

Psilocybin Facilitator License Application Guide for Applications Submitted by Mail

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Introduction

The purpose of this guide is to provide additional support to applicants submitting a psilocybin facilitator license application **BY MAIL**. The most current version of this guide and the online application guide can be found on the web at [Oregon Psilocybin Services \(OPS\) – Facilitator License webpage](#). Applicants must read, understand, and agree to adhere to the Oregon Psilocybin Services statutes and administrative rules, outlined in [Oregon Revised Statute \(ORS\) Chapter 475A](#), [Oregon Administrative Rules \(OAR\) Division 333, Chapter 333](#), as well as any other applicable statutes or laws.

The [Oregon Psilocybin Services – Training Program, Licensing, and Compliance system \(TLC\)](#) is an online platform where applicants can apply for psilocybin licenses, worker permits, and training program curriculum approval. Please visit <https://psilocybin.oregon.gov> to complete the application online. If you are unable to complete the application packet online, you may print, complete, and mail the application packet and pay the application fee following the instructions provided in the remittance form at the end of this application. Printable application forms may be found [here](#).

Everyone has a right to know about and use Oregon Health Authority (OHA) programs and services. OHA provides free help. If you need these written materials in other languages, braille, large print, or other formats, please contact:

OHA.Psilocybin@oha.oregon.gov
(971) 673-0322

For all other questions and concerns regarding licenses and permits, please contact:

Licensing.Psilocybin@oha.oregon.gov
(971) 673-0304

DISCLAIMER: Psilocybin remains a schedule I drug under the federal Controlled Substances Act. Applicants are responsible for making their own determinations regarding the legal risks associated with participating in this program. The information provided in the application materials, including applicant and instructor names, is subject to disclosure under Oregon’s public records laws.

Facilitator License Requirements

- Must be 21 years of age or older
- Must have a high school diploma (or equivalent)
- Must be a resident of Oregon (provision expires in 2025)
- Must complete a facilitator training program with curriculum that has been approved by OPS
- Must pass the OPS Regulations Exam
- Must pass a criminal background check
- Must pay a license application fee
- Must pay an annual license fee

Facilitator License Application Packet Checklist

The paper application packet contains a checklist to assist in planning and ensuring the application is complete. Please complete the checklist to ensure you have all the necessary items.

- Completed and signed Facilitator License Application
- Copy of the front and back of a valid, unexpired government-issued photo identification. Accepted identification includes:
 - Passport;
 - Driver license, whether issued by the State of Oregon or by another state of the United States;
 - Identification card issued under ORS 807.400;
 - United States military identification card;
 - An identification card issued by a federally recognized Indian tribe with photo, name, and date of birth; or
 - Any other identification card issued by a state or territory that bears a picture of the person, the name of the person, the person's date of birth and a physical description of the person.
- Copy of certificate of completion from a psilocybin facilitator training program with OPS approved curriculum
- Copy of the social equity plan
- OPS Regulations Exam answer sheet
- Copy of reduced licensing fee documentation (if applicable). If requesting a reduced licensing fee, please include a copy of one of the following required supporting documents:
 - A copy of a current monthly Social Security Income benefit statement showing dates of coverage

- A copy of the applicant's current eligibility statement or card if enrolled in Oregon Health Plan
- A copy of current proof of food stamp benefits from the Oregon Supplemental Nutrition Assistance Program
- A copy of proof of having served in the Armed Forces, such as but not limited to, submitting a Veteran's Administration form DD-214
- \$150 Non-refundable license application fee with payment remittance form (payment must clear before application will be reviewed)

Getting Started with a Mailed Application

The paper version of the facilitator license application packet is 22 pages and contains the following:

- Application introduction and checklist
- Main application form
- License application fee payment remittance form
- Facilitator Regulations Exam and answer sheet

Please be sure to complete each section of the application and ensure all information is entered correctly. Incorrect entry of contact information may result in delayed application processing.

Facilitator Information

Please provide the following information:

- Legal Name (**required**)
- Preferred Name (**optional**)
- Prior Names and Aliases (**required**)
 - This information is used for the purposes of the background check
- Date of Birth (**required**)
- Social Security Number (**required if you have one**)
 - If you do not have a social security number, you may still be licensed or permitted by Oregon Psilocybin Services
 - As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN), if you have one, to Oregon Psilocybin Services for child support enforcement purposes (42 USC §

666(a)(13) & ORS 25.785). If you are an applicant or licensee and you have an SSN but fail to provide your SSN, Oregon Psilocybin Services may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you confirm your agreement that OPS can use it for administrative purposes as well

- In the application, we ask for **voluntary** consent to use your social security number, if you have one, to confirm your identity during the criminal records check. We will not deny you any rights, benefits, or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes

- Check the appropriate box next to the social security field indicating whether you consent or do not consent
(required)

- Primary Phone Number **(required)**
- Alternate Phone Number **(optional)**
- Primary Email Address **(required)**
- Preferred Language **(optional)**
- Preferred Pronouns **(optional)**
- Physical Address **(required)**
- Mailing Address **(required)**
- Residential History Outside of Oregon in the Past 5 Years **(required if applicable)**
 - This information is used for the purposes of the background check

Previous License or Permit

If you have ever applied for or received any other licenses or permit from Oregon Psilocybin Services, please provide this information within the application.

