OREGON SCHOOL PERSONNEL LICENSES

Application Submission Guidance: First License Requirements

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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	3 years
	master's degree. It is valid for any school counselor position in a prekindergarten to grade 12 school.	
Professional School	The Professional School Counselor License is issued to school counselors	5 years
Counselor	who possess advanced school counseling preparation and experience.	
Restricted School	The Restricted School Counselor License is issued to qualified individuals	1 year; may be
Counselor	who have a bachelor's degree and have either completed at least half of	reissued 2 times.
	an approved School Counselor program, an advanced degree in a counseling related field, or worked three full academic years as a Child	
	Development Specialist.	
Emergency School	The Emergency School Counselor License is issued to individuals who	Varies
Counselor	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.	_
Reciprocal School	The Reciprocal School Counselor License is issued to qualified applicants	1 year
Counselor	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.	_
Preliminary School	The Preliminary School Psychologist License is issued to educators who	3 year
Psychologist	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	_
Professional School	The Professional School Psychologist License is issued to school	5 years
Psychologist	psychologists who possess advanced school psychologist preparation	
	and experience.	
Reciprocal School	The Reciprocal School Psychologist License is issued to qualified	18 months
Psychologist	applicants who have held an out-of-state school psychologist license or	
	who have completed an out-of-state program in school psychology.	
Preliminary School Social	The Preliminary School Social Worker License is issued to educators who	3 years
Worker	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.	_
Professional School Social	The Professional School Social Worker License is issued to school social	5 years
Worker	workers who possess advanced social worker preparation and	
	experience.	



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.



License Type	Purpose	Term of License
Restricted School Social	The Restricted School Social Worker License is issued to qualified	1 year; may be
Worker	individuals who meet the requirements to be assigned to school social	reissued up to 2
	worker assignments with restrictions.	times
Emergency School Social	The Emergency School Social Worker License is issued to individuals who	Varies
Worker	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	
Reciprocal School Social	The Reciprocal School Social Worker License is issued to qualified	18 months
Worker	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.	
Limited Student Service	The Limited Student Service License is issued to qualified individuals	3 years
	working in positions related to student services that do not require a	
	school counselor or school psychologist license.	
Emergency School Nurse	The Emergency School Nurse is issued to qualified individuals that hold a	1 year
	registered nurse license from the Oregon State Board of Nursing.	
Professional School Nurse	The Professional School Nurse Certificate is issued to qualified	5 years
	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.	

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.



School Counselor Licenses

Preliminary School Counselor

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background		Instructions emailed upon submission of an application and
clearance		fee
Verification of a	Official Transcripts	Transcripts-Choose ONE:
master's or higher		Electronic: tspc.transcripts@oregon.gov, received
degree [*must be in		directly from the college.
counseling, education,		Paper: 250 Division St NE, Salem, OR 97301. Must be
or related behavioral		received in a sealed university envelope.
sciences]		NOTE : Transcripts uploaded by the educator or not
		received in a sealed university envelope cannot be
		accepted as official
Verification of school	1. Official Transcripts	Transcripts-Choose ONE:
counselor program	AND	Electronic: tspc.transcripts@oregon.gov, received
completion: Oregon		directly from the college.
program completers		Paper: 250 Division St NE, Salem, OR 97301. Must be
		received in a sealed university envelope.
		NOTE: Transcripts uploaded by the educator or not
		received in a sealed university envelope cannot be
		accepted as official
	2. Program	
	Completion Report	PCR: Contact your college to have them submit the form
	(PCR)	electronically.
Verification of school	1. Official Transcripts	Transcripts-Choose ONE:
counselor program	AND	Electronic: tspc.transcripts@oregon.gov, received
completion: Out-of-		directly from the college.
State program		Paper: 250 Division St NE, Salem, OR 97301. Must be
completers		received in a sealed university envelope.
		NOTE: Transcripts uploaded by the educator or not
		received in a sealed university envelope cannot be
		accepted as official
	2. Copy of your out-	Out-of-state License-Choose ONE:
	of-state license.	Uploaded to Documents section in eLicensing account
	or state licelise.	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	 Choose ONE: 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. NOTE: Transcripts uploaded by the educator into their eLicensing account or not received in a sealed university envelope cannot be accepted as official
Verification of advanced competencies.	Official transcripts verifying doctorate degree in educational, vocational, or clinical counseling; or in clinical or counseling psychology.	 Choose ONE: 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. NOTE: Transcripts uploaded by the educator into their eLicensing account or not received in a sealed university envelope cannot be accepted as official
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.

