Oregon
Tina Kotek, Governor

Higher Education Coordinating Commission
Office of Academic Policy and Authorization
Private Career Schools Licensing Unit
3225 25th Street SE
Salem, Oregon 97302
www.oregon.gov/HigherEd

Greetings,

Thank you for your interest in opening a private career school.

The Higher Education Coordinating Commission's forms and the registration process may be accessed through our website at www.oregon.gov/HigherEd. The documents in this packet are posted on the webpage listed below:
State of Oregon: Private Postsecondary - PCS Forms and Procedures

These documents will help you compile your information for the initial screening interview with staff from HECC's Private Career School Licensing Unit. Please review the following documents included in this packet:

- **Guide to Opening and Licensing a New Private Career School**
- **Frequently Asked Questions (FAQ)**
- **New School Interview Guide**
- **Initial Document Checklist**

Each document has important information that will outline the new school application process, clarify key steps for licensure, and provide information about rules and regulations governing private career schools.

Before the initial interview you will need to review the Initial Document Checklist and the New School Interview Guide. The Initial Document Checklist will provide you with a list of items to prepare and submit to the HECC. The New School Interview Guide includes information HECC staff will discuss with you during the initial interview and specific Oregon Administrative Rules for each component of the process that will assist you while creating your documentation. Please come to the interview prepared with any questions you have.

DO NOT PAY THE NON-REFUNDABLE APPLICATION FEE until **AFTER** the initial interview to make sure you have all the information and have HECC's acceptance to move forward. The fee is non-refundable: **$5,700 for in-state schools, $8,000 for out-of-state schools.**

When you have reviewed the initial new school material and want to continue with the new school application process or have any questions, you may contact one of the HECC's new school specialists at (503) 947-5716 or by email at info.PPS@HECC.Oregon.gov.

Thank you,

Kia Sorensen

Kia Sorensen, Ph.D.
(Pronouns: She/Her/Hers)
Deputy Director, Private Postsecondary Education
Office of Academic Policy and Authorization
HIGHER EDUCATION COORDINATING COMMISSION

GUIDE TO OPENING/LICENSING A PRIVATE CAREER SCHOOL

As per ORS 345.010 to 345.450, any person, partnership, association, corporation, or Limited Liability Company desiring to function as a private career school (i.e. any private professional, technical, home study, correspondence, business or other school instruction, organization or person that offers any instruction or training for the purpose of instructing, training or preparing persons for any profession in Oregon) must first apply for a private career school license with the Higher Education Coordinating Commission. Solicitations, advertising, and instruction to students in Oregon may not occur until that license has been approved (OAR 715-045-0006(1)).

The Process:

Prior to submitting an initial application for a Private Career School, one must have done his/her/their homework in order to be fully prepared to start the application process and to be most able to start a career school. It is recommended that the applicant assemble a support team for advice on business planning and financial management, academic design and curricular mapping, and the development of appropriate policies pertaining to student rights and responsibilities, staff and the legal framework which will guide the operations of the school.

Doing one's homework at the front end of the process pays off. We strongly encourage new school applicants and existing school operators to become familiar with Oregon laws and administrative rules that govern Private Career Schools, as well as the pertinent laws and rules that govern the professions for which students will be trained for by the school.

Oregon laws governing Private Career Schools are under ORS 345.010 to ORS 345.997. The website www.OregonLaws.org is an example of a website that will provide you quick access to the relevant information. Oregon Administrative Rules (OARs) governing Private Career Schools in Oregon are under OAR 715-045-0001 to OAR 715-045-0220. OAR Rule 715-045-0006 outlines application requirements and should be reviewed.

The website for the Oregon Secretary of State provides you direct access to Private Career School rules, here is the link to Oregon Administrative Rules (OARs): Oregon Secretary of State Administrative Rules.

It is critically important that you familiarize yourself with the application process, required forms and documentation prior to submitting an application. The resources on the Higher Education Coordinating Commission, Private Career School unit website provide you with examples, and relevant forms:

State of Oregon: Private Postsecondary - PCS Forms and Procedures

Key successful steps prior to submitting an application for a Private Career School:

1. Do your research and request advice from the team you have gathered to help you have a solid business plan; prospective income and expenses and balance sheet, market demand/market research, a basic curriculum and syllabus design.
2. Explore funding options *(if necessary)* to start your school/business operations and to have sufficient liquidity and reserves/working capital to stay in operation during the startup years (first 2-3 years).
3. Prepare your best initial new school documents listed above or requested by HECC to submit at least two weeks prior to scheduling an initial screening interview with the Private Career School staff.
4. HECC Private Career School staff will schedule an initial screening interview **PRIOR TO** submitting your official application and appropriate fees.
5. Make any adjustments, as necessary, after the screening interview depending on the specific and free guidance you receive from our staff.