Resident Statement (Expires 2025)

Until January 1, 2025, an applicant for a facilitator license must be a current Oregon resident and have been a resident of Oregon for two or more years.

Applicants must review and initial the following statement in the application to be considered for licensure:

- I certify that I am a current Oregon resident and have been a resident of Oregon for two or more years

Applicants and licensees must retain documentation that demonstrates they meet the residency requirement. Applicants and licensees must provide documentation to OPS within 15 calendar days of written request. Proof of residency may be demonstrated by providing:

- A valid Oregon driver license or Oregon identification card issued at least two years prior to the date of application
- Oregon full-year resident tax returns for the last two years
- Proof of Oregon voter registration issued at least two years prior to the date of application.
- Utility bills, lease agreements, rental receipts, mortgage statements or similar documents that contain the name and address of the applicant dated at least two years prior to the date of application and from the most recent month
- Letter from a homeless shelter, nonprofit entity, employer, or government agency attesting that applicant has been an Oregon resident for at least two years
- Any other documentation that the Authority determines to reliably demonstrate proof of Oregon residency for the last two years

High School Diploma or Equivalent Statement

Applicants for a facilitator license must have a high school diploma or equivalent education.

Applicants must review and initial the following statement in the application to be considered for licensure:

- I certify I have a high school diploma or equivalent education as required by ORS 475A.325 (2)(d)

Completion of a Facilitator Training Program with OPS Approved Curriculum

Applicants for a facilitator license must complete a facilitator training program prior to applying for licensure. Applicants must submit proof of training program completion with their application. Please visit <https://psilocybin.oregon.gov/training-approved> to view a list of training programs with OPS approved curriculum.

The information in this link includes the training program name, location, and website. Anyone interested in learning more about training programs, should reach out to the training programs directly for more information.

Important Considerations:

- Training programs determine their application process, cost, duration, and overall structure of their program
- Psilocybin facilitator training programs may be required to be licensed by the Higher Education Coordinating Commission (HECC). While OPS reviews and approves curriculum for facilitator training programs, HECC has their own licensing requirements. We encourage prospective students to learn about a facilitator training program's HECC licensure requirements and status.

Social Equity Plan

Applicants must submit a social equity plan with their application. An applicant may determine the format and structure of the social equity plan while meeting the requirements in [OAR 333-333-4020](#) which describes the following:

Social equity plans must include a description of the following:

- Application of diversity, equity, justice and inclusion principles to the licensee's internal practices and policies.
- Objective performance measures that the licensee will use to evaluate their social equity plan.

If a facilitator is an employee of a licensed service center, the social equity plan requirements can be fulfilled by submitting a statement that references the service center's social equity plan. If a facilitator is an employee of

more than one service center, the statement must identify each service center that employs the facilitator. If a facilitator contracts with a service center, they must submit their own social equity plan.

Important Reminders

- An applicant for license renewal must provide documentation of the evaluation of implementation of their social equity plan based on the objective performance measures required in social equity plans.
- Licensees must provide written notice, in a form and manner prescribed by the Authority, of any material changes to their social equity plan within 60 days of making the change.

OPS Regulations Exam

Every applicant for a facilitator license must take the required OPS Regulations Exam and receive a passing score prior to being issued a facilitator license.

- A score of 75 percent is passing
- An applicant who does not pass the exam may retake the exam
- The exam may be retaken immediately
- There is no limit on exam retakes

Applicants may access and refer to the statute and administrative rules found in [ORS 475A](#) and [Oregon Administrative Rules](#) when answering exam questions. It may be helpful to have these links open while completing the exam.

A paper version of the exam is located in the application. Please return the completed answer sheet along with your application. If you do not pass the exam, we will notify you and you may retake the exam.

Fee Information and Submitting the Application

Non-Refundable Application Fee: \$150 USD

The facilitator license has an application fee of \$150 USD and will not be reviewed until the application fee payment has been received and cleared. The application fee remittance form within the application provides instructions on how to submit the application fee payment. If an applicant

fails to pay the application fee within 90 calendar days of submitting the application, the application is considered incomplete and will be closed.

