

OREGON SCHOOL PERSONNEL LICENSES

Application Submission Guidance: First License Requirements

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Disclaimer: Requirements outlined in this guidance are intended to assist applicants on what must accompany an application and fee for an Oregon School Administrator License. They do not supersede or nullify the requirements of Oregon Administrative Rule, Division 584.



Introduction

Oregon Personnel Services License Types and Terms of License

The Oregon Teacher Standards and Practices Commission offers a variety of license designed to honor preparation level and background of diverse educators, as well as provide for the workforce needs of Oregon’s school districts. Provided here is a high-level overview of the available licenses. If you are new to licensure in Oregon, read each purpose statement carefully to determine which license best suits your background and preparation.

License Type	Purpose	Term of License
Preliminary School Counselor	The Preliminary School Counselor License is issued to educators who have completed a school counselor preparation program and hold a master’s degree. It is valid for any school counselor position in a prekindergarten to grade 12 school.	3 years
Professional School Counselor	The Professional School Counselor License is issued to school counselors who possess advanced school counseling preparation and experience.	5 years
Restricted School Counselor	The Restricted School Counselor License is issued to qualified individuals who have a bachelor’s degree and have either completed at least half of an approved School Counselor program, an advanced degree in a counseling related field, or worked three full academic years as a Child Development Specialist.	1 year; may be reissued 2 times.
Emergency School Counselor	The Emergency School Counselor License is issued to individuals who have demonstrated adequate qualifications to receive a school counselor license on an emergency basis. The Emergency School Counselor License is designed for short-term licensure only and may not continue once the emergency situation has been remedied.	Varies
Reciprocal School Counselor	The Reciprocal School Counselor License is issued to qualified applicants who have held an out-of-state school counselor license or who have completed an out-of-state program in school counseling. The applicant must hold a master’s degree or higher.	1 year
Preliminary School Psychologist	The Preliminary School Psychologist License is issued to educators who have completed a school psychology program and hold a master’s degree. It is valid for prekindergarten to grade 12 in any school psychologist position. It is also valid for substitute counseling and teaching in any level or specialty	3 year
Professional School Psychologist	The Professional School Psychologist License is issued to school psychologists who possess advanced school psychologist preparation and experience.	5 years
Reciprocal School Psychologist	The Reciprocal School Psychologist License is issued to qualified applicants who have held an out-of-state school psychologist license or who have completed an out-of-state program in school psychology.	18 months
Preliminary School Social Worker	The Preliminary School Social Worker License is issued to educators who have completed a school social worker preparation program and hold a master’s degree in social work. It is valid for any school social worker position in grades prekindergarten to grade 12.	3 years
Professional School Social Worker	The Professional School Social Worker License is issued to school social workers who possess advanced social worker preparation and experience.	5 years

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License Type	Purpose	Term of License
Restricted School Social Worker	The Restricted School Social Worker License is issued to qualified individuals who meet the requirements to be assigned to school social worker assignments with restrictions.	1 year; may be reissued up to 2 times
Emergency School Social Worker	The Emergency School Social Worker License is issued to individuals who have demonstrated adequate qualifications to receive a school social worker license on an emergency basis. The Emergency School Social Worker License is designed for short-term licensure only and may not continue once the emergency situation has been remedied	Varies
Reciprocal School Social Worker	The Reciprocal School Social Worker License is issued to qualified applicants who have held an out-of-state school social worker license or who have completed an out-of-state program in school social work. The applicant must hold a master's degree or higher.	18 months
Limited Student Service	The Limited Student Service License is issued to qualified individuals working in positions related to student services that do not require a school counselor or school psychologist license.	3 years
Emergency School Nurse	The Emergency School Nurse is issued to qualified individuals that hold a registered nurse license from the Oregon State Board of Nursing.	1 year
Professional School Nurse	The Professional School Nurse Certificate is issued to qualified individuals who hold a registered nurse license from the Oregon State Board of Nursing and who have completed additional education related coursework. The certificate is valid to conduct and coordinate the health service programs of a school.	5 years

About These Requirements

Requirements outlined in this guidance are intended to guide applicants on what must accompany an application and fee for an Oregon School Administrator License. TSPC may already have some of these documents on file. There is no need to resubmit items already on file.

