

TSPC Clinical Practice Fingerprint Directions

Applicants MUST clear the background check before beginning clinical practice.

Please go to www.oregon.gov/tspcLinks to an external site. 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.

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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), [FieldprintLinks to an external site.](#)
- 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;