You will be required to submit your final application materials by email. Refining your draft prior to submission will only increase the success of your application and possibly reduce the time for processing.

Please note: It will take at least 6 months to process your application. Due to high volume and incomplete application materials, it may take additional time.

Please contact the Higher Education Coordinating Commission at 503-947-5716 or by email at info.pps@hecc.oregon.gov to start the private career school licensing process.

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Private Career School Licensing Process

Step 1 Pre-Interview - School Application

Step 1 of 8

Initial Application / Business-Marketing Plan

As a reminder, please make a copy of all materials you submit to the Higher Education Coordinating Commission for your records. We will be going over your submission with you during the process, so you need to have a copy to review.

Rev. 9/2023

INITIAL NEW SCHOOL APPLICATION

Request to Operate a Private Career School

Request is hereby made for a license to operate a private career school in conformity with the provisions of Oregon Revised Statutes, Chapter 345, as amended, and the rules and regulations as established by the Higher Education Coordinating Commission (Oregon Administrative Rules, Chapter 715, Division 045).

Only answer the following information that is known. This is an Initial Application and Request to Operate a Private Career School. Some answers may not be known at the time of application, but will be developed during the process. A Final Application will be sent to the Primary Contact to review and sign with all appropriate answers completed prior to licensing.

NAME OF SCHOOL:	**TYPE OF SCHOOL:**
PARENT COMPANY *(If applicable)*:	**TYPE OF OWNERSHIP:**
PRIMARY CONTACT:	**PRIMARY CONTACT INFORMATION:** PHONE: EMAIL:

LIST NAMES OF ALL SCHOOL OWNERS, CONTACT INFORMATION and PERCENT (%) OF OWNERSHIP:

NAME: PHONE: EMAIL: % OWNED

(Add additional owners on a separate page, if needed)

PHYSICAL LOCATION of SCHOOL:	**COUNTY OF SCHOOL:**
MAILING ADDRESS *(if different)*:	
SCHOOL WEBSITE:	**SCHOOL PHONE :**
SCHOOL EMAIL:	**SCHOOL FAX:**
FISCAL YEAR FOR FINANCIAL PERIOD: *ie 1/1 – 12/31 or 7/1-6/30*	**PROJECTED GROSS TUITION INCOME from OREGON STUDENTS:**
CURRENT CAPITAL RESERVES ON HAND: **$**	**ADDITIONAL FUNDS AVAILABLE PRIOR TO LICENSURE:** **$**
ENTITY NAME FILED W/OREGON SECRETARY OF STATE:	**DOMESTIC OR FOREIGN FILING with SECRETARY OF STATE:**
PRINCIPAL PLACE OF BUSINESS?	**DATE ENTITY FILED WITH SECRETARY OF STATE:**
SIGNATURE:	**DATE SIGNED:**

The school site located in Oregon must be the primary administrative location. Student records must be maintained at the school and available for review at all times. A post office box number can be designated as a mailing address, but not as a primary administrative location.

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Initial Documents Required for Pre-application Interview

The following information must be submitted at least 2 weeks prior to your scheduled interview.
Please complete the forms to the best of your ability.

- ☐ **Initial New School Application / Request to Operate** – *Leave items blank if unknown.*
- ☐ **Business plan;** include the following:
  - Brief description of goals and mission of the school.
  - Market demand/market research
  - Proposed projected school location and classroom training environment or method of distance instruction *(if known).*
  - Describe anticipated staffing levels *(if known).*
- ☐ **Income statement (revenue and expense report)** – *This will be a **projection** of anticipated income and operational expenses of the business* (Please see the example format).
- ☐ **Opening Balance sheet** - *This statement will show the assets and liabilities of the proposed school* (Please see the example format in Step 1).
- ☐ **Capital reserves** – *Submit documentation to support the applicant has prepared financially to open a school.*
- ☐ **Basic description of curriculum and program(s) to be offered**.
- ☐ **Documentation and/or list the rules and regulations** pertaining to other State or Federal regulatory oversight bodies for the proposed program *(if applicable).*
- ☐ **Any additional information** that would support your request to operate a private career school.