Fingerprinting: Fingerprints are generally required for first-time Oregon licensees only. If you hold another Oregon license, or were fingerprinted for TSPC purposes within three (3) years of submitting your application for an Administrator license, you are not required to complete this process.

Transcripts: TSPC only needs transcripts not already on file or for academic work completed since your last application to TSPC. Check your eLicensing file Documents tab or email TSPC at contact.tspc@oregon.gov to find out if additional transcripts are required.

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School Counselor Licenses

Preliminary School Counselor

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Verification of a master's or higher degree [*must be in counseling, education, or related behavioral sciences]	Official Transcripts	<p>Transcripts-Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p>
Verification of school counselor program completion: Oregon program completers	<p>1. Official Transcripts AND</p> <p>2. Program Completion Report (PCR)</p>	<p>Transcripts-Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p> <p>PCR: Contact your college to have them submit the form electronically.</p>
Verification of school counselor program completion: Out-of-State program completers	<p>1. Official Transcripts AND</p> <p>2. Copy of your out-of-state license.</p>	<p>Transcripts-Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p> <p>Out-of-state License-Choose ONE:</p> <ul style="list-style-type: none"> Uploaded to Documents section in eLicensing account Email scanned copy to contact.tspc@oregon.gov Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301.

Professional School Counselor

NOTE: If you are applying to move to your first Professional School Counselor License from the Preliminary School Counselor License, you will also need to meet any renewal or reinstatement requirements for that license in addition to the requirements here.

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Verification of a master's or higher degree [must be in the behavioral sciences or their derivative therapeutic professions].	Official Transcripts	<p>Choose ONE:</p> <ul style="list-style-type: none"> Electronic transcripts: tspc.transcripts@oregon.gov, received directly from the college. Paper transcripts: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator into their eLicensing account or not received in a sealed university envelope cannot be accepted as official</p>
Verification of advanced competencies.	Official transcripts verifying doctorate degree in educational, vocational, or clinical counseling; or in clinical or counseling psychology.	<p>Choose ONE:</p> <ul style="list-style-type: none"> Electronic transcripts: tspc.transcripts@oregon.gov, received directly from the college. Paper transcripts: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator into their eLicensing account or not received in a sealed university envelope cannot be accepted as official</p>
Verification of school counseling experience Minimum Experience: Five years of school counseling experience at least half-time or more on any non-provisional license appropriate for the assignment	PEER form	Contact your employing Oregon School District to have them complete this form. Oregon school districts should upload the PEER directly to your account. Out-of-state school districts may fax or email the form to the address at the top of the form.

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Restricted School Counselor

Requires employer sponsorship.

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Sponsorship	Letter submitted from your Oregon employer requesting the license.	Contact your employing Oregon school district to have them submit the letter to our office.
Verification of bachelor's degree or higher	Official Transcripts	<p>Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p>
Verification of ONE of the following: <ul style="list-style-type: none"> Enrollment in a school counselor program and completion of 50% of the program OR Three academic years as a full-time certified Child Development Specialist (CDS) OR A master's degree in a counseling-related field. 	Official Transcripts OR Copy of CDS certification	<p>Official Transcripts-Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p> <p>CDS Certification-Choose ONE:</p> <ul style="list-style-type: none"> Uploaded to Documents section in eLicensing account Email scanned copy to contact.tspc@oregon.gov Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301

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Reciprocal School Counselor

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Verification of master's degree in counseling, education, or related behavioral sciences,	Official Transcripts	<p>Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p>
Verification of completion of school counselor program	Official Transcripts	<p>Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p>
Out-of-state license	A copy of an active and valid non-provisional school counselor license from another state or NASDTEC jurisdiction.	<p>Choose ONE:</p> <ul style="list-style-type: none"> Uploaded to Documents section in eLicensing account Email scanned copy to contact.tspc@oregon.gov Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301

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Emergency School Counselor

Requires employer sponsorship.

NOTE: All Emergency License requests are reviewed by the Director of Licensure and/or Executive Director.

