

TSPC Fingerprinting

- 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!
- D. Once you have cleared, TSPC will send you an email confirmation. *It is your responsibility to make sure your fingerprints have cleared.*

Step	Who	What
1	Applicant	<p style="text-align: center;">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 = \$61 plus processing fee of \$10 (The fee is paid through eLicensing. <i>Checks are not accepted.</i>)</p>
2	TSPC	<p style="text-align: center;"><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></p> <p>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)</p>
3	Applicant	<p style="text-align: center;"><i>After TSPC emails the required codes to the applicant:</i></p> <p>The applicant schedules a fingerprinting appointment through the <u>Fieldprint</u> website and pays the required fee (currently \$12.50).</p> <p>YOU MUST COMPLETE YOUR FINGERPRINT SCAN APPOINTMENT BEFORE OCTOBER 15. YOUR PROFESSOR WILL REQUIRE PROOF OF COMPLETION OF THIS STEP.</p>
4	<u>Fieldprint</u>	<p>Within 24 hours of the fingerprint scan, <u>Fieldprint</u> sends the electronic capture of fingerprints to the Oregon State Police (OSP) for processing through both the OSP and Federal Bureau of Investigation (FBI).</p>
5	OSP	<p>OSP forwards the results electronically to TSPC. This process is taking approximately up to four weeks.</p>
6	TSPC	<p>TSPC records the results as part of the application process. It is the applicant's responsibility to monitor their email account for a background clearance confirmation email. These results will also be available on the TSPC eLicensing website.</p>
8	Applicant	<p>Once you receive the clearance email from TSPC (OregonSupport@nicusa.com), upload a screenshot to under your class assignment on Populi. The screenshot must include the clearance date.</p> <p>In the event you misplace or never receive a confirmation email, you must submit a completed "Background Clearance Verification" form to finger.printing@oregon.gov. This fillable PDF is available on EDU330/530 Populi page and the Corban TRC page.</p>

***In accordance with TSPC regulations, candidates cannot begin Alignment Practicum until fingerprints have been cleared in the TSPC system. THEREFORE FINGERPRINTS MUST BE SUBMITTED TO TSPC BY OCTOBER 15.**