portal, select "Log in". Use the same username/password you created for your fingerprints.

Need Help?

eLicensing is brand new as of January 2016. If you have not accessed the system since that time, please select [Sign Up](#) to create your Username and Password.

Browser Assistance Tutorial

Look up an existing licensee

Want to see who is licensed in your area or find license information for a specific educator?

You can:

- Find a teacher
- See list of teachers by district
- See list of teachers by school
- Select and view teacher license details

[Public Search](#)

Log in or Sign up

Creating an account allows you to submit applications for licensure, renew your license and manage your teaching license information online. Sign up below to get started.

Enter your Username and Password to log in to the application.

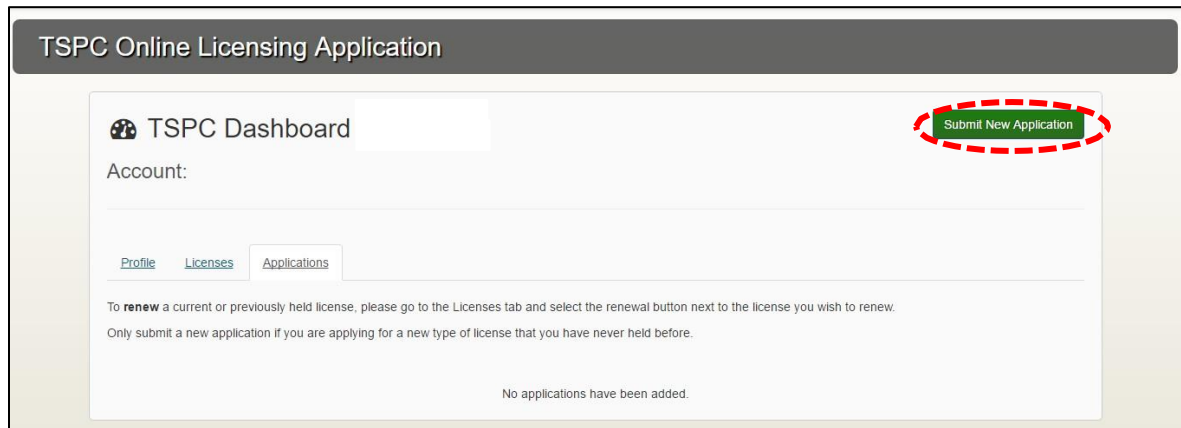
Username *

Password *

[Forgot Password?](#) · [Forgot Username?](#) · [Username and Password Reset Tutorial](#)

[Log In](#) [Sign Up](#)

3. From the home screen, select “Applications” and then “Submit New Application.” This form was created for multiple users, including teachers renewing their licenses, so the majority will remain blank. Don’t be worried about this!
4. You will be asked to “add endorsements.” Make sure you add all endorsements that you may be getting. In other words, Elementary – add Elementary Multiple Subjects. ESOL – add ESOL. Language Arts – add Language Arts etc.



TSPC Online Licensing Application

TSPC Dashboard

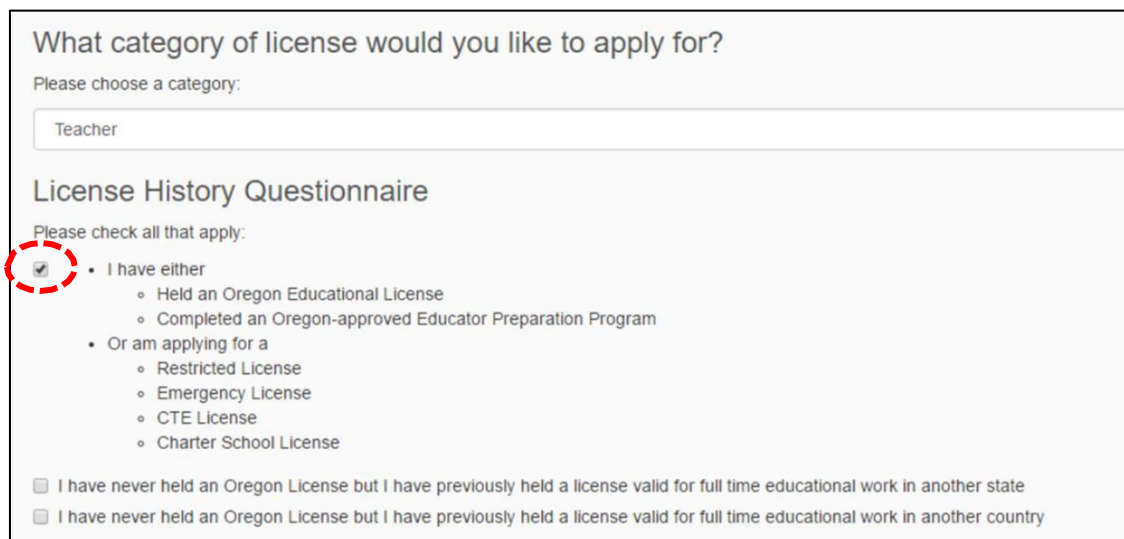
Account:

Profile Licenses Applications

To **renew** a current or previously held license, please go to the Licenses tab and select the renewal button next to the license you wish to renew.
Only submit a new application if you are applying for a new type of license that you have never held before.

No applications have been added.