Restricted School Counselor

Requires employer sponsorship.

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background		Instructions emailed upon submission of an application
clearance		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	 Choose ONE: 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. NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official
Verification of ONE of	Official Transcripts	Official Transcripts-Choose ONE:
the following:	·	Electronic: tspc.transcripts@oregon.gov, received
Enrollment in a	OR	directly from the college.
school counselor		Paper: 250 Division St NE, Salem, OR 97301. Must be
program and		received in a sealed university envelope.
completion of 50%		NOTE: Transcripts uploaded by the educator or not
of the program OR		received in a sealed university envelope cannot be
Three academic		accepted as official
years as a full-time		
certified Child	Copy of CDS	CDS Certification-Choose ONE:
	certification	Uploaded to Documents section in eLicensing
Development Specialist (CDS) OR		account
		Email scanned copy to contact.tspc@oregon.gov
A master's degree in		Mail paper copies to: TSPC 250 Division St NE, Salem,
a counseling-related field.		OR 97301

Reciprocal School Counselor

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background		Instructions emailed upon submission of an
clearance		application and fee
Verification of master's	Official Transcripts	Choose ONE:
degree in counseling,		 Electronic: tspc.transcripts@oregon.gov,
education, or related		received directly from the college.
behavioral sciences,		• Paper: 250 Division St NE, Salem, OR 97301.
		Must be received in a sealed university
		envelope.
		NOTE: Transcripts uploaded by the educator or
		not received in a sealed university envelope
		cannot be accepted as official
Verification of	Official Transcripts	Choose ONE:
completion of school		 Electronic: tspc.transcripts@oregon.gov,
counselor program		received directly from the college.
		• Paper: 250 Division St NE, Salem, OR 97301.
		Must be received in a sealed university
		envelope.
		NOTE: Transcripts uploaded by the educator or
		not received in a sealed university envelope
		cannot be accepted as official
Out-of-state license	A copy of an active and	Choose ONE:
	valid non-provisional	Uploaded to Documents section in
	school counselor license	eLicensing account
	from another state or	Email scanned copy to
	NASDTEC jurisdiction.	contact.tspc@oregon.gov
		Mail paper copies to: TSPC 250 Division St
		NE, Salem, OR 97301

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		Instructions emailed upon submission of an
clearance		application and fee
Sponsorship	Letter submitted	Contact your employing Oregon school district to
	from your Oregon	have them submit the letter to our office.
	employer	
	requesting the	
	license.	
Verification of	-Official Transcripts	Official Transcripts-Choose ONE:
qualifications for the	or	 Electronic: tspc.transcripts@oregon.gov,
school counselor	-Resume	received directly from the college.
position.		Paper: 250 Division St NE, Salem, OR 97301.
	-Specific	Must be received in a sealed university
	documentation as	envelope.
	requested by	NOTE: Transcripts uploaded by the educator or not
	Director of	received in a sealed university envelope cannot be
	Licensure or	accepted as official
	Executive Director	
	upon review of the	Resume or other evidence-Choose ONE:
	application.	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		Instructions emailed upon submission of an
clearance		application and fee
Verification of Master's degree *[must be in behavioral science or related field].	Official Transcripts	 Choose ONE: 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. NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official
Verification of program in school psychology: Oregon program completers	Official Transcripts; AND Program Completion Report (PCR)	 Official Transcripts-Choose ONE: 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. NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official PCR: Contact your college to have them submit the form electronically.
Verification of program in school psychology: Out-of-State program completers	1. Official Transcripts AND	Official Transcripts-Choose ONE: 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. NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official
	2. Copy of your out-of- state license.	 Out-of-state License-Choose ONE: 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		Instructions emailed upon submission of an
clearance		application and fee
Verification of a master's or higher degree in the behavioral sciences or related field	Official Transcripts	 Choose ONE: 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. NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official
Verification of advanced competencies	Official transcripts verifying a doctorate degree in educational clinical, counseling psychology OR Copy of current certificate awarded by the National Association of School Psychologists	 Official Transcripts-Choose ONE: 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. NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official Current NASP Certificate-Choose ONE: 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 school psychologist experience Minimum Experience: Five years of school psychology 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.

