



Fingerprinting Instructions

These instructions are for candidates seeking an initial educator license and for teachers seeking added endorsements who do not hold an active teaching license. If you are an educator with an active license, please submit proof of that license to your program as an alternative to following these instructions.

How to Get Fingerprinted

Step #1: Pick up the packet, if you did not receive a packet during a Program Orientation, from either the C&I office in 602 ED or the SPED office in 204 ED. You may also download the forms from the TSPC (Teacher Standards and Practices Commission) website:

1. TSPC Fingerprint Instructions and Form (includes Fingerprint Handler Form): <http://www.tspc.state.or.us/0004.pdf>
2. Instructions for Answering Character Questions: <http://tspc.state.or.us/pdf/0059.pdf>
3. PA-1 Form (Student Teaching or Practicum Report): <http://www.tspc.state.or.us/0033.pdf>

Step #2: Have your fingerprints taken by an official handler. You are encouraged to choose an agency that uses electronic processing/scanning to minimize smudges. You will need to take the fingerprint card, envelope, and Fingerprint Handler Form with you. There will likely be a fee (approximately \$10) for this service.

Step #3: Once your fingerprints are on the card and sealed in the envelope, do the following:

For SPED & COUN (SPED, VIL, EI, IEEP, & School COUN): return your completed packet to Kris Smith in 204 ED.

For C&I (GTEP, ITEP, BTP, SDEP, LIB): mail your fingerprint packet directly to: TSPC, 250 Division St. NE, Salem, OR 97301-1012.

A complete packet includes: (1) the fingerprint card and Fingerprint Handler Form in the sealed envelope; (2) the completed PA-1 form (signed & dated not more than 60 days in advance of sending it to TSPC); and (3) a check made payable to TSPC for the fee specified on the TSPC Fingerprint Instructions sheet.

Step #4: Confirmation & Printing of Fingerprint Clearance

Go to TSPC's website at www.tspc.state.or.us, click on *Educator Lookup* on the left-hand side of the page, and enter your information. You must enter your name exactly as it appeared on your paperwork to TSPC. If you don't remember, enter your last name only, then hit Enter. All licensed teachers with the same last name will appear; scroll through the list to find your exact name. Return to the *Educator Lookup* page; enter your name as recorded by TSPC, date of birth, and last 4 digits of your SSN. You must enter all these fields to display fingerprint clearance.

If your fingerprints have been cleared by both Oregon State Police and the FBI, print out the page and deliver it to your program office coordinator. If your fingerprints have not yet been cleared, keep checking back online. If 3-4 weeks have passed and there is no record, contact TSPC directly (503-378-3586 or contact.tspc@state.or.us) to make sure they received your card and payment. **You must be successfully cleared by TSPC prior to program enrollment. Fingerprints can take up to several weeks to be processed, so do not delay.**