



Psilocybin Facilitator License Renewal Application Guide for Renewal Applications Submitted Online

PUBLIC HEALTH DIVISION
CENTER FOR HEALTH PROTECTION
Oregon Psilocybin Services (OPS)
<http://oregon.gov/psilocybin>

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Introduction

The purpose of this guide is to provide support to applicants submitting a psilocybin facilitator license renewal application **ONLINE**. The most current version of this guide can be found on the [Oregon Psilocybin Services \(OPS\) – Facilitator License webpage](#).

Applicants must read, understand, and agree to adhere to the OPS 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 [OPS – Training Program, Licensing, and Compliance system \(TLC\)](#) is an online platform where applicants can apply for psilocybin licenses, worker permits, training program curriculum approval and renewals. Please visit TLC at <https://psilocybin.oregon.gov> to complete the renewal application online. If you are unable to complete the renewal application packet online, you may print, complete, and mail the application packet. Printable renewal application forms may be found on the [OPS Facilitator License webpage](#).

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

OHA.Psilocybin@oha.oregon.gov

(971) 673-0322

For all other questions and concerns, 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.

All psilocybin license types have a one-year term. Your initial license is valid for one year from the date it was issued and must be renewed on an annual basis. The expiration date can be found on your proof of licensure and in the Training License Compliance (TLC) system under the “My Licenses and Permit” tab.

To ensure license continuity, you must submit a complete renewal application at least 60 days before your license expires. OAR 333-333-4250.

- Renewal applications that are complete, submitted according to requirements, and submitted at least 60 days before the license expires will be considered timely under OPS rules. Licensees who submit timely applications may continue to operate on an expired license if OPS is unable to process the renewal application prior to the license expiration date. Incomplete renewal applications will not be considered timely unless they are made complete at least 60 days before the license expires.
- Renewal applications that are submitted less than 60 days before the license expires will be considered untimely under OPS rules. Licensees who submit untimely applications are prohibited from continuing to operate on an expired license if OPS is unable to process the renewal application prior to the license expiration date. Licensees are prohibited from exercising license privileges on the date their license expires if OPS is unable to process their renewal application before the expiration date and the renewal application is untimely.

We encourage licensees to begin the renewal process as soon as the renewal window in TLC opens. The renewal window in TLC opens 120 days prior to your license expiration date. To begin your renewal application, please use the “Start Renewal” button in TLC. If you are experiencing challenges or delays in creating your renewal application in TLC, please immediately contact OPS Licensing. We request that you do not start a new renewal application if you are experiencing technical challenges. This may create duplicate records that need to be deleted by TLC system administrators and may cause additional delays.

OPS will review applications in the order received, and the review process may take several weeks. Thank you for your patience and please contact us with any questions by emailing the OPS Licensing Program at: licensing.psilocybin@oha.oregon.gov.

Facilitator License Renewal Application Packet Checklist

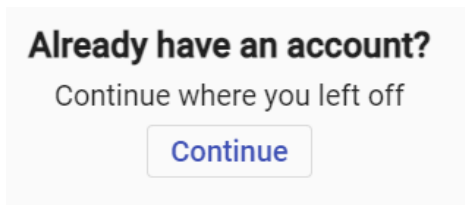
Please use the following checklist to assist in planning and ensuring the renewal application is complete.

- Completed and signed Facilitator license renewal application in TLC
- 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 Social Equity Plan and Annual Social Equity Evaluation Report
- Reduced licensing fee documentation (if applicable). Please include a copy of one of the following required supporting documents:
 - a current monthly Social Security Income benefit statement showing dates of coverage
 - current eligibility statement or card if enrolled in Oregon Health Plan
 - current proof of food stamp benefits from the Oregon Supplemental Nutrition Assistance Program
 - proof of having served in the Armed Forces, such as but not limited to, a Veteran's Administration form DD-214

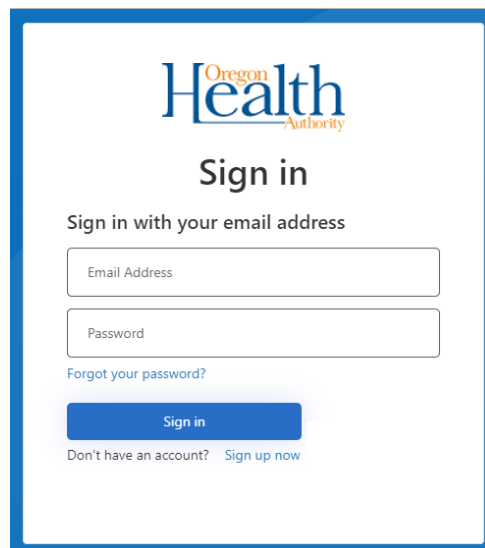
Getting Started with TLC

Please visit <https://psilocybin.oregon.gov> to access TLC and log into your account.