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Initial Interview Guide for New Private Career School Applicants

[OAR 715-045-0006]

Review the rules associated with the following information needed, complete and return. Please be prepared to answer and discuss the information you provided (to the best of your knowledge) to assist your assigned Specialist in assessing your school and your financial ability to open and operate your school prior to your Initial interview. [OAR 715-045-0006 (5)(b)]

Proposed school name: _____

Type of School *(Tattoo, cosmetology, CDL Trucking, Massage, etc):* _____

Type of School ownership *(Sole Ownership, Corporation, LLC, Partnership, Non-Profit):* _____

Proposed school owners/members/board of directors/partners and % of Ownership in School:

_____ _____ **%**

_____ _____ **%**

_____ _____ **%**

_____ _____ **%**

Desired School Opening date? _____ *(The new school application process can take up to 3-6 mos)*

Brief description of program(s) offered – [OAR 715-045-0009]: _____

_____

Program(s) to be offered: _____ **Length of program** *(weeks/months):* _____

Program(s) to be offered: _____ **Length of program** *(weeks/months):* _____

Program(s) to be offered: _____ **Length of program** *(weeks/months):* _____

Program(s) to be offered: _____ **Length of program** *(weeks/months):* _____

Will the instruction be conducted in-person, online, self study or hybrid?: _____
(Online, distance, self-study, resident, combined)

Financial: [OAR 715-045-0032, OAR 715-045-0063]

For the operation of the school, please include monthly/annual projected income/expense statement and opening balance sheet for review prior to interview. (current assets and current liabilities)

School Initial set-up costs $_____ *(Prior to enrolling students)*
(tenant improvement costs, furniture and fixtures and supplies)

School operating costs/month: $ _____

Cash Reserves available $_____

Additional Funds: *(or Letter of Credit that can be available for initial set up and operation):* **$**_____

Sufficient Income: Based on your income/expense financials, do you feel you have sufficient capital to set-up, open and operate your school including funds available any potential tuition refunds? Please clarify, (use additional pages):

_____

Estimated Gross tuition income: $_____

Number of Prospective Cohorts per year: _____

Number of Prospective Students per Cohort: _____

Estimated Cost of Tuition per student? _____

Mission and Goals: *Briefly share your mission and goals, desired outcomes, staffing levels, marketing plan.*

_____

_____

Type of Business to be registered with the Secretary of State (SOS) *(partnership, sole proprietor, corp., LLC)*: _____

Are any of your programs regulated by another state agency and require curriculum approval? ☐ **Yes** ☐ **No**

Accrediting or other Licensing agencies *(if known):* _____

List required certifications/credentials/licenses to work in the field of instruction: _____

Address and brief description of facility *(owned/leased, sq ft, # of rooms, private area for student study?):*

_____

_____

Prior to licensing, you will need supporting documentation for approved occupancy and fire inspection by local fire department jurisdictions.

FOR REFERENCE:

All information cannot be covered in the initial interview so please reach out with questions!

Fingerprinting – Does your program accept minors? 715-045-0003
Fingerprinting of all teachers and staff will be required if the school accepts minors.

Changes in ownership and potential implications 715-045-0006(6)
Requirements and conditions for new school applications

Enrollment Agreement 715-045-0006 (11)(e)
Student enrollment fees -various OARs, requirements for enrollment agreement.

Teachers/Registration process 715-045-0012
Valid for 3 years. Teachers will not receive a reminder from the HECC for renewal.

Recordkeeping 715-045-0018
Student Personal Protected Information, enrollment agreements, contract changes…

Policies and procedures – School Catalog 715-045-0019
If the school has a Student Handbook, it must be kept current with relevant school policies.

Student Complaints 715-045-0023, Chapter 715 Division 11
The school must have a process for dealing with student complaints. Contains information on filing a complaint with the HECC.

Tuition Protection Fund (TPF) (process and purpose) 715-045-0029
14 semi-annual payments after initial capitalization deposit prior to licensure. Student refunds are covered when a school ceases to provide educational services.

Advertising Rules: 715-045-0033

Agents/Directors 715-045-0061, 715-045-0060

Overview of annual renewal process 715-045-0062

Inspection and Periodic Review 715-045-0065

Reporting Obligations 715-045-0068
10-day notice of any actions against the school, owners, staff, administration – name changes

Initial Application Fee and Annual Licensing Fees - 715-045-0007
Non-refundable $5,700 for in-state school, $8,000 for out-of-state school. Annual renewal fee dependent on proposed or actual gross tuition income of school.

