

PI-6 Continuing Education Summary Form

Department of Public Safety Standards and Training, Private Security/Investigator Section
 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.

Date(s) Attended	Sponsor and Title of CE Program	Ethics Hours	General Hours	Type of CE per Guidelines
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

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 _____

Oregon Administrative Rule (OAR)
259-061-0020(4):

(a) A completed application packet must be mailed to the Department and postmarked prior to the applicant performing any investigatory work.

(b) Renewal application documents must be received by the Department within 90 days prior to the expiration date of the licensure to allow for processing of the forms and criminal history check.

(c) A late submission fee will be assessed as prescribed by OAR 259-061-0010 if reapplying after the license expiration date of the licensure.

(d) Applicants renewing their licensure more than 30 days after the expiration date of the original license must submit the following:

(A) A new application packet in accordance with subsection (2) of this rule; and

(B) A Form PI-6.

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 don't procrastinate and get your forms in as early as possible.



DPSST Private Investigator Licensing Program

4190 Aumsville Hwy SE
Salem, OR 97317

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security.investigators@state.or.us

www.oregon.gov/dpsst/pi

Sign up for the Private Investigator List Service
http://listsmart.osl.state.or.us/mailman/listinfo/private_investigator_bulletin

Quick reminder of items required in a renewal application packet:

- PI-21 (Renewal Application)
- PI-27 (Code of Ethics)
- PI-6 (Continuing Education Summary Form)
- Current Bond or E&O Insurance (if there has been any change or lapse in coverage)
- Current Photos
(piappsubmittal@state.or.us)
- Nonrefundable fee of \$550

DPSST Private Investigator Licensing Program

Continuing Education (CE) Guidelines



Private Investigators:

32 CE units (including 2 CE in ethics)

Provisional Investigators:

40 CE units (including 2 CE in ethics)

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

What continuing education is acceptable to provide on the PI-6?

- ◆ **College, Internet or Correspondence Courses**
- ◆ **Conferences, Seminars and Interactive Webinars**
- ◆ **Books and Manuals**

Two hours of continuing education will be granted for each non-fiction book or professional/technical manual read, with a limit of six continuing education hours per licensing period. Books will be approved on a case-by-case basis.

- ◆ **Pre-recorded or Non-interactive Media**

Limited to 24 continuing education hours per licensing period.

- ◆ **Department /Board/Committee Meetings**

One hour of continuing education will be granted for each hour in attendance of a Board or Committee Meeting, with a limit of eight continuing education.

- ◆ **Lectures and Public Presentations**

One hour of continuing education will be granted for each hour of presenting or attending a lecture or public presentation, with a limit of eight hours of continuing education per licensing period.

- ◆ **Mentoring**

One hour of continuing education per eight hours of training will be granted to licensed investigators who provide training to another investigator, with a limit of eight continuing educational hours per licensing period.

- ◆ **Network Meetings**

One hour of continuing education will be granted for each network meeting attended, with a limit of eight continuing education hours per licensing period.

- ◆ **Publications**

Continuing education hours will be granted to individuals who have authored or co-authored publications. Continuing education hours awarded for publications will be at the Department's discretion, with a limit of 10 continuing education hours per licensing period, with no carry over.

- ◆ **Other**

Any other continuing education that reasonably could be considered beneficial to the work of the investigator.



Additional Information regarding your continuing education

The Department reserves the right to approve or disapprove any continuing education request.

At the Department's discretion, the Department may audit continuing education documents to ensure compliance with this rule.

The required continuing education must be submitted on a PI - 6.

It is not necessary to send additional documentation pertaining to your continuing education, unless specifically requested by staff.

The continuing education limits are for each licensing period (every two years).

You may carry over a maximum of 15 general hours to apply to the next licensing period, where allowed.

Licensed Investigators must retain documentation of proof of continuing education for four years.