To begin an online renewal application, log into your existing TLC account by selecting “Already have an account? Continue where you left off.”



Click “Continue”

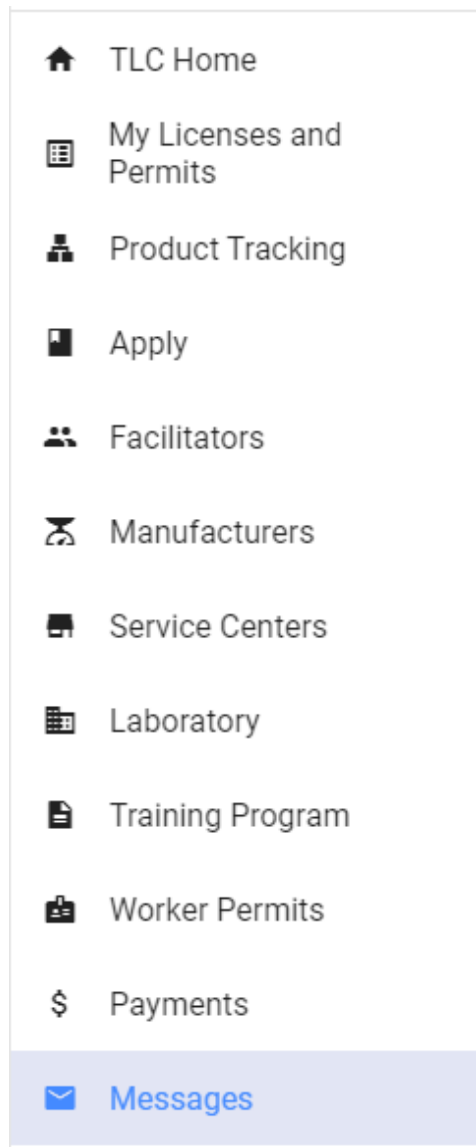


Sign in using your email address and password. Use “Forgot Password” if original password needs to be recovered.

TLC Dashboards

All license types and worker permits have unique dashboards in TLC. You can access each dashboard by clicking the type in the menu on the left side of the screen.

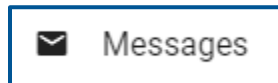
Dashboards:



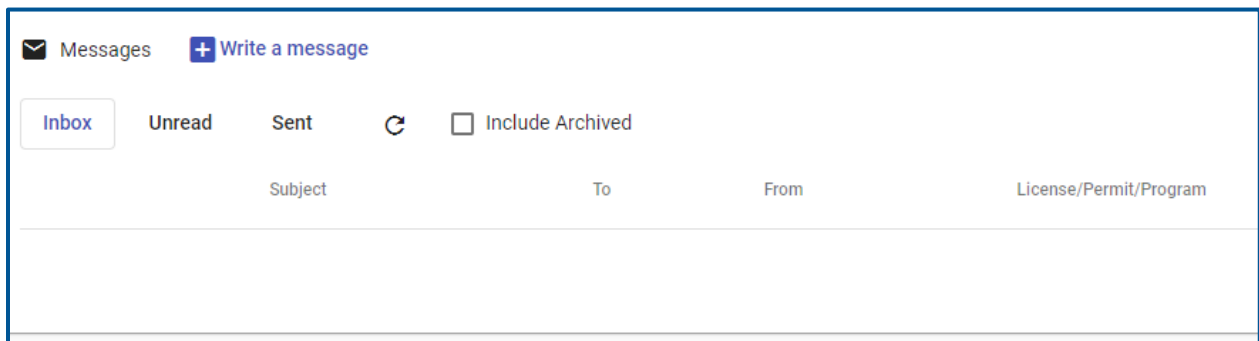
TLC Messaging Dashboard

Messages is a platform to communicate with the Oregon Psilocybin Services Licensing and Compliance Programs. From this dashboard you can send messages to and receive messages from the OPS Licensing and Compliance Programs. You can include attachments and write a message in the open text field.

To navigate to Messages, select “Messages” from the menu on the left side of the screen.