NEXT STEP: Request a New School Application Packet

- **Step 1.0**: Initial application/business plan/Initial Interview
- Step 1.1: Return Step 1 packet and pay Initial License Application fee
- **Step 2**: Curriculum/Advisory Committee
- **Step 3**: Admission and enrollment requirements
- **Step 4**: Student files and recordkeeping
- **Step 5**: School Catalog
- **Step 6**: Course Syllabus
- **Step 7**: Personnel Policies
- **Step 8**: Business Structure

RESOURCES

Higher Education Coordinating Commission administrative rules for Private Career Schools
Chapter 715 Division 45

Private Career Schools Oregon Revised Statutes
Chapter 345

Private Career School Forms and Applications
State of Oregon: Private Postsecondary - PCS Forms and Procedures

Oregon Secretary of State Business Information
State of Oregon: Business - Business Information

Oregon Health Authority – Health Licensing Office
Oregon Health Authority: Health Licensing Office Laws and Rules

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INITIAL SCHOOL BUSINESS PLAN

Step 1: ***The following elements are to be sent in with the initial request for licensing:***

ORGANIZATIONAL STRUCTURE

- Description of organization's mission and goals for the first three years
- Description of organization's structure and a short description of personnel roles and responsibilities.
- An organizational chart as an additional appendix.
- Description of programs and services offered

MARKETING

- Statement of program need
- Market research analysis—potential student population / leading competitors / potential job availability for graduates and expected income
- Marketing plan

FINANCIAL INFORMATION

- Opening balance sheet
- Projected income and expense statements
- Schedule of fees and revenues
- Declaration of fiscal year
- Bookkeeper / CPA information

A fully developed business plan for the school will be established throughout the license process.

The web address listed below is for the United States Small Business Administration (SBA). The SBA has operated for over 50 years and has developed detailed and useful information on starting a business. One of the many topics included on this site focuses on how to write a business plan There are many other learning tools on their website.

https://learn.sba.gov/learning-center-plan/learning-center-how-to-write-a-business-plan

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MISSION AND GOALS

Include the organization's mission and goals for the first three years. The following information can be used to assist you in this process.

A mission statement is a guiding light for a business and the individuals who run the business. It is usually made up of three parts:

- Vision - big picture idea of what you want to achieve.
- Mission - general statement of how you will achieve your vision.
- Core Values - how you will behave during the process.

Each of these three elements is an important aspect of the business's guiding light. Your mission statement should be simple. However, creating the statement is usually not easy. It may require several drafts. The statement needs to capture the very essence of what your business or organization will achieve and how you will achieve it.

Once you have developed your mission statement, the next step is to create the following items:

- **Goals** - general statements of mileposts you need to meet to achieve your vision. they need to be integrated with your vision. They also need to be integrated with your mission of how you are going to achieve your vision. Examples of company goals are:
  - To improve profitability
  - To increase efficiency
  - To capture a bigger market share
  - To provide better customer service
  - To improve employee training
  - To reduce carbon emissions

- **Objectives** - specific, time-sensitive statements for achieving your goals They are milestones along the path of achieving your goals. Examples of company objectives are:
  - To earn at least a 20 percent after-tax rate of return on our net investment during the next fiscal year
  - To increase market share by 10 percent over the next three years.
  - To lower operating costs by 15 percent over the next two years by improving the efficiency of the manufacturing process.
  - To reduce the call-back time of customers inquiries and questions to no more than four hours.

- **Strategies/Action Plans** - specific implementation plans of how you will achieve your objectives and goals.
  - A strategy is a series of actions or activities designed to achieve the goal. Goals and objectives provide milestones for measuring the success of the strategy in achieving the vision.
  - Action plans (tactics) are statements of specific actions or activities used to achieve an objective. You need to identify specific individuals who have the responsibility for implementing the action plans.

