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	Applicant submits an application and payment through **eLicensing**. *In eLicensing, the license category to select for fingerprinting is: "Clinical Practices," NOT "Teacher."* ***Cost* = $61 plus processing fee of $10** (The fee is paid through eLicensing. *Checks are not accepted.*)
2	TSPC	*Important notice: The applicant will receive an email from TSPC, which contains codes and instructions the applicant needs to proceed within 5-7 days.* TSPC emails instructions to the applicant for accessing *FieldPrint*. *The email will consist of the following required information:* FieldPrint Agency Code: XXXXXXXXXXXXXXXXX Billing Code: xxxxxx ORI: xxxxxxx OCA: Txxxxxxx (TSPC account ID)
3	Applicant	*After TSPC emails the required codes to the applicant:* The applicant schedules a fingerprinting appointment through the Fieldprint website and pays the required fee (**currently $12.50**). There are a couple of locations in Salem and the surrounding area. Fieldprintoregon.com. YOU MUST COMPLETE YOUR FINGERPRINT SCAN APPOINTMENT **BEFORE OCTOBER 15**. YOUR PROFESSOR WILL REQUIRE PROOF OF COMPLETION OF THIS STEP.
4	Fieldprint	Within 24 hours of the fingerprint scan, Fieldprint sends the electronic capture of fingerprints to the Oregon State Police (OSP) for processing through both the OSP and Federal Bureau of Investigation (FBI).
5	OSP	OSP forwards the results electronically to TSPC. This process is taking **approximately up to four weeks.**
6	TSPC	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.
8	Applicant	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. 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.

*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.