To write a new message select the 'Write a message' button.

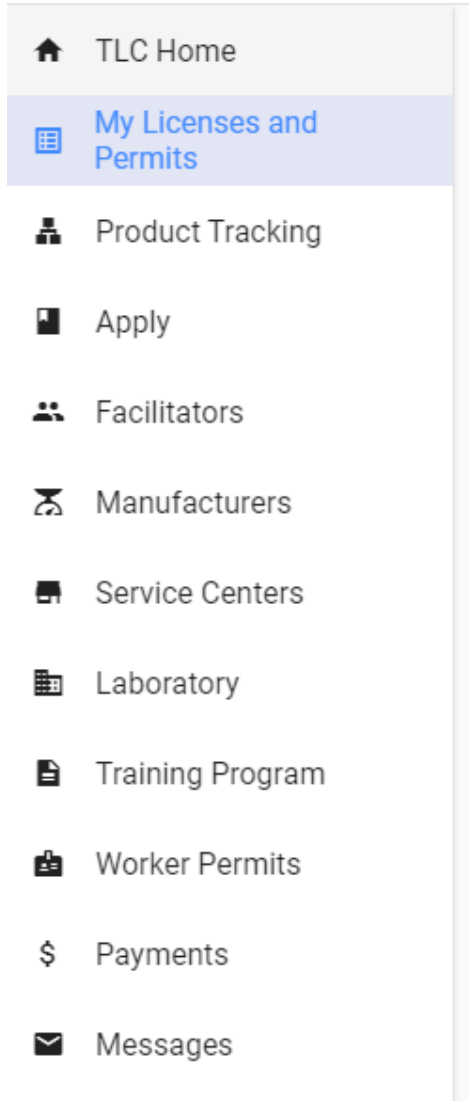


Then, select which program you are sending the message to. If you have a question related to applying for a license, worker permit, or training program curriculum approval, please direct your message to the OPS Licensing Program. If your message is related to site inspections, premises requirements, compliance with administrative rules, or investigations, please direct your message to the OPS Compliance Program. If you are unsure which program to send the message to, please select the program you think is most relevant and our teams will work together to answer the message.

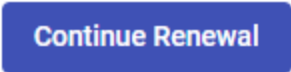
Please include the application, license, or permit ID number you are reaching out about with your message.

Begin a Facilitator License Renewal Application

When you are ready to begin a Facilitator license renewal application, please navigate to “my licenses and permits” on the left-side menu.



Click on the Facilitator license to be renewed and navigate to the button to begin your renewal.



Review all information on the “Getting Started” page of the application before proceeding through the application.

Facilitator Applicant Information Tab

Please review the following information in the “Applicant Information” tab:

- Legal Name (***fixed-unable to be changed***)
- Preferred Name (***can be edited for accuracy***)
- Prior Names and Aliases (***fixed-unable to be changed***)
- Date of Birth (***fixed-unable to be changed***)
- Website (***can be edited for accuracy***)
- Social Security Number (***fixed- unable to be changed***)
- Primary Phone Number (***can be edited for accuracy***)
- Alternate Phone Number (***can be edited for accuracy***)
- Primary Email Address (***can be edited for accuracy***)
- Preferred Language (***can be edited for accuracy***)
- Preferred Pronouns (***can be edited for accuracy***)
- Physical Address (***can be edited for accuracy***)
- Mailing Address (***can be edited for accuracy***)

Previous License or Permit

If you have ever applied for or received any other licenses from OPS, please provide this information within the online renewal application.

Contact Information

Primary Phone

Phone *

Alternate Phone

Alt Phone

Primary Email Address

Email *

Please enter an email address

Confirm Email Address

Confirm Email

Preferred Language

Language

Other OPS Licenses or Permits

Check the box if the applicant applied for or received any other licenses or permits from Oregon Psilocybin Services

Please provide the license id(s) for each Oregon Psilocybin Services license.

Affiliated Licenses*

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 acknowledge the statement in the online 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 a 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.

Documents Tab

Please upload the following documents in the Documents Tab of the application.

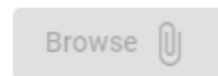
- Training Certificate
- Updated Social Equity Plan (if no updates, not required)
- Annual Social Equity Evaluation Report
- Reduced Fee supporting documentation (if applicable)

Upload files by selecting the check box(es) indicating the type(s) of document. Click “Browse” and select the file(s) you would like to upload. You may upload documents individually or all at once.



