

Program Completion Report webinar guide

July 8, 2019

General information:

1. For purposes of the webinar, we will use the staging system only and not the actual eLicensing system. The EPPs will be able to submit Program Completion Reports (PCRs) on Wednesday, July 10.
2. EPPs have been asked to designate one primary account holder per institution. They are allowed as many subaccount holders as they want. The primary account holders will submit new account requests for their institution to the Liaison to Higher Education (Candace Robbecke) and Director of Licensure (Elizabeth Keller). TSPC will provide rights to the subaccount holders (also known as sponsors) and notify them by email when this has been done.

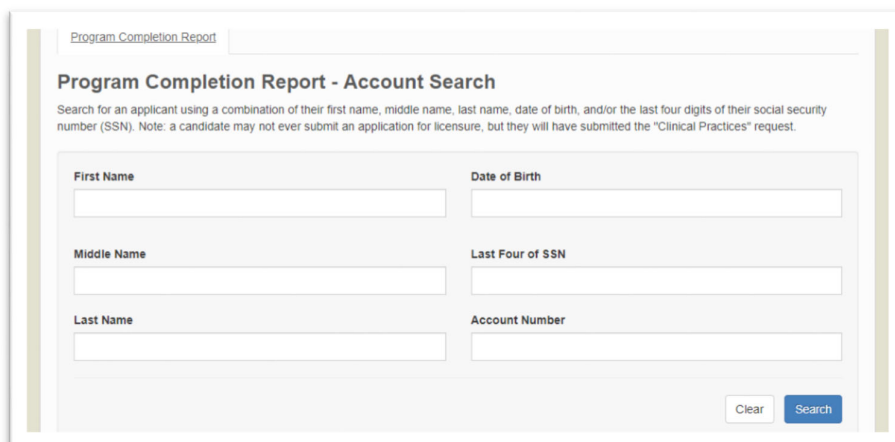
Fingerprints and background checks update:

1. Background clearance date: EPPs will need to continue working with candidates to have them forward their background clearance date.
2. The background clearance date will print on completed PCRs.

Program Completion Report steps:

Note: It is recommended to not use Internet Explorer as your web browser for entering PCRs; instead, use the most recent version of a modern web browser (e.g. Chrome, Firefox, Safari, et cetera).

1. To enter a PCR, search for the candidate's account using a combination of the candidate's first name, middle name, last name, date of birth, and/or the last four digits of their social security number (SSN).
2. If the account is found, the first name, middle name(s), last name, and account number will show.
3. If multiple accounts are found, matches will display in a grid view, including their first names, middle names, last names, and dates of birth.
4. If an account is not found, a message will show that states the applicant is not found and the EPP must contact the applicant to see if they have created a TSPC public user account. Contact TSPC if the candidate has completed a program and did not complete the TSPC fingerprinting process.



The screenshot shows a web form titled "Program Completion Report - Account Search". Below the title is a search instruction: "Search for an applicant using a combination of their first name, middle name, last name, date of birth, and/or the last four digits of their social security number (SSN). Note: a candidate may not ever submit an application for licensure, but they will have submitted the 'Clinical Practices' request." The form contains six input fields arranged in two columns: "First Name", "Date of Birth", "Middle Name", "Last Four of SSN", "Last Name", and "Account Number". At the bottom right of the form are two buttons: "Clear" and "Search".

Program Completion Report

Program Completion Report

Account Number	First Name	Middle Name	Last Name	Date of Birth	Action
93856	John	Quincy	Educator	03-01-1990	Select
527096	Elizabeth		Educator	01-01-1990	Select

Showing 1 to 2 of 2 entries

Back

5. Choose the appropriate license category: Teacher, Personnel Services, or Administrator.

Program Completion Report

Program Completion Report

Elizabeth Educator Account ID: 527096

Select a license category below:

Teacher Personnel Service Administrative

Cancel

6. Choose the appropriate License Type:
- [Teacher] (Preliminary Teacher, Added Endorsement(s) and/or Specialization(s), Teacher Leader);
 - [Personnel Services] (Preliminary School Counselor, Professional School Counselor, Preliminary School Psychologist, Professional School Psychologist, Preliminary School Social Worker, Professional School Social Worker);

Restricted School Counselor License Recommendation Change:: EPPs will no longer recommend candidates for the Restricted School Counselor License by verifying that they've been admitted to and completed at least half of their TSPC-approved program. Instead, candidates will submit official transcripts to TSPC and TSPC evaluators will verify they meet the requirements in rule.

