

TSPC Clinical Practice Background Clearance

Please go to www.oregon.gov/tspc and set up an account with TSPC.

- A.** Complete the eLicensing application.
See Step 1, below, for important directions.
- B.** Within five to seven days, TSPC will send an email with codes and instructions.
- C.** You can then contact the nearest Fieldprint office for an appointment.

Applicants must clear the background check before beginning a clinical experience.

| Step | Who | What |
|----------|---|--|
| 1 | Applicant for Clinical Practice or practicum | 1b. Applicant submits an application and payment through eLicensing . <i>In eLicensing, the license category to select for fingerprinting is: "Clinical Practices," NOT "Teacher."</i> Cost = \$55 (The fee is paid through eLicensing. <i>Checks are not accepted.</i>) ETA = TSPC will email codes and instructions within 5-7 days. |
| 2 | TSPC | <i>Important notice: The applicant will receive an email from TSPC, which contains codes and instructions the applicant needs to proceed, within 5-7 days.</i> TSPC emails instructions to the applicant for accessing <i>FieldPrint</i> . <i>The email will consist of the following required information:</i> FieldPrint Agency Code: XXXXXXXXXXXXXXXXXXXX Billing Code: xxxxxx ORI: xxxxxxx OCA: Txxxxxxx (TSPC account ID) |
| 3 | Applicant | <i>After TSPC emails the required codes to the applicant:</i> The applicant schedules a fingerprinting appointment through the Fieldprint website and pays the required fee (currently \$12.50). |
| 4 | Fieldprint | After the fingerprinting process is complete, Fieldprint sends an image of the prints to the Oregon State Police (OSP) for processing through both the Federal Bureau of Investigation (FBI) and Oregon State Police databases. |
| 5 | OSP | OSP forwards the results electronically to TSPC. This process is taking approximately two weeks , with some clearing faster and some taking longer. |
| 6 | TSPC | TSPC records the results as part of the application process. |
| 7 | Applicant, School District, and/or Program Designee | The background check results are available on the TSPC Educator Lookup website. After the applicant's background check is cleared, the date of clearance is displayed. This process takes approximately two weeks. |