

# ACCREDITATION INFORMATION PAGE



Dear Constituent,

Training standards for public safety constituents are established by the Board on Public Safety Standards and Training (BPSST). The Department of Public Safety Standards and Training (DPSST) ensures compliance with training standards for private security providers. The standard currently requires eight hours of classroom training and four hours of assessment to be conducted by a certified private security instructor. Accreditation still requires that all training standards are met. Accreditation must be administered and taught by a DPSST certified instructor.

As a general rule, DPSST will only consider the accreditation of proprietary training programs. Security service providers (third party) who request the accreditation of training programs available through associations or other organizations must provide, with the application, written proof of permission to use and seek accreditation from the association or organization originating the training program. In the event a training program is accredited and that program is utilized by more than one Security Service Provider, each Security Service Provider must apply separately for accreditation.

**In the event DPSST cannot accredit your training program or a current accreditation agreement is terminated, it will be required that the BPSST approved curriculum be used.**

## **Instructions for completion of Application for Accreditation:**

- This application must be thoroughly completed.
- Complete Performance Objective Identification Worksheet.
- If you cannot identify a DPSST performance objective in your curriculum, you should modify your curriculum to include the performance objective.
- All testing instruments must be attached.
- All assessment/scenarios used to evaluate learning of the DPSST performance objective must be attached.
- Include disclosure form for accreditation processing.
- If you are considering accreditation of a curriculum that may already be accredited by another company, contact DPSST to check the status of the training program.
- Upon submission of the application, a \$75 fee is required for the preliminary review.
- ***Please note*** that there will be additional fees for the processing of the accreditation request. You will be notified of the processing fee; and if you wish may continue with the process.



## **APPLICATION FOR ACCREDITATION**

### **Section One: Application Status (Please mark appropriate line)**

- Initial Application for Accreditation      \$75
- Accreditation Renewal      TBD
- Updated Curriculum      TBD
- Application to use "Third Party" Program      \$75

*Note: If you desire to use a training program that may already be accredited, confirm the accreditation status with DPSST or the company.*

### **Section Two: Company Information**

1. Company Name: \_\_\_\_\_
2. Company Address: \_\_\_\_\_
3. Company PSID#: \_\_\_\_\_
4. Instructor Name: \_\_\_\_\_ 5. DPSST #: \_\_\_\_\_

### **Section Three: Accreditation Program Manager Information**

*Note: This person will serve as the official liaison between the agency and DPSST)*

1. Name: \_\_\_\_\_
2. Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_
3. E-Mail address: \_\_\_\_\_
4. Mailing address: \_\_\_\_\_



**Information Required (must be submitted with application):**

- Course Curriculum w/copies of Testing Tools (written tests, assessment modules, etc.)
- Course Syllabus with an hourly breakdown of course outline and training schedule.
- In the event multi-media learning tools are used to cover course material specific to the DPSST required performance objectives written transcripts of the applicable portions must be submitted along with a copy of the original medium, i.e. CD/DVD, video, cassette.
- Confidentiality Form (Needed from provider if curriculum is to be exempt from public disclosure)
- Non Refundable \$75 fee
- Proof of permission to become a third party user.

**If this is your first request for accreditation, do you plan on allowing another entity to use this program?  Yes  No**

**If so, who within your organization is authorized to provide permission for use? \_\_\_\_\_**

**Notice to Applicant  
Public Records Law Requirements**

The curriculum and course materials submitted may be subject to disclosure as required by Oregon Public Records Law, Oregon Revised Statute 192.001 through 192.990. The Department of Public Safety Standards and Training is a state agency, therefore we are bound by statutes that regulate the disclosure of public documents. However, we will make every effort to protect your information to the extent permitted by the law.

Under some circumstances submitted curriculum and training materials may be exempt from disclosure. For example, testing instruments and materials may be exempt from disclosure. ORS 192.501(4). Any copyrighted documents may be exempt from copying and distribution, however individuals may look at them. Trade Secrets may also be exempt from disclosure. ORS 192.501(2).

“Trade Secrets” as used in the Public Record Law, “may include, but are not limited to, any formula, plan, pattern, process, toll, mechanism, compound, procedure, production data, or compilation of information which is not patented, which is known only to certain individuals within an organization and which is used in a business it conducts, having actual or potential commercial value. And which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it.”

To be withheld from disclosure as a “trade secret,” a record must meet all four of the following criteria:

\_\_\_\_\_ The Information must not be patented;

\_\_\_\_\_ It must be known only to certain individuals within an organization and used in a business the organization conducts;

\_\_\_\_\_ It must be information that has actual or potential commercial value; and

\_\_\_\_\_ It must give it’s users an opportunity to obtain a business advantage over competitors who do not know or use it.

If you believe that the curriculum and training materials submitted for accreditation meet the criteria listed above, please submit a written statement on the following page explaining how the materials meet the criteria and requesting that the material not be disclosed by DPSST due to the trade secret exemption. If the materials are copyrighted, please also include that information.



## Disclosure Notification Form and Written Statement

To be withheld from disclosure as a “trade secret,” a record must meet all four of the following criteria:

- \_\_\_ The information is not patented;
- \_\_\_ It is known only to certain individuals within the organization and used in a business the organization conducts;
- \_\_\_ The information has actual or potential commercial value; and
- \_\_\_ It gives its users an opportunity to obtain a business advantage over competitors who do not know or use it.

If you believe that the curriculum and training materials submitted for accreditation meet the criteria listed above, please submit a written statement below explaining how the materials meet the criteria and requesting that the material not be disclosed by DPSST due to the trade secret exemption. If the materials are copyrighted, please also include that information.

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Accreditation Program Manager Name (Printed)

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Accreditation Program Manager Name (Signed)

\_\_\_\_\_  
Date