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ORGANIZATIONAL STRUCTURE

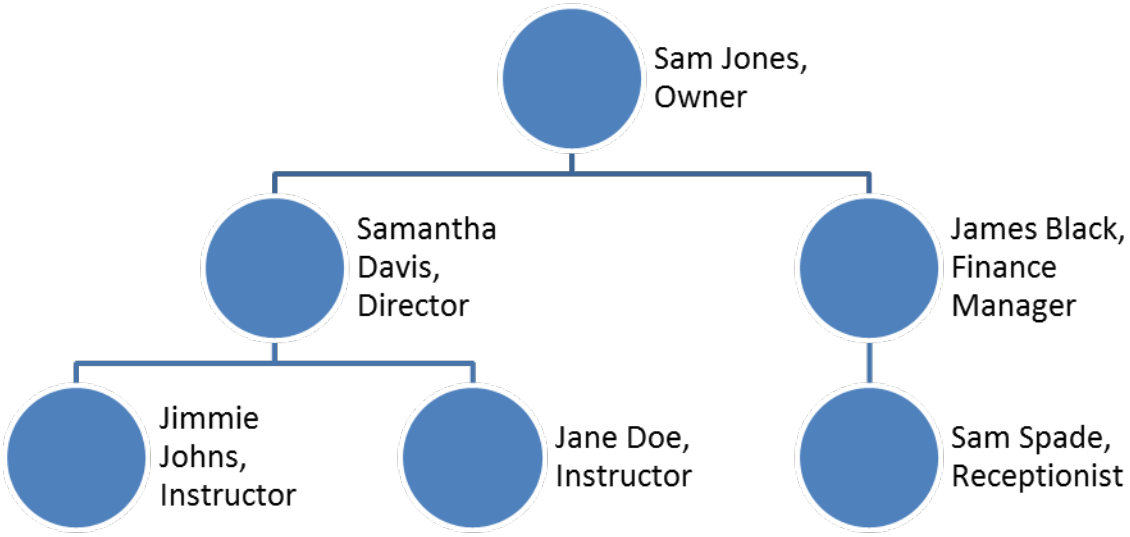
Include with your application, a description of organization's structure and a short description of personnel roles and responsibilities (include job descriptions for all principal roles as appendices to the plan). Please include an organizational chart as an additional appendix.

The following can be used to assist you in this process.

Example job descriptions: Plans and directs accounting activities within the Finance department by performing the following duties, personally or through subordinate supervisors. Assists in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting, and/or payroll.

Supervises and participates in the preparation of various financial statements and reports.
Directs the installation and maintenance of accounting records to show receipts and expenditures.
Directs the maintenance of general and subsidiary ledgers, accounts receivable, revenue distribution, depreciation, cost, property, and operating expenses, and insurance records.

An example organizational chart is below.



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MARKETING PLAN – ADVERTISING

An advertising strategy should support the marketing plan, which in turn supports the company business plan. Advertising means more than simply communicating the name, price or address of your small business, product or service to potential buyers. Advertising should use your marketing research to effectively communicate your brand or image, as well alert customers to the benefits you offer.

Your Promotional Strategy consists of blending and using each of the following components to the same end — that is, with the same message.

- Advertising
- Personal Sales
- Sales Promotion

Publicity and Public Relations:
Does your advertising message follow the AIDA model? That is, does it:

- Attract Attention?
- Create Interest?
- Arouse Desire?
- Call for Action?

List promotional activities you plan to use

- Personal selling
- Coupons
- Freebies

Review public relations activities-

- What are your plans?
- Can you generate any product publicity? How?
- Special programs

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Please use these tables for budgeting purposes.

PRIVATE CAREER SCHOOLS - LICENSE FEE SCHEDULE

Effective: August 14, 2026 – June 30, 2029

In-State Schools	
New School Application Fee	$ 5,700.00

Annual Gross Tuition Income	Fee Range
$ 0 - 15,000	$1,389
15,001 - 50,000	$1,852
50,001 - 125,000	$2,315
125,001 - 250,000	$3,300
250,001 - 500,000	$4,283
500,001 - 750,000	$5,280
750,001 - 1,000,000	$6,251
1,000,001 - 1,250,000	$6,743
1,250,001 - 1,500,000	$7,235
1,500,001 - 1,750,000	$7,727
1,750,001 - 2,000,000	$8,219
2,000,001 - 2,250,000	$8,711
2,250,001 - 2,500,000	$9,203
2,500,001 - 2,750,000	$9,695
2,750,001 - 3,000,000	$10,187
3,000,001 - 3,250,000	$10,679
3,250,001 - 3,500,000	$11,171
3,500,001 - 3,750,000	$11,663
3,750,001 – 4,000,000	$12,155
4,000,001 - 4,250,000	$12,647
4,250,001 - 4,500,000	$13,139
4,500,001 - 4,750,000	$13,631
4,750,001 - 5,000,000	$14,123

Out-of-State Schools	
New School Application Fee	$ 8,000.00

Annual Gross Tuition Income	Fee Range
$ 0 - 50,000	$4,283
50,001 - 250,000	$5,268
250,001 - 500,000	$6,251
500,001 - 750,000	$7,236
750,001 - 1,000,000	$8,220
1,000,001 - 1,250,000	$8,712
1,250,001 - 1,500,000	$9,204
1,500,001 - 1,750,000	$9,696
1,750,001 - 2,000,000	$10,188
2,000,001 - 2,250,000	$10,680
2,250,001 - 2,500,000	$11,172
2,500,001 - 2,750,000	$11,664
2,750,001 - 3,000,000	$12,156
3,000,001 - 3,250,000	$12,648
3,250,001 - 3,500,000	$13,140
3,500,001 – 3,750,000	$13,632
3,750,001 - 4,000,000	$14,124
4,000,001 - 4,250,000	$14,616
4,250,001 - 4,500,000	$15,108
4,500,001 - 4,750,000	$15,600
4,750,001 - 5,000,000	$16,092

For calculations of license fees above a gross tuition income of $5,000,000, add $492 for each additional $250,000 and any portion of $250,000 above $5,000,000.

