

TSPC Clinical Practice Fingerprint Directions

Applicants **MUST** clear the background check before beginning clinical practice.

[Already have a TSPC #, what do I need to submit for verification I passed my background check?](#)

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

- Complete and submit the eLicensing application. The license category you want to choose is “Clinical Clearance”.
- The cost is \$61 plus a \$10 portal provider fee and a \$5 license system fee for a total of \$76 you will pay at the end of your application to cover the cost of the background check
- You will receive an email from TSPC which contains codes and instructions for getting your fingerprints done.

The email will consist of the following required information:

- Fieldprint Agency Code: XXXXXXXXXXXXXXXXXXXX
- Billing Code: xxxxxx
- ORI: xxxxxx
- OCA: Txxxxxx (If your TSPC account ID is five digits, add a 0 between the T and the first number.)
Ex.: T012345

After TSPC emails the required codes to you:

- You will schedule a fingerprinting appointment through the Fieldprint website and pay the required fee (currently \$12.50), [Fieldprint](#)
- Within 24 hours of the fingerprint scan, Fieldprint sends the electronic fingerprints to Oregon State Police (OSP) for processing through both the OSP and Federal Bureau of Investigation (FBI).
- OSP forwards the results electronically to TSPC. This process can take anywhere from **two days to four weeks**.
- TSPC records the results. After your background check has cleared you will receive an email from TSPC verifying your clearance. **It is your responsibility** to monitor your record to determine when the background check results are complete.
- **Applicants: Upload a pdf copy of the clearance email to your Canvas Licensure shell, as proof of your cleared background check.**

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

What can I submit to verify that I have passed by TSPC background check?

- The email you receive from TSPC that says your background check for your Clinical Practices application was approved by TSPC.
- A screenshot from your TSPC account that has your name, your TSPC #, as well as license type on it.
- A copy of your certificate issued by TSPC