

# SSWL Fingerprinting Pointers

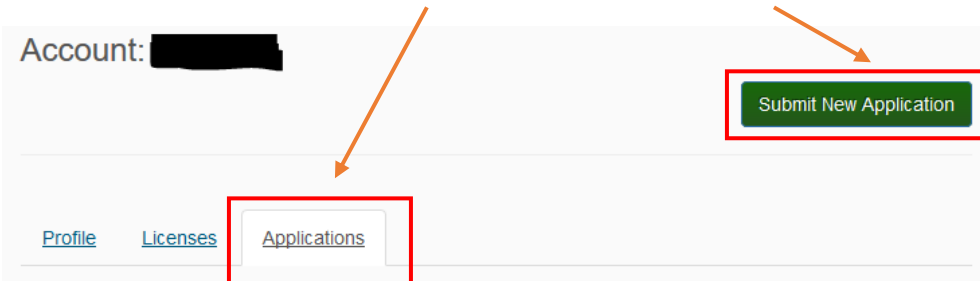
We have identified three common issues that students experience when filling out the forms for fingerprinting and background checks. Here are some quick tips of how to avoid mistakes. You can find the link to the TSPC website on the [PSU School Social Work licensure webpage](#).

o Students pursuing a school social work license must complete a background check/ fingerprints with TSPC prior to beginning their school based field placement by **completing Step 1b.** **Important Information:**

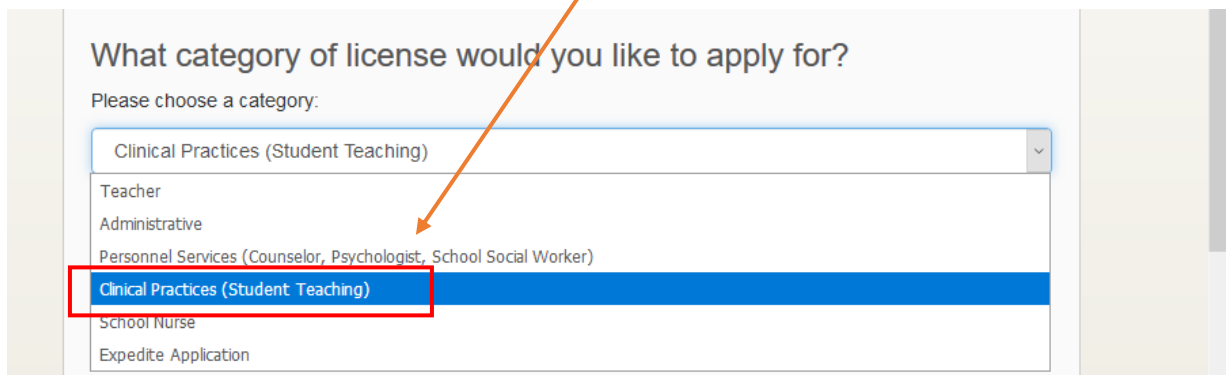
1. When you select the elicensing link, choose the link listed under "Step 1b"

Step	Who	What
1a	Applicant for licensure, registration, or certificate	1a. Applicant submits an application (which includes a background clearance) and payment through <a href="#">eLicensing</a> . Cost = \$55 (The fee is paid through eLicensing. Checks are not accepted.) <b>Note:</b> Additional application fees will apply. ETA = TSPC will email codes and instructions within 5-7 days.
1b	Applicant for student teaching or practicum	1b. Applicant submits an application and payment through <a href="#">eLicensing</a> . <b>In eLicensing, the license category to select for fingerprinting is: "Clinical Practices," NOT "Teacher."</b> Cost = \$55 (The fee is paid through eLicensing. Checks are not accepted.) ETA = TSPC will email codes and instructions within 5-7 days.

2. After signing in click on the application tab and then submit a new application



3. Under category, make sure to choose clinical practices



Remember the cost for the fingerprinting and background check is **\$61** and a fee for portal provider is **\$10**. Checks are not accepted. The fees are paid through eLicensing. If your final amount due is higher than that something is wrong. **Do not pay the higher amount.** Go back and check for mistakes. If you cannot figure it out ask for help. Good luck!!!