Upload Supporting Documents

For each document select the requirements it verifies

- Training Certificate
- Updated Social Equity Plan
- Social Equity Plan Evaluation
- Reduced Fee



Once the files are uploaded, it will appear in the adjacent box titled “Current Documents”. If you uploaded the incorrect file, you may delete the upload by clicking on the trash icon.

Current Documents	
File	Requirement
Test Document for Upload.jpg	Training Certificate Social Equity Plan Reduced Fee
	 

Social Equity Plan

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

For guidance on creating or updating a social equity plan, please see the [OPS Social Equity Plan Guidance and Resources document](#).

Annual Social Equity Evaluation Report

Renewal applicants must also upload an Annual Social Equity Evaluation Report with their renewal application.

For guidance on this requirement, please see the [Guidance for OPS Licensees on Preparing Annual Social Equity Evaluation Reports](#).

Fee Information Tab

If OPS determines that the Facilitator renewal license application meets all licensing requirements, you will receive an email request to pay the non-refundable annual license fee. The annual license fee must be paid within 30 days of the request and may be paid online, by mail, or in person.

Non-Refundable Facilitator Annual License Fee: \$2,000 USD or \$1,000 USD, if applicant qualifies for Reduced License Renewal Fee.

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 upload 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 upload 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 upload 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 upload 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 renewal fee, the fee will be reduced accordingly and will be reflected in the annual licensing fee payment request.

Accepted Payment Methods

OPS accepts the following payment methods for online applications:

- Online
- 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**)

Fee Payment Clearance

A renewal application will not be approved until the application fee payment has been received and cleared. If an applicant fails to pay the application fee within 30 calendar days of receiving notice that payment is due, the application is considered incomplete.

A license will not be renewed until the license fee is paid and cleared.

To ensure license continuity, you must submit a complete renewal application at least 60 days before your license expires. See OAR 333-333-4250.

- Renewal applications that are complete, submitted according to requirements, and submitted at least 60 days before the license expires will be considered timely under OPS rules. Licensees who submit timely applications may continue to operate on an expired license if OPS is unable to process the renewal application prior to the license expiration date. Incomplete renewal applications will not be considered timely unless they are made complete at least 60 days before the license expires.

Renewal applications that are submitted less than 60 days before the license expires will be considered untimely under OPS rules. Licensees who submit untimely applications are prohibited from continuing to operate on an expired license if OPS is unable to process the renewal application prior to the license expiration date. Licensees are prohibited from exercising license privileges on the date their license expires if OPS is unable to process their renewal application before the expiration date and the renewal application is untimely.

Review and Submit Tab

Please review the application details you entered. You must confirm and attest to all the statements at the end of the application. Once the application is completed and reviewed, please enter your signature.

Once you click “Submit,” the application is submitted, and the application status will display “Submitted.”

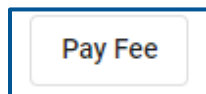
Once OPS determines that your renewal application meets all licensing requirements, you will receive an email request to pay the non-refundable annual license fee. You will also see the application status “Renewal Approved, pending fee payment and clearance” in the Facilitator dashboard. Applicants may pay their annual license fees through TLC, by mail or in-person.

Online Fee Payment

To pay fees online, click the “Pay Fees” button after you submit your application. You will be taken to the Payments section of TLC. This may also be accessed by selecting “Payments” from the navigation bar on the left side of the screen. Payments captures all payments for all license or permit applications.

Manufacturer	[Redacted]	View
Manufacturer Id	[Redacted]	Request Withdrawal
Status	Submitted	Pay Fees ←
Date Submitted	Dec 22, 2022	
Application Fee Status	[Redacted]	

Select the fee you would like to pay online by clicking “Pay Fee”.



Scroll to the bottom of the payment instructions and select “Pay Online Now”.

[Pay Online Now](#)

You will receive a warning that you are being directed to a third-party payment processor. Click “Proceed to Payment” to be transferred to the third-party payment processor and complete payment.

[Proceed to Payment:](#)

If you have any questions, please contact the licensing team through the Messages function in TLC or by email/phone at:

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

Mailed or In-Person Fee Payment and Remittance Form

If you do not want to pay fees online, you may pay fees by mail or in-person. A remittance form is required if an applicant pays fees by mail or in person. Please note that if you pay by personal check, there is a 21 day hold before OPS can consider the payment complete.