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Sponsorship	Letter submitted from your Oregon employer requesting the license.	Contact your employing Oregon school district to have them submit the letter to our office.
Verification of qualifications for the school counselor position.	-Official Transcripts or -Resume -Specific documentation as requested by Director of Licensure or Executive Director upon review of the application.	<p>Official Transcripts-Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p> <p>Resume or other evidence-Choose ONE:</p> <ul style="list-style-type: none"> Uploaded to Documents section in eLicensing account -Email scanned copy to contact.tspc@oregon.gov -Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301

School Psychologist Licenses

Preliminary School Psychologist

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Verification of Master's degree *[must be in behavioral science or related field].	Official Transcripts	<p>Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p>
Verification of program in school psychology: Oregon program completers	1. Official Transcripts; AND 2. Program Completion Report (PCR)	<p>Official Transcripts-Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p> <p>PCR: Contact your college to have them submit the form electronically.</p>
Verification of program in school psychology: Out-of-State program completers	1. Official Transcripts AND 2. Copy of your out-of-state license.	<p>Official Transcripts-Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p> <p>Out-of-state License-Choose ONE:</p> <ul style="list-style-type: none"> Uploaded to Documents section in eLicensing account Email scanned copy to contact.tspc@oregon.gov Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301

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Professional School Psychologist

NOTE: If you are applying to move to your first Professional School Psychologist License from the Preliminary School Psychologist License, you will also need to meet any renewal or reinstatement requirements for that license in addition to the requirements here.

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Verification of a master's or higher degree in the behavioral sciences or related field	Official Transcripts	<p>Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p>
Verification of advanced competencies	<p>Official transcripts verifying a doctorate degree in educational clinical, counseling psychology</p> <p>OR</p> <p>Copy of current certificate awarded by the National Association of School Psychologists</p>	<p>Official Transcripts-Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p> <p>Current NASP Certificate-Choose ONE:</p> <ul style="list-style-type: none"> Uploaded to Documents section in eLicensing account Email scanned copy to contact.tspc@oregon.gov Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301
<p>Verification of school psychologist experience</p> <p>Minimum Experience: Five years of school psychology experience at least half-time or more on any non-provisional license appropriate for the assignment.</p>	PEER form	Contact your employing Oregon School District to have them complete this form. Oregon school districts should upload the PEER directly to your account. Out-of-state school districts may fax or email the form to the address at the top of the form.

Reciprocal School Psychologist

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Verification of master's degree or education specialist degree	Official Transcripts	<p>Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p>
Verification of school psychologist preparation program	Official Transcripts	<p>Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p>
Out-of-state license	A copy of an active and valid non-provisional school psychologist license from another state or NASDTEC jurisdiction.	<p>Choose ONE</p> <ul style="list-style-type: none"> Uploaded to Documents section in eLicensing account Email scanned copy to contact.tspc@oregon.gov Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301

School Social Worker Licenses

Preliminary School Social Worker

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Verification of a master's or higher degree in social work.	Official transcripts for all degrees conferred	<p>Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p>
Verification of school social work graduate program: Oregon program completers	<p>1. Official transcripts;</p> <p>AND</p> <p>2. Program Completion Report (PCR)</p>	<p>Transcripts-Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p> <p>PCR: Contact your college to have them submit the form electronically.</p>
Verification of school social work graduate program: Out of State Program Completers.	<p>1. Official Transcripts</p> <p>AND</p> <p>2. Copy of your out-of-state license.</p>	<p>Transcripts-Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p> <p>Out-of-state License-Choose ONE:</p> <ul style="list-style-type: none"> Uploaded to Documents section in eLicensing account Email scanned copy to contact.tspc@oregon.gov Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301.

Professional School Social Worker

NOTE: If you are applying to move to your first Professional School Social Worker License from the Preliminary School Social Worker License, you will also need to meet any renewal or reinstatement requirements for that license in addition to the requirements here.

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Verification of a master's or higher degree in the social work	Official Transcripts	<p>Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p>
<p>Verification of school social worker experience.</p> <p>Minimum Experience: Five years of school social worker experience at least half-time or more on any non-provisional educator license appropriate for the social worker assignment.</p>	PEER form	Contact your employing Oregon School District to have them complete this form. This form must be submitted electronically directly from the school district or received in a sealed school district envelope.
Verification of advanced competencies	<p>Official transcripts verifying a doctorate degree in social work</p> <p>OR</p> <p>Copy of certificate awarded by the National Association of Social Workers</p>	<p>Official Transcripts-Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p> <p>NASW Certificate-Choose ONE</p> <ul style="list-style-type: none"> Uploaded to Documents section in eLicensing account Email scanned copy to contact.tspc@oregon.gov Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301

Reciprocal School Social Worker

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Verification of master's degree	Official Transcripts	<p>Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p>
Verification of school social worker preparation program	Official Transcripts	<p>Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p>
<u>Out-of-state license</u>	A copy of an active and valid non-provisional school social worker license from another state or NASDTEC jurisdiction.	<p>Choose ONE</p> <ul style="list-style-type: none"> Uploaded to Documents section in eLicensing account Email scanned copy to contact.tspc@oregon.gov Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301

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Restricted School Social Worker

Requires employer sponsorship.