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	 Choose ONE: 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. NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official
Verification of school psychologist preparation program	Official Transcripts	 Choose ONE: 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. NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official
Out-of-state license	A copy of an active and valid non-provisional school psychologist license from another state or NASDTEC jurisdiction.	 Choose ONE 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		Instructions emailed upon submission of an
clearance		application and fee
Verification of a	Official transcripts for all	Choose ONE:
master's or higher	degrees conferred	 Electronic: tspc.transcripts@oregon.gov,
degree in social work.		received directly from the college.
		Paper: 250 Division St NE, Salem, OR 97301.
		Must be received in a sealed university envelope.
		NOTE: Transcripts uploaded by the educator or not
		received in a sealed university envelope cannot be
		accepted as official
Verification of school	1. Official transcripts;	Transcripts-Choose ONE:
social work graduate		Electronic: tspc.transcripts@oregon.gov,
program: Oregon		received directly from the college.
program completers		Paper: 250 Division St NE, Salem, OR 97301.
		Must be received in a sealed university envelope.
		NOTE: Transcripts uploaded by the educator or not
	AND	received in a sealed university envelope cannot be
		accepted as official
	2. Program Completion	PCR: Contact your college to have them submit the
	Report (PCR)	form electronically.
Verification of school	1. Official Transcripts	Transcripts-Choose ONE:
social work graduate		Electronic: tspc.transcripts@oregon.gov,
program: Out of State		received directly from the college.
Program Completers.		Paper: 250 Division St NE, Salem, OR 97301.
		Must be received in a sealed university envelope.
		NOTE: Transcripts uploaded by the educator or not
	AND	received in a sealed university envelope cannot be
		accepted as official
	2. Copy of your out-of-	Out-of-state License-Choose ONE:
	state license.	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		Instructions emailed upon submission of an
clearance		application and fee
Verification of a master's or	Official Transcripts	Choose ONE:
higher degree in the social work		 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. NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official
Verification of school social	PEER form	Contact your employing Oregon School
worker experience.		District to have them complete this form. This
		form must be submitted electronically
Minimum Experience: Five		directly from the school district or received in
years of school social		a sealed school district envelope.
worker experience at least		
half-time or more on any		
non-provisional educator		
license appropriate for the		
social worker assignment. Verification of advanced	Official transcripts	Official Transcripts Chance ONE.
	Official transcripts	Official Transcripts-Choose ONE:
competencies	verifying a doctorate degree in social work	 Electronic: tspc.transcripts@oregon.gov, received directly from the college.
	degree iii sociai work	Paper: 250 Division St NE, Salem, OR
	OR	97301. Must be received in a sealed
	OK	university envelope.
		NOTE: Transcripts uploaded by the educator
		or not received in a sealed university
	Copy of certificate	envelope cannot be accepted as official
	awarded by the National	·
	Association of Social	NASW Certificate-Choose ONE
	Workers	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	Necueu	Submit through eLicensing
Fingerprints/background clearance		Instructions emailed upon submission of an application and fee
Verification of master's degree	Official Transcripts	 Choose ONE: 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. NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official
Verification of school social worker preparation program	Official Transcripts	 Choose ONE: 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. NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official
Out-of-state license	A copy of an active and valid non-provisional school social worker license from another state or NASDTEC jurisdiction.	 Choose ONE 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

Restricted School Social Worker

Requires employer sponsorship.

Requirement	Documents Needed	How to Submit
Application and Fee		Submit through eLicensing
Fingerprints/background		Instructions emailed upon submission of an
clearance		application and fee
Sponsorship	Letter submitted from	Contact your employing Oregon school
	your Oregon employer	district to have them submit the letter to our
	requesting the license.	office.
Verification of	Official transcripts	Choose ONE:
bachelor's degree or	(please verify all	• Electronic: tspc.transcripts@oregon.gov,
higher	degrees conferred)	received directly from the college.
		Paper: 250 Division St NE, Salem, OR
		97301. Must be received in a sealed
		university envelope.
		NOTE: Transcripts uploaded by the educator
		or not received in a sealed university
		envelope cannot be accepted as official.
Verification of one of	Official Transcripts	Choose ONE:
the following:		Electronic: tspc.transcripts@oregon.gov,
		received directly from the college.
Be enrolled in a school		Paper: 250 Division St NE, Salem, OR
social worker program		97301. Must be received in a sealed
approved for school		university envelope.
social worker licensure		NOTE: Transcripts uploaded by the educator
by any state and have		or not received in a sealed university
completed		envelope cannot be accepted as official
approximately one-half		
of the program; or		
Master's degree in		
Social Work or		
Counseling.		

