TSPC District Application Status Tracking Instructions

How to use

1. Download a copy of the template spreadsheet to your computer
2. Using your eLicensing District Portal Username, log into eLicensing
3. Find your educators
4. Complete Columns A through H
5. Add as many applicants as you wish to the spreadsheet
6. As you hire more staff, add them to the bottom of the spreadsheet and check the status once or twice a week

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 template spreadsheet is provided as a courtesy to districts to assist in knowing that a background check is cleared and
  - The educator may begin their assignment without the license under ORS 342.125 (the 90 days), *or*
  - A renewal is in the 120 day grace period.
- To calculate the 90 days *from the date of the application*, use any website that offers a date calculator.

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 finger.printing@oregon.gov 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 for the application processing date
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