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Sponsorship	Letter submitted from your Oregon employer requesting the license.	Contact your employing Oregon school district to have them submit the letter to our office.
Verification of bachelor's degree or higher	Official transcripts (please verify all degrees conferred)	<p>Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official.</p>
<p>Verification of one of the following:</p> <p>Be enrolled in a school social worker program approved for school social worker licensure by any state and have completed approximately one-half of the program; or</p> <p>Master's degree in Social Work or Counseling.</p>	Official Transcripts	<p>Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p>

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Emergency School Social Worker

Requires employer sponsorship.

NOTE: All Emergency License requests are reviewed by the Director of Licensure and/or Executive Director.

Requirement	Documents Needed	How to Submit
Application and fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Sponsorship	Letter submitted from your Oregon employer requesting the license.	Contact your employing Oregon school district to have them submit the letter to our office.
Verification of qualifications for the school social worker position.	Official Transcripts; or Resume Specific documentation as requested by Director of Licensure or Executive Director upon review of the application.	<p>Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p> <p>Resume or other evidence Choose ONE</p> <ul style="list-style-type: none"> Uploaded to Documents section in eLicensing account Email scanned copy to contact.tspc@oregon.gov Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301

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Other Personnel Licenses

Limited Student Services

Requires employer sponsorship.

NOTE: All first Limited Student Service License requests are reviewed by the Director of Licensure and/or Executive Director.

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Verification of bachelor's degree or higher	Official Transcripts	<p>Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official</p>
Sponsorship	Letter submitted from your Oregon employer requesting the license.	Contact your employing Oregon school district to have them submit the letter to our office.
Verification of master's degree or other specialized preparation related to the position	Official Transcripts <i>Note: Please contact our office for further instruction if no transcribed coursework has been completed for this requirement.</i>	<p>Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official.</p>

Emergency School Nurse

Requires employer sponsorship.

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Sponsorship	Letter submitted from your Oregon employer requesting the license.	Contact your employing Oregon school district to have them submit the letter to our office.
Official transcripts of all colleges and universities attended.	Official transcripts	<p>Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official.</p>
Verification of current registered nurse (RN) license issued by the Oregon State Board of Nursing	Copy of Oregon RN license.	<p>Choose ONE</p> <ul style="list-style-type: none"> Uploaded to Documents section in eLicensing account Email scanned copy to contact.tspc@oregon.gov Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301

Professional School Nurse

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Verification of bachelor's degree or higher	Official transcripts for all degrees conferred	<p>Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official.</p>
Verification of current registered nurse (RN) license issued by the Oregon State Board of Nursing	Copy of Oregon RN license.	<p>Choose ONE</p> <ul style="list-style-type: none"> Uploaded to Documents section in eLicensing account Email scanned copy to contact.tspc@oregon.gov Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301
Verification of *coursework or National School Nurse Certificate	<p>Official transcripts for coursework equivalent to thirty clock hours, three quarter hours, or two semester hours See below for specific content areas</p> <p>OR</p> <p>Copy of National School Nurse Certificate</p>	<p>Choose ONE:</p> <ul style="list-style-type: none"> Electronic: tspc.transcripts@oregon.gov, received directly from the college. Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope. <p>NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official.</p> <p>Choose ONE</p> <ul style="list-style-type: none"> Uploaded to Documents section in eLicensing account Email scanned copy to contact.tspc@oregon.gov Mail paper copies to: TSPC 250 Division St NE, Salem, OR 97301

*American school law and legal responsibilities of the School Nurse; The nursing process in the school setting; School health policies, issues and funding; Schools and society; Mental health and counseling concepts; The exceptional child - disabled, gifted, learning disabled; Physical and developmental assessment of the school-age child; The role and responsibilities of the School Nurse; Human growth, development and learning; Diversity; and School emergencies;

Disclaimer: Requirements outlined in this guidance are intended to assist applicants on what must accompany an application and fee for an Oregon School Administrator License. They do not supersede or nullify the requirements of Oregon Administrative Rule, Division 584.

