

PI-6 Continuing Education Summary Form

Department of Public Safety Standards and Training, Private Professional Certification and Licensing
4190 Aumsville Hwy SE Salem, OR 97317 Phone (503) 378-8531



- ☐ **Private Investigator (submit 30 hours plus two ethics hours)**
☐ **Provisional Investigator (submit 38 hours plus two ethics hours)**

Name _____ PI-ID number _____ Expiration Date _____

Please complete this form and keep a copy for your records. You must include this form with your application for license renewal. Please print legibly or our inability to read your handwriting may cause a deficiency to be generated, which ultimately delays your renewal application. Submit multiple forms if additional space is needed.

July 1-July 3, 2013	Homeland Security, Criminal Investigator Training (example)		8	Conference – Attendance
August 2014	Charles Sennewald, The Process of Investigation (example)		2	Self Study - Book
December 2014	Inspired eLearning, Ethics and Code of Conduct Training (example)	2		Interactive Webinar

Date(s) Attended **Sponsor and Title of CE Program** **Type of CE per Guidelines**

CERTIFICATION: I hereby certify that all of the information given in this form is true and correct. I understand that any falsification could result in denial of my renewal application, suspension and/or revocation of my license.

Signature _____ Date _____

☐ By checking this box, I understand that I have the option to sign this document manually, but I hereby affirmatively consent to use my electronic signature.

**Oregon Administrative Rule (OAR)
259-061-0020 Application for
Private Investigator Licensure:**

**(3) Applications for renewing
licensure as an investigator must
include:**

- Form PI-21 (Investigator Renewal Application) completed in its entirety.
- Completed Form PI-6 (Continuing Education Summary Form).
- Current passport quality photos.
- Current Bond or E & O Insurance.
- Non-refundable renewal fee.

(4) Timelines:

- A completed application packet must be mailed to the Department and postmarked prior to the applicant performing any investigatory work.
- Renewal application documents must be received by the Department within 90 days prior to the expiration date of the licensure.
- A late submission fee will be assessed as prescribed by OAR 259-061-0010 if reapplying after the license expiration date of the licensure.
- Applicants renewing their licensure more than 30 days after the expiration date of the original license must submit the following:
 - A new application packet in accordance with subsection (2) of this rule; and
 - A Form PI-6.



**DPSST Private Investigator
Licensing Program**

4190 Aumsville Hwy SE
Salem, OR 97317

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dpsst.investigators@dpsst.oregon.gov
<https://www.oregon.gov/dpsst/PI>

Sign up for the Private Investigator
Gov.Delivery Bulletins at:
[https://public.govdelivery.com/accounts/OR
DPSST/subscriber/new](https://public.govdelivery.com/accounts/OR/DPSST/subscriber/new)

**PLEASE REMEMBER: It is unlawful for you to
continue providing investigative services
after the expiration date of your license,
even if your renewal is pending. DPSST
cannot guarantee that we can process
your renewal in three weeks or less, so
get your forms in as early as possible and
don't procrastinate.**

**DPSST Private
Investigator
Licensing Program**

Continuing Education (CE) Guidelines



Private Investigators:

32 CE hours
(including 2 hours in ethics)

Provisional Investigators:

40 CE hours
(including 2 hours in ethics)

What is continuing education? Any educational endeavor that reasonably could be considered beneficial to the work of the investigator.

Continuing education may be completed in-person, remotely, or through self-study.

Acceptable continuing education sources include but are not limited to:

- Participation in conferences or educational courses offered by trade schools or colleges, whether as an attendee or a presenter;
- Independent studies;
- Publishing articles related to the field of investigation; and
- Training, classes, seminars, workshops, lectures, and webinars.

Additional information regarding continuing education for licensed investigators:

- Completion of the continuing education must be reported through a Department-approved submission process. (PI-6 Continuing Education Summary Form) The report may be submitted during the investigator's current licensure period or with their application for renewal.
- The Department may require the investigator to describe how the reported continuing education is beneficial to their work as an investigator.
- The Department may also reject reported continuing education that it does not reasonably consider beneficial to the work of the investigator.

- If an investigator exceeds the required continuing education hours during a two-year licensing period, the investigator may report the additional hours to the Department and request that the hours carry over to the next licensing period.
 - The maximum carryover is 15 hours per licensing period.
 - Carry over hours cannot be used to complete the requirement to complete at least two hours in ethics during each.