[Non-Refundable Facilitator Annual License Fee: \\$2,000 USD or \\$1,000 USD if applicant qualifies for Reduced License Fee](#)

If your license application is approved, pending license fee payment and clearance, you will receive a request to pay the annual license fee. At that time, we will provide a license fee remittance form to submit with your annual license fee payment.

To qualify for a reduced fee, an individual applicant must qualify under one of the following circumstances:

- Be receiving Social Security Income benefits. To qualify for the reduced fee, the applicant must submit at the time of application a copy of a current monthly Social Security Income benefit statement showing dates of coverage
- Be enrolled in Oregon Health Plan. To qualify for the reduced fee the applicant must submit a copy of the applicant's current eligibility statement or card
- Be receiving food stamp benefits through the Oregon Supplemental Nutrition Assistance Program. To qualify for the reduced fee the applicant must submit at the time of application current proof of their food stamp benefits
- Has served in the Armed Forces of the United States. To qualify for the reduced fee, the applicant must provide proof of having served in the Armed Forces, such as but not limited to, submitting a Veteran's Administration form DD-214

If you qualify for a reduced license fee, the fee will be reduced accordingly and will be reflected in the annual licensing fee remittance form.

A license will not be issued until the license fee is paid and cleared. A licensee may not operate until the effective date of licensure.

If an applicant fails to pay the license fee within 180 calendar days of being notified of the licensed being approved, pending license fee payment and clearance, the application is considered incomplete and will be closed.

Fee Payment Clearance

An application will not be reviewed until the application fee payment has been received and cleared. A license will not be issued until the license fee is paid and cleared. A licensee may not operate until the effective date of licensure.

Please note: personal and business checks will be held for 21 days to ensure payment clearance.

Remittance Form and Submitting the Application

An application fee payment remittance form is included in the application packet. Please include the remittance form with the application fee payment. Once an application has been approved, pending fee payment and clearance, we will provide an annual licensing fee remittance form to submit with your license fee payment. Please include the remittance form with the license fee payment.

OPS accepts the following payment methods for mailed applications:

- Money Order
- Cashier's Check
- Personal/Business Check
 - Personal and business checks will be held for 21 days to ensure payment clearance
- Cash (**Please Do Not Mail Cash**)

Money orders and checks are payable to: **Oregon Psilocybin Services**
Applicants can mail the application packet, money order or check, and remittance form to the following address:

Oregon Health Authority - Public Health Division
Fiscal Services
RE: OPS
PO Box 14260
Portland, OR 97293-0260

In-person payment with a money order or check:

To make an in-person fee payment with a money order or check, proceed to Cashier's Office on the second floor of the Portland State Office Building at:

800 NE Oregon St, Suite 200
Portland, OR 97232
Hours: 9am to 4pm, Mon to Fri

Additional instructions: The Cashier's Office window is located on the second floor next to the Vital Health Statistics window. If security asks if you have an appointment, you may let them know you are dropping off a payment for Oregon Psilocybin Services at the Cashier's Office window which does not require an appointment. Please include the remittance form with the payment and provide the application, if not already submitted by mail.

To make cash payment arrangements or for payment questions, please contact:

Licensing.Psilocybin@oha.oregon.gov or (971) 673-0304

Background Checks

Individuals applying for a facilitator license are required to pass a criminal background check to be issued a license. Within the application, you will be asked to provide information required to initiate the background check process. The following information in the application will be used to initiate the background check:

- Legal name
- Prior names and aliases
- Date of birth
- Social security number
 - We ask for **voluntary** consent to use your social security number, if you have one, to confirm your identity during the criminal records check. We will not deny you any rights, benefits, or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes
- Physical address
- Mailing address (if different)
- Phone number
- Email
- Residential history outside of Oregon in the past five years

Do not submit fingerprints until Oregon Psilocybin Services requests that you do so.

Once we initiate a criminal background check, you will receive an electronic letter by email that explains how to schedule an appointment with a [FieldPrint](#) vendor. FieldPrint vendors are private contractors and are not associated with a government agency. Visit [this link](#) to find the nearest FieldPrint vendor to you.

For more detailed information on background checks, please review the [OPS - Overview of the Background Check Process](#) document.

Application Review

OPS will review applications once the application fee payment is paid and cleared. Applications may take OPS several weeks to review and it will be reviewed in the order received. Thank you for your patience.

