

PPS Tips and Tricks for TSPC Applications

**Please note, this resource was created by PPS Substitute Office as a guide to support navigating TSPC. As TSPC is a separate entity, their practices and requirements are subject to change. Therefore the best practice is always to work with TSPC directly for any licensure needs.*

Q. What is the difference between PPS and TSPC?

- A. TSPC stands for Teacher Standards and Practices Commission. They are a commission responsible for Educator licensure in the state of Oregon.
PPS stands for Portland Public Schools. We are a public school district in Portland, OR.

Q. Are TSPC and PPS connected?

- A. TSPC and PPS are not connected. PPS cannot see your TSPC account and is unable to assist with the Licensure application and review process. Similarly, TSPC is not able to view our system and cannot assist with the status of your PPS application.

Q. Where do I go to apply for a TSPC license?

- A. The TSPC license application and online messaging portal can be found here:
<https://apps.oregon.gov/TSPC/elicense/>

Q. I've already submitted my transcripts to PPS, can you send them to TSPC?

- A. Official transcripts must be submitted directly to TSPC by your school institution. PPS can not send these, as they will not qualify as official transcripts.

Q. Does PPS have a special way to get in contact with TSPC?

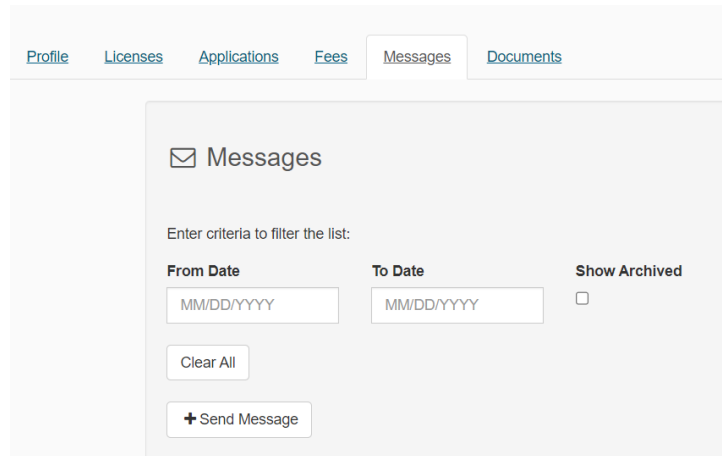
- A. PPS uses the same methods to contact TSPC that Educators and Substitutes use.

Q. What are those various methods to contact TSPC?

- A. In many circumstances we have found the best method to contact TSPC is through their online Messaging portal. To access the online Messaging portal, login to your TSPC account and click on "Messages". From here you can either send a new message (+

PPS Tips and Tricks for TSPC Applications

Send Message) or scroll down to read and reply to previous messages from TSPC.

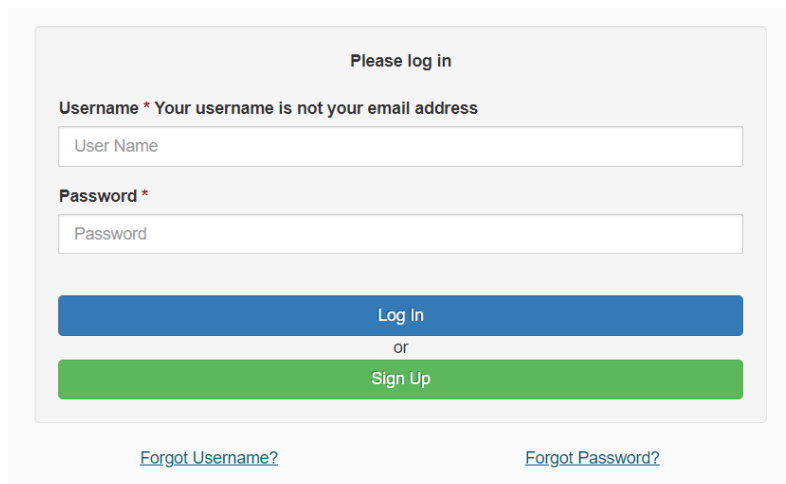


B. TSPC is also available by email at:

- a. General: contact.tspc@tspc.oregon.gov
- b. eLicensing: online.tspc@tspc.oregon.gov
- c. To submit transcripts: tspc.transcripts@tspc.oregon.gov

Q. I can't login to my TSPC account, what can I do?

A. If you have forgotten your username or password, please go to the bottom of the login page. Here you will find “forgot username” and “forgot password”. If you have forgotten both, please choose “forgot username” first and once you receive the email reminder from TSPC, you can also choose “forgot password”.



Q. Why isn't PPS able to assist with my TSPC license application?

PPS Tips and Tricks for TSPC Applications

A. TSPC is the subject matter expert when it comes to licensure. Aspects of licensure are constantly changing and TSPC requests that they be the one to assist you. Additionally, as mentioned previously, PPS does not have connection with TSPC nor does PPS have visibility into applications or requirements for license.

Q. Can I work as a Substitute while my TSPC license application is processing?

A. Substitutes who have submitted their application to, and have had their background check cleared by, TSPC will be allowed to work for **90 days** from the date they SUBMITTED their application prior to your license being issued. These 90 days give applicants and school districts a chance to submit their supplementary documents (transcripts, sponsorship letter) and for TSPC to process the application while allowing applicants the opportunity to work. Once you are clear to work in PPS, an HR representative will contact you via email.

Q. Why is it 90 days, TSPC gave me a different due date?

A. In accordance with ORS 342.125, the 90 day period is the amount of time you are allowed to work as an Educator before your license is officially issued. The date TSPC gives you to have your application complete is the time your licensure application is active for processing, but you may not work past the initial 90 days of the application processing period.

Q. TSPC says they are waiting for the district sponsorship letter, how do I get that?

A. If your license type requires a sponsorship letter, PPS will send the letter directly to TSPC. This cannot be submitted until you have submitted your TSPC application and have been fully hired by PPS. These letters must come from the PPS Human Resources Department. It is the responsibility of the district to submit the sponsorship letter. These letters take time to create and submit. If your application says “awaiting third party” and your hire date was more than 30 days previous, please reach out to PPS Human Resources.

Q. Other than reaching out to TSPC, do you have any tips for my license application?

- A. Please read the TSPC website and application thoroughly.
- B. Your username is not your email address (make sure to write it down).

PPS Tips and Tricks for TSPC Applications

- C. Make sure you check for eLicensing messages regularly while waiting for your license to be issued. You will not receive email notifications that you have a new message in the eLicensing portal. These messages contain valuable information about your license.
- D. Common items that are missed are:
 - a. Official Transcripts (this means they are sent from your College/University directly to TSPC, they cannot be uploaded by you).
 - b. Fingerprinting (If TSPC asks you to get fingerprinting, you must get it. Even if you have recently done fingerprinting for PPS, or another district)
 - i. The email requesting this is typically called “[Oregon TSPC License] Application submitted”. It is typically emailed to you AND will be in your TSPC messages.

Great resources from the TSPC website:

Licensure FAQ:

<https://www.oregon.gov/tspc/LIC/Pages/Licensing-FAQs.aspx>

First Time Licensure Requirements:

<https://www.oregon.gov/tspc/LIC/Documents/First%20License%20Teaching.pdf>

(shows all the documents you will need to submit for each license type)