TUITION PROTECTION FUND & CAPITALIZATION DEPOSIT CALCULATION

GROSS ANNUAL TUITION INCOME	LIABILITY LIMIT	INITIAL CAPITALIZATION DEPOSIT	14 SEMIANNUAL PAYMENTS OF:
$ 0,000 - $ 10,000	$ 6,250	$ 250	$ 35.72
$ 10,001 - $ 50,000	$ 12,500	$ 250	$ 71.43
$ 50,001 - $ 100,000	$ 25,000	$ 500	$ 142.86
$ 100,001 - $ 200,000	$ 50,000	$1,000	$ 285.71
$ 200,001 - $ 300,000	$ 75,000	$1,498	$ 428.00
$ 300,001 - $ 500,000	$125,000	$2,496	$ 713.14
$ 500,001 - $ 700,000	$175,000	$3,496	$ 998.86
$ 700,001 - $1,000,000	$250,000	$4,994	$1,426.86
$1,000,001 - $1,250,000	$312,500	$6,242	$1,783.43
$1,250,001 - $1,500,000	$375,000	$7,490	$2,140.00
$1,500,001 - $2,000,000	$500,000	$9,988	$2,853.71

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FINANCIAL INFORMATION

OAR 715-045-0032

Compliance with the Private Career School (PCS) Licensing Unit's financial requirements reflects a school's ability to fulfill its obligations to students, meet refund obligations, operational expenses, other financial obligations, and make the required semi-annual payments to the tuition protection fund.

A private career school shall submit at initial licensing (and annually thereafter) financial information reflecting the fiscal condition of the school or corporation, or its owners (when applicable) at its start-up, or at the close of its most recent fiscal year. At a minimum, a school is required to submit a balance sheet and income statement. If an accrual accounting basis is used for generating these reports, a cash flow statement is also required.

OPENING BALANCE SHEET – To be submitted with Step 1 and FINALIZED in Step 8
The ***opening balance worksheet*** is a statement showing the assets, liabilities, and owner equity on a given date (e.g., December 31st). Changes in equity result from the income and expenses of a business. These changes are summarized on an ***income statement.***

PROJECTED INCOME/EXPENSE STATEMENT – To be submitted with Step 1
Net profit (or net loss) is the difference between the income and expenses of a business. The net profit or loss for the periods being reported (e.g., January 1- December 31) also appears on a balance sheet that is prepared at the close of the same period (December 31). Profit / Loss is the connecting link between the owner's equity at the beginning of a reporting period and the equity at the end of the period.

The PCS Licensing Unit does not generally require "audited" financial statements. However, the methodology for tabulated and reporting financial information (e.g., preparation of the income statement and balance sheet) must adhere to basic accounting standards and comply with the Oregon laws requiring schools to demonstrate financial responsibility (OAR 715-045-0063) and comply with financial reporting standards (OAR 715-045-0032).

The following sample forms are provided for your use, if you choose, to present the financial information required in the business plan. Note that a form for the monthly and quarterly cash flow projections is NOT provided. You may also use forms generated by popular accounting software programs, or as provided by your bookkeeper, accountant, or CPA.

Submission of an initial license application with incomplete or inaccurate financial reports will delay processing of the application and applicants may be requested to employ the services of a bookkeeper or accountant.

Office of Academic Policy and Authorization
3225 25th St SE, Salem, OR 97302
503-947-5716
Email: info.PPS@hecc.oregon.gov
Website: www.oregon.gov/higherEd

Opening a Private Career School (PCS)

FAQ

Office of Academic Policy and Authorization, Private Postsecondary Education

The Office of Academic Policy and Authorization, private postsecondary division has two units: the Office of Degree Authorization (ODA), which authorizes degree-granting private post-secondary institutions offering academic programs in Oregon, or to Oregon students from outside the state, and the Private Career School Licensing Unit (PCS), which licenses private career schools.

Does Private Career School Licensure Apply to Me?