Incomplete and Insufficient Applications

An application is considered **incomplete** if the application is missing required information (e.g., the application fee has not been paid or the applicant did not submit fingerprints). If the application is incomplete, we will notify you by email to give you an opportunity to make your application complete. You have 90 days from the initial date you are notified to complete your application. If you fail to do so, the application will be closed.

An application is considered **insufficient** if the complete application or site inspection does not meet requirements outlined in statute or rule. If the application is insufficient, we will notify you by email to give you an opportunity to meet requirements. You will have 90 days from the initial date you are notified to meet requirements, or your application will be denied.

Application Approval and Proof of License

Once the application has been approved (after the license fee is paid and cleared), we will notify you by email that the annual license is approved. You will be emailed a proof of license which will include your name, license ID number, address, license effective date, license expiration date, and a

QR code which can be scanned to verify license status. Please note, the public facing license verification look-up and QR code will only confirm a license ID number, effective date, and expiration date.

As outlined in [OAR 333-333-4120](#), facilitator licensees must be able to provide proof of licensure when performing preparation, administration or integration sessions. **A licensee may not operate until the effective date of licensure.**

Worker Permit

An individual who is a licensee or a license representative must have a valid worker permit if the individual participates in:

- The provision of psilocybin services at a licensed premises
- The possession, manufacturing, securing, or selling of psilocybin products at a licensed premises
- The recording of the possession, manufacturing, securing, or selling of psilocybin products at a licensed premises
- The verification of any document described in ORS 475A.445

Facilitators must obtain a psilocybin worker permit as they participate in the provision of psilocybin services.

Please review the worker permit application and application guide by visiting the [Oregon Psilocybin Services \(OPS\) – Worker Permit webpage](#). The worker permit application may be submitted with your facilitator license application. Please note: an individual person identified as a license applicant is not required to undergo a criminal background check and fitness determination if that person has completed a criminal background check and fitness determination in connection with another license application **within 30 days of their current license application.**

Notification of Changes

Please review all rules for Notification of Changes as described in [OAR 333-333-4200](#). An applicant or licensee must notify OPS in writing within 10 business days of the changes described in rule. Please notify the OPS Licensing Team of these changes by emailing the licensing team at licensing.psilocybin@oha.oregon.gov.

Most common changes which need to be reported by facilitator license applicants and licensed facilitators include:

- A change in contact information
- Any conviction for any misdemeanor or felony committed by an individual listed as an applicant or licensee
 - When notifying the OPS licensing team of changes to conviction history, please only include the following information
 - Legal Name
 - Facilitator License ID Number
 - A statement notifying OPS of a change to criminal history conviction
 - Please **DO NOT** provide any conviction details in the notification to OPS
 - A criminal background check is required if we learn that an individual has been convicted of a crime after their license has been issued.

Frequently Asked Questions (FAQs)

How do I know when my application and payment have been received?

Once OPS receives your application, application fee payment, and remittance form OPS will send you a confirmation email.

Is the \$150 application fee refundable?

No. The application fee is nonrefundable.

Is the annual license fee refundable?

No. The annual license fee is nonrefundable.

How long will it take OPS to review applications?

OPS will review applications once the application fee payment is paid and cleared. Due to limitations in predicting application volume, it may take OPS several weeks to review applications. Thank you for your patience.

How do I know the status of my application?

Due to limitations in predicting application volume, it may take OPS several weeks to review applications.

If you have questions about the status of your application, please contact:
Licensing.Psilocybin@oha.oregon.gov
(971) 673-0304

OPS sent me a notice that the application is incomplete or insufficient. What do I do now?

If the application is incomplete, you have 90 days from the initial date you are notified to complete your application. If you fail to do so, the application will be closed. If the application is insufficient, you will have 90 days from the initial date you are notified to meet requirements, or your application will be denied. You may also request withdraw of the application at any time by notifying OPS. Please note, the application fee is nonrefundable.

What happens if my application is closed? What happens if it is denied?

If the application is closed, you may reapply and pay the nonrefundable application fee. If OPS denies an application, OPS will provide notice of the denial in writing and you have a right to a hearing under [ORS chapter 183](#).

Can I withdraw my application?

You may request withdraw your application by contacting OPS. Please note, the application fee is nonrefundable.

Licensing.Psilocybin@oha.oregon.gov
(971) 673-0304

How long is the license valid?

The facilitator license term is one year from the effective date. OPS is currently developing the application renewal process for facilitator licenses.

How do I know what the TLC ID number assigned to my license is?

Please contact OPS for assistance:

Licensing.Psilocybin@oha.oregon.gov
(971) 673-0304

Who do I contact about general questions regarding license and permit questions?

Please contact OPS for assistance:

Licensing.Psilocybin@oha.oregon.gov
(971) 673-0304