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		Instructions emailed upon submission of an
clearance		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	Official Transcripts;	Choose ONE:
qualifications for the		Electronic: tspc.transcripts@oregon.gov,
school social worker		received directly from the college.
position.		 Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope.
	or	NOTE: Transcripts uploaded by the educator or not
	Resume	received in a sealed university envelope cannot be accepted as official
	Specific	
	documentation as	Resume or other evidence Choose ONE
	requested by	Uploaded to Documents section in eLicensing
	Director of	account
	Licensure or	Email scanned copy to
	Executive Director	contact.tspc@oregon.gov
	upon review of the	Mail paper copies to: TSPC 250 Division St NE,
	application.	Salem, OR 97301

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	How to Submit
	Needed	
Application and Fee		Submit through eLicensing
Fingerprints/background		Instructions emailed upon submission of an application
clearance		and fee
Verification of	Official Transcripts	Choose ONE:
bachelor's degree or		Electronic: tspc.transcripts@oregon.gov, received
higher		directly from the college.
		• Paper: 250 Division St NE, Salem, OR 97301. Must be received in a sealed university envelope.
		NOTE: Transcripts uploaded by the educator or not
		received in a sealed university envelope cannot be
		accepted as official
Sponsorship	Letter submitted	Contact your employing Oregon school district to have
	from your Oregon	them submit the letter to our office.
	employer	
	requesting the	
	license.	
Verification of master's	Official Transcripts	Choose ONE:
degree or other		Electronic: tspc.transcripts@oregon.gov, received
specialized preparation	Note: Please	directly from the college.
related to the position	contact our office	Paper: 250 Division St NE, Salem, OR 97301. Must be
	for further	received in a sealed university envelope.
	instruction if no	NOTE: Transcripts uploaded by the educator or not
	transcripted	received in a sealed university envelope cannot be
	coursework has	accepted as official.
	been completed for	
	this requirement.	

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	 Choose ONE: 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. NOTE: Transcripts uploaded by the educator or not received in a sealed university envelope cannot be accepted as official.
Verification of current registered nurse (RN) license issued by the Oregon State Board of Nursing	Copy of Oregon RN license.	 Choose ONE 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		Instructions emailed upon submission of an
clearance		application and fee
Verification of	Official transcripts	Choose ONE:
bachelor's degree or	for all degrees	Electronic: tspc.transcripts@oregon.gov,
higher	conferred	received directly from the college.
		Paper: 250 Division St NE, Salem, OR 97301.
		Must be received in a sealed university
		envelope.
		NOTE: Transcripts uploaded by the educator or not
		received in a sealed university envelope cannot be
Verification of current	Cany of Oragon DN	accepted as official. Choose ONE
registered nurse (RN)	Copy of Oregon RN license.	Uploaded to Documents section in elicensing
license issued by the	licerise.	account
Oregon State Board of		Email scanned copy to
Nursing		contact.tspc@oregon.gov
Traising		Mail paper copies to: TSPC 250 Division St NE,
		Salem, OR 97301
Verification of	Official transcripts	Choose ONE:
*coursework or National	for coursework	Electronic: tspc.transcripts@oregon.gov,
School Nurse Certificate	equivalent to thirty	received directly from the college.
	clock hours, three	Paper: 250 Division St NE, Salem, OR 97301.
	quarter hours, or	Must be received in a sealed university
	two semester hours	envelope.
	See below for	NOTE: Transcripts uploaded by the educator or not
	specific content	received in a sealed university envelope cannot be
	areas	accepted as official.
	OR	Choose ONE
		Uploaded to Documents section in eLicensing
	Copy of National	account
	School Nurse	Email scanned copy to
	Certificate	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;

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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.

