**Maintenance Training Extension Process:**

- Extensions will not be granted beyond December 31st of the year following the expiration date.
- Make up training will be applied to the deficient maintenance cycle only and cannot be used to meet the current maintenance cycle requirements.
- Time extensions do not change the time period for the next maintenance cycle.

Extension requests can be submitted to DPSST using the following criteria:

- Requests can be initiated by the employee or employing agency.
- The agency department head and employee must be copied on the request.
- The request must include:
  - Deficiency needing to be resolved
  - Reason for the request
  - An action plan detailing dates and hours of training the employee has been scheduled to attend.
  - Requested extension date (cannot go beyond December 31 of the year following the expiration date of the affected maintenance year)

- Requests can be emailed or mailed to DPSST:
  - Emailed requests can be sent to (schedulecert@state.or.us) with “CJ Maintenance” indicated in the subject line.
  - Mailed requests must be on agency letterhead and addressed to

    Department of Public Safety Standards and Training
    Attention: Jordan James-Largent
    4190 Aumsville Highway
    Salem OR 97317

DPSST will work with the employee and agency to grant the extension request. If granted, it is the responsibility of the agency or employee to ensure maintenance is completed by the extension expiration date. DPSST will issue a Contested Case Notice of Intent to Suspend if maintenance has not been met by the extension expiration date.