Background
Oregon Administrative Rule 584-16-050, Admission to Program, requires that students admitted to our approved teacher preparation programs provide evidence of good moral character necessary for licensure in Oregon by responding to character questions asked by the Teachers Standards and Practices Commission (TSPC). Students are also required to complete a criminal record check (supported by fingerprinting) prior to their first supervised field experience or equivalent field experience or internship.

Policy and Procedure
1. All students will complete the character questionnaire as a part of their application for admission to our professional educator preparation programs.

2. All students will answer the TSPC character questions on form PA-1 prior to beginning their first full-time supervised field experience or equivalent field experience or internship.

3. The college will take care to administer the TSPC character questionnaire in ways that ensure applicant or student privacy. Completed forms are collected and forwarded to the college's licensure office and then to TSPC.

4. All students desiring licensure will complete the criminal check (which begins with fingerprinting) during the term prior to their first supervised field experience or equivalent field experience or internship.

5. If we discover that a student knowingly provided inaccurate, incomplete or false information on the character questionnaire, the responsible administrator will:

   - Notify the area head and the coordinator of licensure and accreditation of discovery of the criminal conviction or of other matters of concern that could have a bearing on the candidate's eligibility for licensure.
   - Talk with the student in the company of the coordinator of licensure and accreditation and/or area head and/or associate dean for academic programs as soon as practicable to clarify the situation. At this meeting, the student will be informed of our reasons for believing that the student provided inaccurate information on the TSPC character questionnaire, and the administrators will listen to the student's explanation.
   - If the responsible administrator is persuaded that the failure to disclose was non-willful, he or she can let the student proceed with licensure and degree programs.
   - If the responsible administrator is not persuaded that the failure to disclose was non-willful, he or she will promptly refer the case directly to the student conduct coordinator.
   - If the student is found guilty of intentionally providing false information as a result of the student conduct proceeding, the student could be expelled.

6. If the student has been convicted of a crime listed on the reverse side of the TSPC questionnaire (including while a student in our program), TSPC will almost certainly deny licensure to the student.

Any unprofessional or anti-social or criminal behavior discovered through the questionnaire or criminal records record check, whether identified in the TSPC list or not, will be reported to the area head and coordinator of licensure and accreditation, who will talk with the student as soon as practicable to clarify the information. As a result, the student could be expelled, denied licensure, or permitted to continue with either the licensure or degree program.

This electronic document supersedes all previous versions and is subject to change.
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