



# Oregon

Kate Brown, Governor

Higher Education Coordinating Commission

Office of Private Postsecondary Education

255 Capitol Street NE, Third Floor

Salem, OR 97310

[www.oregon.gov/HigherEd](http://www.oregon.gov/HigherEd)

## New School Applicants:

Thank you for your interest in opening a private career school. Any business that offers a training program that prepares an individual to enter a licensed occupation in the State of 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 issued.

The Higher Education Coordinating Commission's forms and the registration process may be accessed through our website at [www.oregon.gov/HigherEd](http://www.oregon.gov/HigherEd). The documents posted on our website at <http://www.oregon.gov/highered/institutions-programs/private/Pages/private-career-school-licensing.aspx> will help you compile your information for the preliminary screening interview with HECC's Office of Private Postsecondary Education, but they are not required to be completed until instructed to do so by staff. **Instructional Programs, Program Outcome Summary, Program Map** and **Opening a Private Career School** are helpful in constructing an outline of your school's curricula. The website also has links to our frequently asked questions document.

The licensure process takes approximately 3-6 months, but could take up to a year. It depends on how well prepared your information is, timely submission of all steps and fees, how much assistance you require from us, and current workloads. Due to staff shortages, recent applications have turned around in 8 months. You do not have to turn in each step; you may turn in all steps at once.

**Please review the mentioned documents that outline key steps for information about the rules and regulations that govern private career schools.**

When the initial draft documents are compiled (business plan, financials, curriculum, policies, etc.), then call back to schedule an interview. The school owner normally attends the interview. A teleconference with Director Veronica Dujon and Program Administrator Sean Pollack can be arranged to avoid unnecessary travel as long as some of the basics are sent ahead of time. Thank you for working with HECC -- we are committed to making this process timely and transparent as possible.

Sean Pollack

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