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 fourteen hours of classroom training (twelve hours for alarm monitors), which includes all assessments and exams, to be conducted by a certified private security or alarm monitor instructor. Accreditation still requires that all training standards are met.

As a general rule, DPSST will only consider the accreditation of proprietary training programs. In the event a training program is already accredited (third party) and another Security Service Provider wants to use the accredited third party curriculum, the Security Service Provider must apply separately for use of the accredited curriculum.

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

Please follow the read and follow the application instructions carefully. If you have questions, or need assistance, contact DPSST at 503-378-8531.
Application for Accreditation
Department of Public Safety Standards and Training, Private Security Program
4190 Aumsville Hwy SE Salem, OR 97317  Ph. (503) 378-8531 Fax (503) 378-4600

Application Status (Please indicate appropriate one)
☐ Initial Application for Accreditation $75
☐ Accreditation Renewal $75
☐ Updated Curriculum $75
☐ Application to use “Third Party” Program $75*

___________________________________________________
Name of the third party curriculum
*If using a training program that may already be accredited, confirm the accreditation status with DPSST or the company.

Company Information
1. Company name: ____________________________________________

2. Company address: __________________________________________

3. Company ID#: __________

4. Instructor* name: ______________________________________ PSID #: __________
   *If more than one Instructor, submit a list of names on a separate sheet.

Accreditation Program Manager Information
This person will serve as the official liaison between the agency and DPSST.

1. Name: ______________________________________________________

2. Telephone: (____) __________________________ Fax: (____) ___________

3. Email address: _____________________________________________

4. Mailing address: ____________________________________________

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

If yes, who within your organization is authorized to provide permission for use?
Name: ________________________________ Title: ________________________________
Required information (must be submitted with application and worksheet):

☑ Course Curriculum with 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 learning outcomes, written transcripts of the applicable portions must be submitted along with a copy of the original medium, i.e. CD/DVD, YouTube links, etc.

☑ Confidentiality statement (needed only if security service provider would like curriculum to be exempt from public disclosure)

☑ Non Refundable $75 fee

Instructions for completion of Application for Accreditation:

☑ Complete the Learning Outcome Identification Worksheet. (on the DPSST website)
  ☑ If a DPSST learning outcome cannot be identified in your curriculum, you must modify your curriculum to include the learning outcome.

☑ All testing instruments must be attached.

☑ All assessment/scenarios used to evaluate the DPSST learning outcomes must be attached.

☑ Include disclosure statement, if required.

☑ Upon submission of the application for accreditation, 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, you may continue with the accreditation curriculum review process.

Review page 4 and provide a written statement only if submitting your company curriculum for accreditation
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.

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.