**TSPC Clinical Practice Background Clearance**

Please go to [www.oregon.gov/tspc](http://www.oregon.gov/tspc) and set up an account with TSPC.

**Applicants must clear the background check before beginning a clinical practice.**

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| **Step** | **Who** | **What** |
| **1** | Applicant for clinical practice or practicum | Applicant submits an application (which includes a background clearance) and payment through [eLicensing](https://apps.oregon.gov/TSPC/eLicense).  *Cost* = $61 (The fee is paid through eLicensing)  TSPC will email codes and instructions  ------------------------------  ***In eLicensing, the license category to select for fingerprinting is:***  ***"Clinical Practices," NOT "Teacher."*** |
| **2** | TSPC | ***Important notice: The applicant will receive an email from TSPC, which contains codes and instructions the applicant needs to proceed.***  TSPC emails instructions to the applicant for accessing *FieldPrint.*  *The email will consist of the following required information:* FieldPrint Agency Code: XXXXXXXXXXXXXXXXXX  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**](http://fieldprintoregon.com/) website and pays the required fee (currently $12.50). |
| **4** | [**Fieldprint**](http://fieldprintoregon.com/) | Within 24 hours of the fingerprint scan, [**Fieldprint**](http://fieldprintoregon.com/) 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 two weeks**, with some clearing faster and some taking longer. |
| **6** | TSPC | TSPC records the results as part of the application process. **It is the applicant's responsibility** to monitor their record to determine when the background check results are complete. |
| **7** | Applicant, school district, or program designee | After the applicant's background check has cleared the applicant will receive an email from TSPC verifying their clearance.  **Applicants**: Please forward the clearance email to [jonesb@wou.edu](mailto:jonesb@wou.edu) for proof of your cleared background check.  ***Applicants must clear the background check before beginning a clinical practice.*** |