

# TSPC District Application Status Request Instructions

How to use the District Application Status Request spreadsheet:


1. Download a copy to your computer
2. Using your eLicensing District Portal Username, log into eLicensing
3. Find your educators
4. Complete Columns A through G
5. Add as many applicants as you wish to the spreadsheet
6. Save the Excel spreadsheet and email it to [Elizabeth.keller@oregon.gov](mailto:Elizabeth.keller@oregon.gov)

Elizabeth will:

- Review each applicant
- Complete columns I, J and K
- Send the Excel spreadsheet back to you, usually within one (1) business day.

As you hire more staff, add them to the bottom of the spreadsheet and send it to Elizabeth again. She will check the new ones, and update the ones already on the list and send it back to you.

Tips:

- The spreadsheet includes filters that allow you to easily sort and filter by different columns. Look for the  symbol in the headings.
- Remember that the responsibility for licensure falls to your educators.
- TSPC will not give priority to applications reported in this manner. This service is provided as a courtesy to districts to assist in knowing that a background check is cleared and that the educator may begin their assignment under ORS 342.125 (the 90 days), or that a renewal is in the 120 day grace period.

Common Application Status Definitions:

Status	Definition	Action to Change the Status
New	Application has not been submitted to TSPC	Educator must log into eLicensing and click "View" next to the application to submit it and pay the fee
Submitted	Application is waiting to complete the background check	If fingerprints are required, applicant schedules Fieldprint appointment
In Background Review	Application is being reviewed by TSPC Background Checker	Email <a href="mailto:finger.printing@oregon.gov">finger.printing@oregon.gov</a> for status
Awaiting 3rd Party	Sponsorship information missing	District submit the sponsor letter or let us know that it was uploaded as a PEER form
Awaiting Evaluation	Application will be reviewed when the evaluators reach that date in processing (check the TSPC homepage)	No action required
Evaluation in Progress	An Evaluator is reviewing the application and documents	No action required – check again in a day or two
Awaiting Applicant Response	Application was missing some items(s)	Applicant needs to check their eLicensing Messages tab, "reply" with text to the Action Required Message to alert the evaluator that the requested information has been added to the account