Once OPS determines that your renewal application meets all licensing requirements, you will receive an email request to pay the non-refundable annual license fee and submit the fee remittance form. You will also see the license status “Renewal approved, pending fee payment and clearance” in the Facilitator dashboard. Please include the remittance form with the annual license fee payment.

Do not pay the annual license fee until OPS notifies you.

The fee payment remittance form is provided in TLC. The remittance form can be viewed and printed by clicking the “Pay Fees” button. By clicking the “Pay Fees” button, you will be taken the Payments section of TLC. This may also be accessed by selecting “Payments” from the navigation bar on the left side of the screen. “Payments” captures all payments for any license or permit application.

To view and print the remittance form, scroll to the bottom of the instructions, and select “View Remittance Slip”.

[View Remittance Slip](#)

The remittance form will display instructions for payment.

Money orders and checks are payable to: **Oregon Psilocybin Services**
Applicants can mail the renewal 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 the licensing team through the Messages function of TLC or by email/phone: Licensing.Psilocybin@oha.oregon.gov or (971) 673-0304

Background Checks

Individuals applying for a Facilitator license renewal are required to inform OPS of any new convictions on their record. This may necessitate a new background check. Please do not disclose specific details of any new background check items to Oregon Psilocybin Services. Please send the Licensing Program a message in TLC informing them of the new conviction on your record, and OPS will communicate when the background check process has started. Any specifics of any new convictions on the record can be disclosed to the Oregon Background Check Unit.

Application Review

It may take OPS several weeks to review applications and applications will be reviewed in the order received. Thank you for your patience.

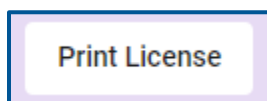
Incomplete Applications

An application is considered **incomplete** if the application is missing required information (e.g., missing/incomplete documents). If the application is incomplete, we will notify you by email to give you an opportunity to make your application complete. If you fail to do so, the application may be closed.

Application Approval and Proof of License

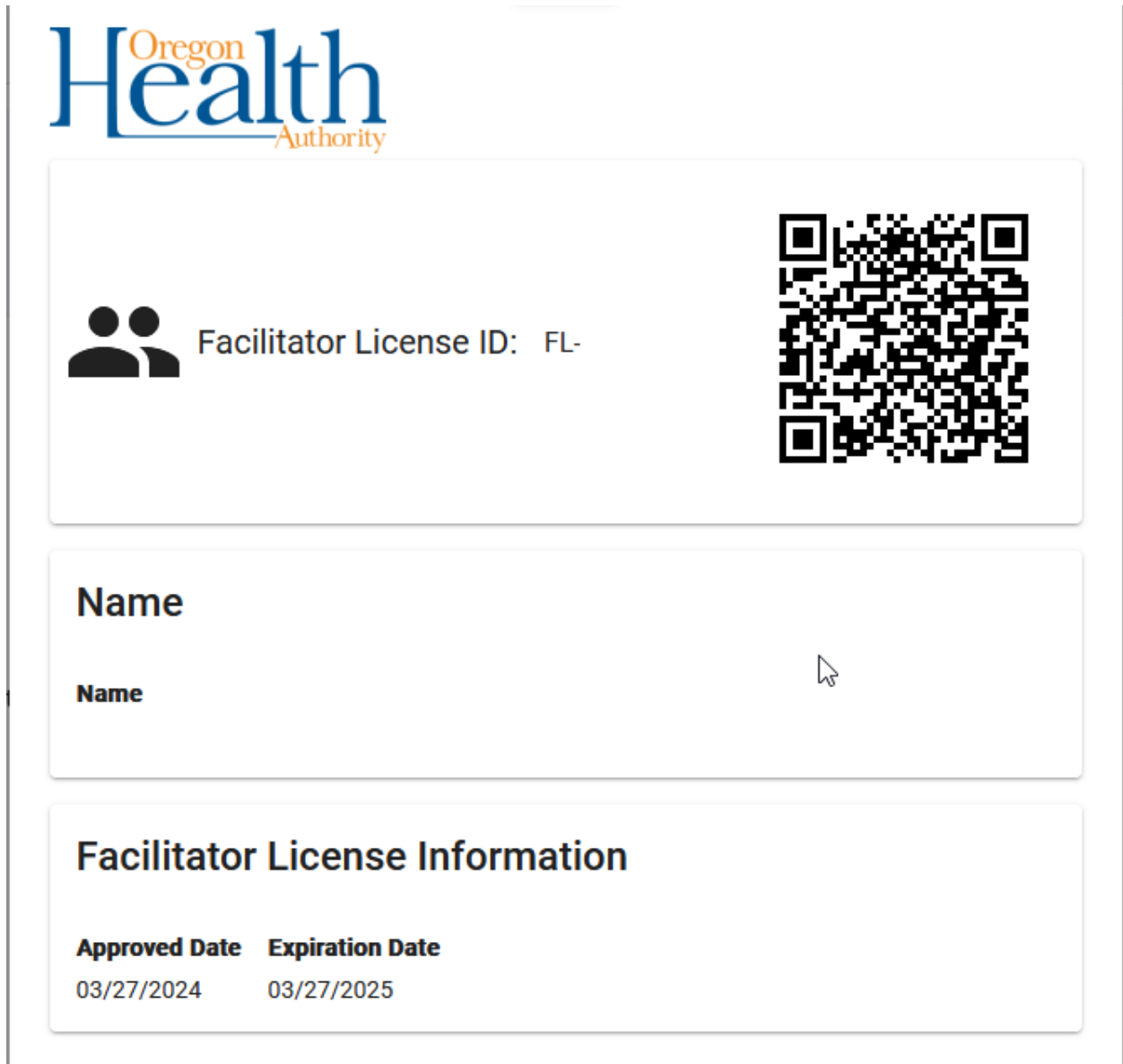
Once the renewal application has been evaluated, we will notify you by email that the annual license is approved. The Point of Contact will be emailed an updated proof of license which will include the Facilitator named licensee, license ID number, address, license effective date, license expiration 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.

