



DCPS Clearance Process for Contractors

Below you will find the necessary steps to complete the clearance process. We encourage you to begin this process **as soon as possible**. The DCPS team will inform you once all clearances have been processed.

1. **DCPS Clearance Application** (*NOTE: DO NOT complete the application on a mobile device. This must be completed on a computer or laptop.*)
 - a. Complete the [DCPS Clearance Application](#). When completing this application, select the following:
 - i. Application Type: "Contractor/ Program Provider"
 - b. **Complete TB Risk Assessment.** When submitting the [DCPS Clearance Application](#), you will be directed to self-report a TB Risk Assessment Screening (embedded within the application), which will ask questions regarding your travel history, TB testing history, and possible TB virus exposure. Based on responses to these questions, the assessment will either satisfy the TB screening requirement or you will be directed to complete a TB test. If your risk assessment indicates that you must complete a TB test, you must provide TB test results to move forward in the clearance process. DCPS accepts negative skin or blood tests taken, or a clear x-ray analysis issued, within the last 12 months. If a TB test is required, please send your results to the DCPS Clearance team (dcps.clearance@k12.dc.gov).
2. **Application Station:** A video resource of Application Station and completing the process can be found [here](#).
 - a. Within 1-2 business days after submitting the DCPS Clearance Application, you will receive an email from applicationstation@truescreen.com to complete online forms required for your clearance process. Please complete those forms and submit them on Application Station.
 - b. **Schedule and complete a FieldPrint fingerprinting appointment.** Using the unique code and instructions provided in Application Station you can schedule your FieldPrint Appointment.
 - c. A SOR check will be automatically run after you submit your Application Station Forms.
3. **Mandatory Drug & Alcohol Testing (MDAT):**
 - a. DCPS tests on a urinalysis 4 Panel Drug Screen: Amphetamines, Cocaine, Opiates, and PCP. Please click on the link [here](#) to submit your information to schedule your drug test. In approximately 2-4 business days of submitting the information, you will receive an email from OTSWebApp@labcorp.com with instructions to complete the drug screening test. ****Note: Any Contractor renewing clearances without a lapse in service will not undergo this MDAT screening****