

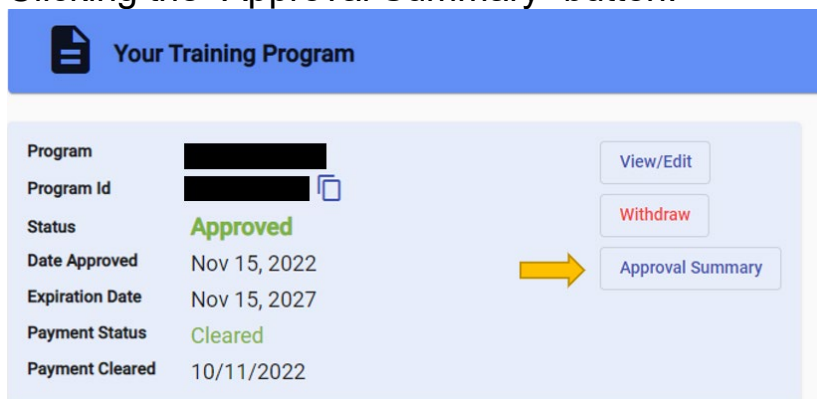
How to Generate and Print the Training Program Curriculum Application Approval Summary

Training programs can generate and print a copy of their application approval summary through the [Training Program, Licensing, and Compliance \(TLC\) System](#). The application approval summary contains information such as training program name, contact information, curriculum approval effective and expiration dates, and the list of approved instructors and lead educators. This document can be generated at any time and be provided to the Higher Education Coordinating Commission (HECC) for documentation of instructors and lead educators who are listed in the training program's approved curriculum application.

Please note: If changes to training program information are submitted, including changes to instructors and lead educators, the OPS Licensing Team must review and approve the changes prior to those changes appearing on the approval summary. The OPS Licensing Team reviews TLC several times per week to monitor for change requests. If your requested changes are not reflected within two weeks of submission, please reach out to the licensing team by email at Licensing.Psilocybin@odhsoha.oregon.gov for assistance.

How to generate and print the PDF of the Approval Summary

1. Log into the training program dashboard in the [Training Program, Licensing, and Compliance \(TLC\) System](#)
2. Clicking the "Approval Summary" button.



3. Once the approval summary opens, there is a button at the top of the pop-up screen that states, "Export to PDF" which will generate the PDF summary.
4. This can be printed and provided to HECC.