

## **INSTRUCTIONS FOR COMPLETION OF INITIAL\* APPLICATION FOR ACCREDITATION**

\*RENEWAL APPLICANTS MUST COMPLETE SECTIONS BELOW ONLY IF THERE HAS BEEN A SUBSTANTIVE CHANGE IN YOUR CURRICULUM SINCE THE ORIGINAL ACCREDITATION WAS APPROVED.

- COMPLETE THE LEARNING OUTCOME IDENTIFICATION WORKSHEET.**
  - IF A DPSST LEARNING OUTCOME CANNOT BE IDENTIFIED IN YOUR CURRICULUM, YOU MUST MODIFY YOUR CURRICULUM TO INCLUDE THE LEARNING OUTCOME.
  
- COURSE CURRICULUM WITH COPIES OF TESTING TOOLS (EXAMS, AND ASSESSMENTS MODULES, ETC.)**
  - COURSE SYLLABUS WITH AN HOURLY BREAKDOWN OF COURSE OUTLINE AND TRAINING SCHEDULE.
  - ALL ASSESSMENT/SCENARIOS USED TO EVALUATE THE DPSST LEARNING OUTCOMES MUST BE ATTACHED.
  - INFORMATION REGARDING MEDIA LEARNING TOOLS USED TO COVER COURSE MATERIAL SPECIFIC TO THE DPSST REQUIRED LEARNING OUTCOMES. WRITTEN TRANSCRIPTS OF THE APPLICABLE PORTIONS MUST BE SUBMITTED ALONG WITH A COPY OF THE MEDIA, I.E. CD/DVD, YOUTUBE LINKS, ETC.
  - ANY OTHER TESTING TOOLS
  
- CONFIDENTIALITY STATEMENT (IF COMPANY WOULD LIKE CURRICULUM TO BE EXEMPT FROM PUBLIC DISCLOSURE)**
  
- ALL ASSESSMENT/SCENARIOS USED TO EVALUATE THE DPSST LEARNING OUTCOMES MUST BE ATTACHED.**
  
- UPON SUBMISSION OF THE APPLICATION FOR ACCREDITATION, A \$75 NON-REFUNDABLE FEE IS REQUIRED FOR THE PRELIMINARY REVIEW.**
  - PLEASE NOTE THAT THERE WILL BE AN ADDITIONAL FEE FOR THE REVIEW PROCESS OF SUBMITTED CURRICULUM.
  
- REVIEW THE PUBLIC RECORDS LAW REQUIREMENTS**

## 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. WE WILL MAKE EVERY EFFORT TO PROTECT YOUR INFORMATION TO THE EXTENT PERMITTED BY THE LAW.

ANY COPYRIGHTED DOCUMENTS MAY BE EXEMPT FROM COPYING AND DISTRIBUTION, HOWEVER INDIVIDUALS MAY VIEW THEM. TRADE SECRETS MAY ALSO BE EXEMPT FROM DISCLOSURE. ORS 192.345(2). 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 192.345(4).

“TRADE SECRETS,” AS USED IN THE PUBLIC RECORDS LAW, MAY INCLUDE, BUT ARE NOT LIMITED TO, ANY FORMULA, PLAN, PATTERN, PROCESS, TOOL, 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 BUSINESS THE ORGANIZATION CONDUCTS;
- IT MUST BE INFORMATION THAT HAS ACTUAL OR POTENTIAL COMMERCIAL VALUE; AND
- IT MUST GIVE ITS USERS AN OPPORTUNITY TO OBTAIN A BUSINESS ADVANTAGE OVER COMPETITORS WHO DO NOT KNOW OR USE IT.

### DISCLOSURE NOTIFICATION FORM AND WRITTEN STATEMENT

IF YOU BELIEVE THAT THE CURRICULUM AND TRAINING MATERIALS SUBMITTED FOR ACCREDITATION MEET THE CRITERIA LISTED ABOVE, PLEASE SUBMIT A WRITTEN STATEMENT EXPLAINING HOW THE MATERIALS MEET THE CRITERIA AND REQUEST THAT THE MATERIAL NOT BE DISCLOSED BY DPSST DUE TO THE TRADE SECRET EXEMPTION. IF THE MATERIALS ARE COPYRIGHTED, PLEASE ALSO INCLUDE THAT INFORMATION.