- Do I need a Private Career School License?
  - Possibly, as in Definitions for ORS 345.010 to 345.450 and 345.992 to 345.997, ORS 345.010 (3) *a "Career school or 'school" means any private proprietary professional, technical, home study, correspondence, business or other school instruction, organization or person that offers any instruction or training for the purpose or purported purpose of instructing, training or preparing persons for any profession.*
    Basically, any business that offers a training program, including online education, that prepares an individual to enter occupations in the State of Oregon must first apply for a private career school license with the Higher Education Coordinating Commission (HECC). Solicitations, advertising, and instruction to students in Oregon **may NOT occur** until that license has been approved.
    If you have questions about licensure or if you would like an application packet, please visit our website, CLICK HERE, email: info.pps@hecc.oregon.gov or call 503-947-5716.
    The HECC does not license continuing education programs.
- What if my school offers degree programs, would I need to apply for a PCS license?
  - No. If your school offers degree programs, you will be required to connect with the HECC – Office of Degree of Authorization (ODA) at info.pps@hecc.oregon.gov or by calling 503-947-5716.
- If I provide a certificate only programs, am I required to obtain a private career school license?
  - Possibly, you will need to review the following statute ORS 345.015 to determine if private career school license is needed to operate in Oregon.
- What if I am an out-of-state school, will I need to obtain a PCS career school license?
  - Possibly, please review both ORS 345.015 and OAR 715-045-0006(13) to determine if your school has a physical presence in Oregon and requires licensure.
- Can I receive an exemption from PCS school licensure?
  - That depends. If you believe you do not meet the requirements for PCS school licensure, you can contact Matthew Altman at the following email: Matthew.ALTMAN@hecc.oregon.gov to submit a PCS licensure exemption request.

- What entities can license as a Private Career School?
  - We allow most legal entities to own and operate a private career school, as long as your entity can be registered with the Oregon Secretary of State. Sole proprietorship is acceptable.
- Is my curriculum regulated by another Oregon state agency?
  - Possibly, it is the applicant's responsibility to contact the applicable state agency that may regulate the curricular content for their profession.

How do I get started to open a Private Career School?

- I need to obtain a private career school license, what are my next steps?
  - Contact the Higher Education Coordinating Commission at info.pps@hecc.oregon.gov or call 503-947-5716 for a New School Application Packet.
- What is recommended to prepare before starting the new school application process?
  - It is recommended that the applicant assemble a support team for advice on business planning and financial management, academic design and curricular mapping, and the development of appropriate policies pertaining to student rights and responsibilities, staff and the legal framework which will guide the operations of the school.
  - We strongly encourage new school applicants to become familiar with Oregon laws and administrative rules that govern Private Career Schools, as well as the pertinent laws and rules that govern the professions for which students will be trained for by the school.
  - Please refer to the New School Interview Guide for applicable Oregon Administrative Rules (OAR).
- What are some of the key steps PRIOR TO submitting an application for a Private Career School?
  - Refer to the Guide to Opening/Licensing a Private Career School for key steps in preparing your application and documentation for submission.
- Where can I obtain a new school application form?
  - Contact HECC staff at info.PPS@HECC.Oregon.gov or call 503-947-5716 for an Initial Application Packet to be emailed or mailed to you.
  - Once you have compiled your initial information, scan and submit your packet to info.PPS@HECC.Oregon.gov. One of our staff will review your information and will contact you by email to discuss your submission and to set up an initial interview.
- What is in the new school application?
  - Our new school application is an comprehensive eight-step process. Each step has a specific purpose. Details can be found at the top of Page 3 below, and in our informative online Webinar.
- What is the process AFTER submitting an application to open a new private career school?
  - We must receive your new school application AND **new school license fee** to begin the process. The licensure process usually takes approximately 6 months, but could take additional time. It depends on how well prepared your information is, your timely submission of all steps and fees, how much assistance you require from us. You will be sent the next Step Packet after your previous packet is reviewed and accepted. We ask that you review the rules and laws that pertain to each Step Packet as you receive them and complete and return each of the 8 steps with **ALL** documentation requested.

- What are the Steps in the new school application?
  - **Step 1:** Initial application/business plan/fee
  - **Step 2**: Curriculum/Advisory Committee
  - **Step 3:** Admission and enrollment requirements
  - **Step 4:** Student files and recordkeeping
  - **Step 5:** School Catalog
  - **Step 6:** Course Syllabus
  - **Step 7:** Personnel Policies
  - **Step 8:** Business Structure

- What are the HECC licensing fees of opening a Private Career School?
  - The new school licensing fee to the HECC is in Oregon Administrative Rule. OAR **715-045-0007.** There is also an amount for the Initial Capitalization for the Tuition Protection Fund which is also based in rules (OAR **715-045-0029),** and is dependent upon your projected gross tuition (See enclosed Table)

- What are the operating costs of opening a Private Career School?
  - You may need to gather a team to help you evaluate the actual costs of opening and operating a school.