- [Administrator] (Principal, Professional Administrator.)

Program Completion Report

Program Completion Report

Elizabeth Educator Account ID: 527096

License Category: Teacher

Select a Teacher subcategory below:

Preliminary
 Added Endorsements and/or Specialization
 Teacher Leader

Cancel

Program Completion Report

Program Completion Report

Elizabeth Educator Account ID: 527096

License Category: Personnel Service

Select an educator subcategory below:

School Counselor Program <input type="radio"/> Preliminary School Counselor <input type="radio"/> Professional School Counselor	School Psychologist Program <input type="radio"/> Preliminary School Psychologist <input type="radio"/> Professional School Psychologist	School Social Worker <input type="radio"/> Preliminary Social Worker <input type="radio"/> Professional Social Worker
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Cancel

Program Completion Report

Program Completion Report

Elizabeth Educator Account ID: 527096

License Category: Administrative

Select an Administrator subcategory below:

Principal
 Professional Administrator

Cancel

7. If Teacher and Preliminary Teacher or Added Endorsement(s) and/or Specialization(s) are selected, the sponsor must also enter the following information:
 - a. Add Endorsement(s) and/or Specialization(s) obtained by the applicant.
 - i. Multiple Endorsements per License Type are allowed.
 - ii. Multiple Specializations per License Type are allowed.

Note: At least one endorsement must be selected for Preliminary Teacher licenses.

10. If Teacher and Preliminary Teacher are selected, the method for determining Content Mastery must be indicated by selecting one of the following:

"The candidate completed the appropriate subject matter exam(s) or the Commission-approved program for a program-required endorsement area."

OR

"Candidate was evaluated on the basis of a multiple measures assessment."

Note: For information about multiple measures, see [June 2019 Commission item 7.10](#).

11. For all license categories, one of the following must be selected:

- U = Undergraduate (leads to Bachelor's Degree)
- PB = Post-Baccalaureate (between Bachelor's Degree and Master's Degree)
- G = Graduate (leads to Master's Degree or higher)
- PG = Post-Graduate (after Master's Degree)

12. For all license categories, enter the date the program was completed:

Note: The completion date cannot be in the future.

Note: Tab or click outside the box for the next section to appear.

13. The verification check box is checked to confirm:

- a. For Preliminary Teacher: I verify that the applicant has successfully completed the designated Oregon Teacher Standards and Practices Commission-approved educator preparation program and is in good standing. I further verify that the candidate has met the requirements of OAR 584-400-0160 – Candidate Program Completion and Recommendations, including the provisions of (2)(b): Standards for Competent and Ethical Performance of Oregon Educators, as provided in OAR

Chapter 584, Division 20. I further verify that the candidate completed the Teacher Performance Assessment in accordance with OAR 584-400-0120 – Teacher Candidate Performance Assessments.

- b. For all others: I verify that the applicant has successfully completed the designated Oregon Teacher Standards and Practices Commission-approved educator preparation program and is in good standing. I further verify that the candidate has met the requirements of OAR 584-400-0160 – Candidate Program Completion and Recommendations, including the provisions of (2)(b): Standards for Competent and Ethical Performance of Oregon Educators, as provided in OAR Chapter 584, Division 20.

14. Enter your title, institution, and provide a signature.



The screenshot shows a web form with three main sections: Title, Institution, and Signature. Each section has a label, a prompt, and a text input field. At the bottom, there are 'Cancel' and 'Submit' buttons.

Title
Enter your title below:
Instructor

Institution
Enter your institution below:
University of Oregon

Signature
Enter your electronic signature below:
Instructor Person

Cancel Submit

15. Preview all of the information prior to selecting [Submit].
16. After you select [Submit], you will have an option to select [PDF] or return to the search page.
17. You may choose to save and/or print the .pdf version of the PCR to be added to the candidate's official student record with the EPP. This .pdf version will be used during the TSPC field audits.