



Teacher Standards and Practices Commission

250 Division St. NE

Salem, OR 97301

www.oregon.gov/tspc

LICENSING EXPENSE REIMBURSEMENT REQUEST FORM

You are eligible for reimbursement when both items below apply to you:

- ✓ I have incurred a licensure expense (for example, fee paid in eLicensing, fee paid to complete an ORELA or Praxis test) between 7/1/2020 and 7/1/2021.
- ✓ I meet the definition of “diverse educator”

Questions? Please see the *License Expense Reimbursements* document

TSPC ACCOUNT ID: DATE OF BIRTH (MM/DD ONLY):

FIRST NAME: MIDDLE: LAST NAME:

MAIDEN OR OTHER: EMAIL:

MAILING ADDRESS FOR REIMBURSEMENT CHECK:

CITY: STATE: ZIP CODE:

I am requesting reimbursement for the following expenses and will include receipts or other evidence to verify payment of expenses:

<input type="checkbox"/> eLicensing Fee <input type="checkbox"/> Fieldprint <input type="checkbox"/> Testing (ORELA, Praxis, edTPA) <input type="checkbox"/> Mileage (residence to testing center and return) <input type="checkbox"/> Transcript Cost <input type="checkbox"/> Cost of Foreign Transcript Evaluation	<input type="checkbox"/> Other (Please list):
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SIGNATURE:

DATE OF REQUEST:

Instructions to submit request

- Complete all sections of this form
- Complete a W9 Form (required for tax purposes)
- Email this completed form to LicenseReimburse.TSPC@oregon.gov with the subject line: “Licensing Expense Reimbursement Request”
- Receipts showing payment of listed expenses may either be uploaded to your eLicensing account Documents tab or attached to the email

All requests will be reviewed for accuracy. Proof of payment must be included to receive reimbursement.

A check will be mailed to you from the State of Oregon. Please allow 6 to 8 weeks for processing