What laws or information should I know before I start the process to open a new Private Career School?

- **What are the laws and administrative rules that govern private career schools in Oregon?**
  - Oregon laws governing Private Career Schools are under ORS 345.010 to ORS 345.997. Oregon Administrative Rules (OARs) governing Private Career Schools in Oregon are under OAR **715-045-0001** to OAR 715-045-0220. OAR **715-045-0006** outlines new school application requirements.

- **Am I required to obtain comprehensive liability insurance when I start to operate my new private career school?**
  - Yes, in most cases the school is required to obtain comprehensive liability insurance unless your school is under administrative rules established specifically for psilocybin new school applicants. If a psilocybin school cannot obtain liability insurance, they will need to submit additional Tuition Protection Fund (TPF) payments.

- **What is a Tuition Protection Fund and is it required to be paid by the new school applicant?**
  - Yes, the new school applicant will need to plan on paying an initial capitalization payment for the student tuition protection fund plan required by ORS 345.017 and ORS 345.110 (see also OAR 715-045-0029. The purpose of the plan is established to protect students if a private career school cease to provide educational services. The TPF initial capitalization deposit is determined by the school's projected gross tuition income.

- **What other Oregon regulatory agencies would I need to contact about my school?**
  - Several regulatory agencies work in conjunction with the HECC and may regulate a portion of the school process; such as the Health Licensing Office (HLO) is responsible to review and approve the school's curriculum for cosmetology and tattoo fields. On the other hand, some agencies regulate the entire process, and a HECC license is not needed; such as the Oregon State Nursing Board, who regulate all training for certified nursing assistant (CNA) also known as nursing assistant or nurse aide; or a certified medication aide (CMA) which is also known as a medication aide.

    The following is a list we have compiled of Oregon state agencies that are involved in licensing new graduates and may regulate a portion or all of the training for some licensed fields.

    Depending on what you will be offering, you may be required to have your curriculum reviewed and approved by another agency. Please contact the applicable agency that may regulate the field you will be offering to find out more information:

    - For Cosmetology or Tattoo/Body Art curriculums, contact Derek Fultz at Health Licensing Office (HLO) at 503-373-1915 for information on submitting your curriculum for approval once you have made application to HECC. HLO website: Oregon Health Authority : Health Licensing Office : Health Licensing Office : State of Oregon
    - Board of Nursing: Oregon State Board of Nursing : Welcome Page : State of Oregon

      NOTE: Courses, instruction or training offered to prepare a student to become a c**ertified nursing assistant (CNA) also known as nursing assistant or nurse aide; or a certified medication aide (CMA) which is also known as a medication aide** in compliance with standards prescribed by the Oregon State Board of Nursing are NOT regulated by the HECC.
    - Oregon Massage Board: Oregon State Board of Massage Therapists : Welcome Page : State of Oregon
    - Division of Financial Regulation (Insurance Pre-licensing & Financial Services): Division of Financial Regulation : Oregon Division of Financial Regulation : State of Oregon
    - BOLI Apprenticeship and Training: BOLI : Oregon Bureau of Labor & Industries : State of Oregon
    - The CCB: Oregon Construction Contractors Board : Welcome Page : State of Oregon
    - The Building Codes Division (Plumbing/Electrical) Building Codes Division : Individual and contractor licenses : Licensing : State of Oregon
    - (Inspector Training) Building Codes Division : Oregon Inspector Training Program : Inspector training : State of Oregon
    - ODOT: Oregon Department of Transportation : Commercial Driver Licenses (CDL) & Permits (CLP) : Oregon Driver & Motor Vehicle Services : State of Oregon
    - Oregon Board of Medical Imaging: Oregon Board of Medical Imaging : Welcome Page : State of Oregon
    - HLO website: Oregon Health Authority : Health Licensing Office : Health Licensing Office : State of Oregon
    - American Registry of Diagnostic Medical Sonography (ARDMS),: ARDMS Certification Examinations | Diagnostic Medical Sonography Credentials
    - American Registry of Radiologic Technologists (ARRT): Welcome to the American Registry of Radiologic Technologists (ARRT) website - ARRT.org - ARRT
    - Cardiac Credentialing International (CCI): CCI Cardiovascular Credentialing International

Thank you for your interest in opening a Private Career School in Oregon!