5. When asked what “category of license” you would like to apply for, select **Teacher** and click the box “I have either: Held an Oregon Educational License or Completed an Oregon-approved Educator Preparation Program.”



What category of license would you like to apply for?

Please choose a category:

Teacher

License History Questionnaire

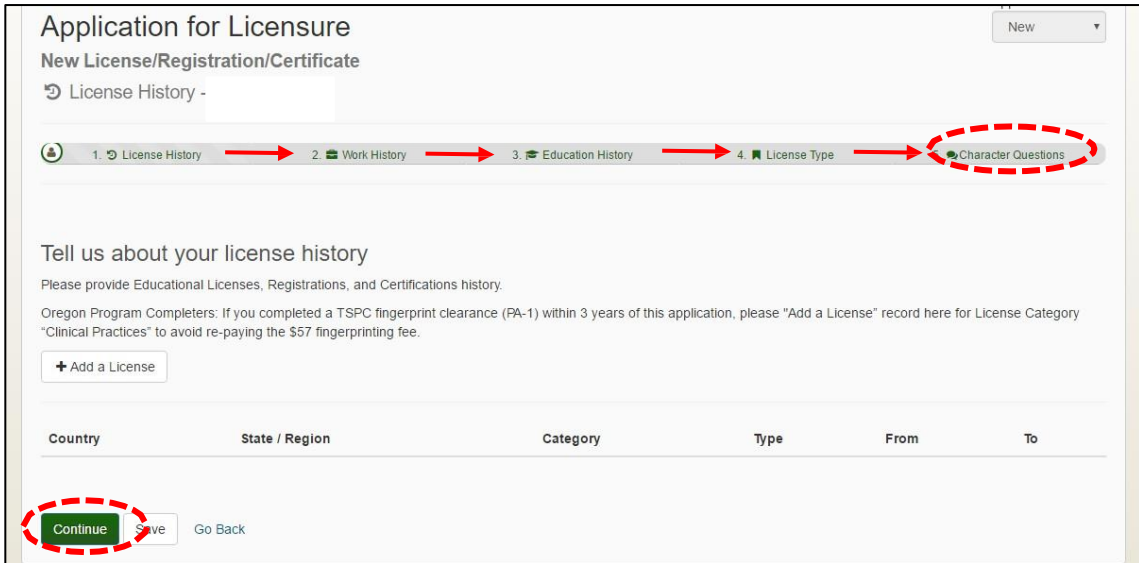
Please check all that apply:

- I have either
 - Held an Oregon Educational License
 - Completed an Oregon-approved Educator Preparation Program
- Or am applying for a
 - Restricted License
 - Emergency License
 - CTE License
 - Charter School License

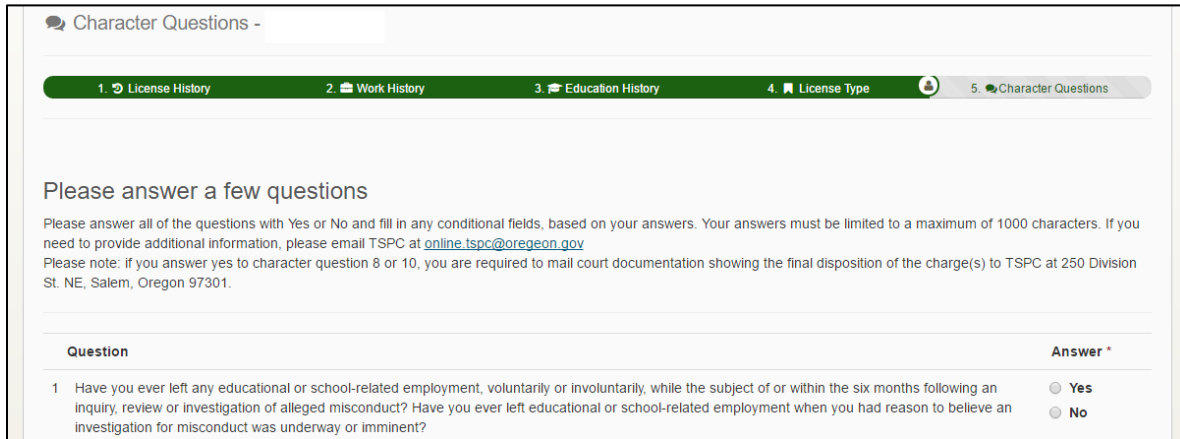
I have never held an Oregon License but I have previously held a license valid for full time educational work in another state

I have never held an Oregon License but I have previously held a license valid for full time educational work in another country

- Once you get to "License History" you will need to enter the previous dates of your student teaching. Include this entire school year in your report. This document is for all teachers, so you as a brand new teacher will not have much to fill in.



- After completing the Character questions, provide your electronic signature to continue to the payment screen.



- You will now be required to pay a \$182 licensing fee along with a \$15 online processing fee which makes the total \$197. If you are charged more than this, go back and make sure you have inputted everything correctly. The most common mistake is getting charged "out of state" charges if you inputted an out of state address.
- Once you have paid the fees, wait for an e-mail from TSPC letting you know your application has been submitted.

NOTE: For Out-of-State Applicants

- Research specific Out-of-State Applicant requirements at state departments of education
- Send Megan Trahan any Verification of Program Completion documentation requested