

Preliminary Teaching License Checklist

- Confirm your CT and university supervisor have completed ALL required forms in TK20.
- Confirm that your grades have been posted.
- Pass your content/endorsement test(s).
- Pass the TCPA, embedded in Capstone.

Once the items above are complete, email Megan Marentes at mmarentes@corban.edu. Corban will then review your file to recommend for licensure.

- Submit official transcripts to TSPC. To request transcripts from Corban, go to www.corban.edu and search “transcript request.” This will take you the Parchment site. Requesting official transcripts costs \$10. **You must complete this request** – Corban does not complete it for you. For GTL Students, you must also submit your official Bachelor’s degree transcripts to TSPC as well. *note: undergrad students, when requesting transcripts, select “hold for degree” so that your transcript is sent **after** your degree is posted. For GTL students, select “hold for grades.”
- Submit an application and make \$197 payment in e-Licensing (See the e-Licensing tutorial at www.oregon.gov/tspc). This can be done at any time in the process.

TSPC will evaluate the application and supporting documentation and send an email notice indicating that your license has been issued or that documents must be submitted to finalize your application.

Take note:

- *All application fees are non-refundable*
- *An **incomplete** application is good for 3 months. **Incomplete** means you are missing either: test scores, fingerprint clearance, transcripts, or Corban’s official recommendation.*
- *You are applying for the Preliminary Teaching License which at this time lasts for 3 years before renewal is required. Here you will be specifying which endorsement you are adding, whether **ELEMENTARY MULTIPLE SUBJECTS, SINGLE SUBJECTS, AND/or ESOL ENDORSEMENTS.***
- *If you are getting an additional endorsement as well, include that in your application as an added endorsement. Otherwise you will pay an additional \$197 for a new application.*
- *Even if you are not planning to teach, it is **highly** recommended that you still apply for your Oregon teaching license.*
- *Transcripts must have your Bachelor’s degree on them. Transcripts without the completed degree do not meet TSPC requirements.*