From the Facilitator dashboard in TLC, you can view and print your proof of license by clicking the “Print License” button.



The proof of license will display on the screen. Click the “Print” button. A PDF file will download to your computer that can be saved or printed. You may also revisit TLC anytime to print the proof of license.

Example of what the proof of license will look like:



The screenshot displays the Oregon Health Authority logo at the top left. Below it is a white box containing a person icon, the text "Facilitator License ID: FL-", and a QR code. Underneath this is another white box with the heading "Name" and a placeholder "Name" with a mouse cursor. The bottom section is titled "Facilitator License Information" and contains a table with two columns: "Approved Date" and "Expiration Date".

Approved Date	Expiration Date
03/27/2024	03/27/2025

As outlined in [OAR 333-333-4120](#), Facilitator licensees must be able to provide proof of licensure when performing psilocybin services. **A Facilitator may not operate without a license.**

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 because 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](#).

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 regardless of whether the change occurs at renewal or another time. Please notify the OPS Licensing Team of these changes by emailing licensing.psilocybin@oha.oregon.gov.

Changes which need to be reported by Facilitator license applicants and licensed laboratories include:

- A change in contact information for any person listed as an applicant or licensee.
- 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 new conviction related to criminal history.
 - Please **DO NOT** provide any conviction details in the notification to OPS.

- A criminal background check may be required if an individual has been convicted of a crime after their license has been issued.

For any other change requests not listed above, please message the licensing team in TLC messenger with your request.

Frequently Asked Questions (FAQs)

When do I need to file my renewal application?

In order to ensure continuity in your business, you should submit your renewal application at least 60 days before your license expires. These renewal applications will be considered timely and facilitators who submit timely applications can continue to operate on an expired license if OPS is unable to process their renewal application prior to the license expiration date. For renewal applications that are not timely, licensees will need to cease operations on the date their license expires if OPS is unable to process their renewal application before the expiration date.

Is the annual license fee refundable?

No. The annual license fee is nonrefundable.

How long will it take OPS to review renewal applications?

OPS will review applications in the order received. 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 renewal application?

Due to limitations in predicting application volume, it may take OPS several weeks to review applications. You may also monitor the status of your application on the Facilitator dashboard.

If you have questions about the status of your application, please send a message through TLC or email/call:

Licensing.Psilocybin@oha.oregon.gov

(971) 673-0304

OPS sent me a notice that the renewal application requires more information. What do I do now?

If the renewal application is lacking required information, OPS will notify you and specify a time period to complete your application. If you fail to do so, the application will be considered incomplete and will be closed.

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

If the application is closed, you may reapply. 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 renewal application?

You may request withdraw of your application by sending us a TLC message or emailing/calling the OPS Licensing Team. 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.

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

The TLC ID number can be found on the Facilitator dashboard.

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

Please send us a message through TLC or email/call:

Licensing.Psilocybin@oha.oregon.gov

(971) 673-0304