

## Private Career Schools Licensing Exemption-Related Petition for Declaratory Ruling

*per ORS 183.410 and OAR 137-002-0010*

The Higher Education Coordinating Commission (HECC) Private Career School licensing unit (PCS) does not grant formal exemptions from or receive exemption “applications” for licensing requirements under ORS 345.015(1)-(7) or ORS 345.015(9)-(11). (The only exception is the exemption in ORS 345.015(8), which applies only if the HECC has granted it. Please use the separate **ORS 345.015(8) Exemption Request form**.)

A school may, however, submit a Petition for Declaratory Ruling, pursuant to Oregon’s Administrative Procedure Act, if it wishes to formally determine, given a specified set of facts, whether it is exempt.

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### Please complete the following:

*Ensure that the name and address provided here match those submitted to the HECC for other purposes, and also that they match any current information in any relevant Secretary of State Business records.*

**Petitioner Name:** \_\_\_\_\_  
*(Person, Business or other Entity)*

**Address:** \_\_\_\_\_

**Contact phone number:** \_\_\_\_\_

**Contact e-mail:** \_\_\_\_\_

1. The statutory exemption(s) in ORS 345.015 that are relevant to your petition.

- ☐ ORS 345.015(1)
- ☐ ORS 345.015(2)
- ☐ ORS 345.015(3)
- ☐ ORS 345.015(4)
- ☐ ORS 345.015(5)
- ☐ ORS 345.015(6)
- ☐ ORS 345.015(7)
- ☐ ORS 345.015(8) *(Note that in order to check this box you must have previously applied for and received an exemption from the HECC under this exemption.)*
- ☐ ORS 345.015(9)
- ☐ ORS 345.015(10)
- ☐ ORS 345.015(11)

2. A detailed statement of the relevant facts; including sufficient facts to show petitioner’s interest;  
*(Note that any ruling issued as a result of this petition is binding only in situations where the facts given are true and not disputed.)*

3. All propositions of law or contentions asserted by petitioner; (Be sure to note which facts establish that a particular exemption does or does not apply.)
4. The questions presented; (Please note any additional questions beyond whether a particular exemption applies or not.)
5. The specific relief requested (for example, if you have paid a license application fee or civil penalty contingent upon an exemption not applicable); and
6. The name and address of any other person known by petitioner to be interested in the requested declaratory ruling. (Parties identified here may be contacted by the HECC and invited to submit information or become parties in any HECC hearing process.)

By affixing my signature to this document, I acknowledge that *(please check the following)*:

- ☐ I am authorized to make this request on behalf of this organization, and attest to the truth of the claims made herein.
- ☐ I understand that the HECC has discretion whether to issue a declaratory ruling in response to my ruling and may inform me within 60 days, or any point afterward, that it will not issue a ruling. (See OAR 137-002-0020.)
- ☐ I understand that any ruling in response to this petition will be confined to the facts as submitted here or agreed to by all parties in the hearing process.

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**Signature**

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**Date**

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**Printed Name**