

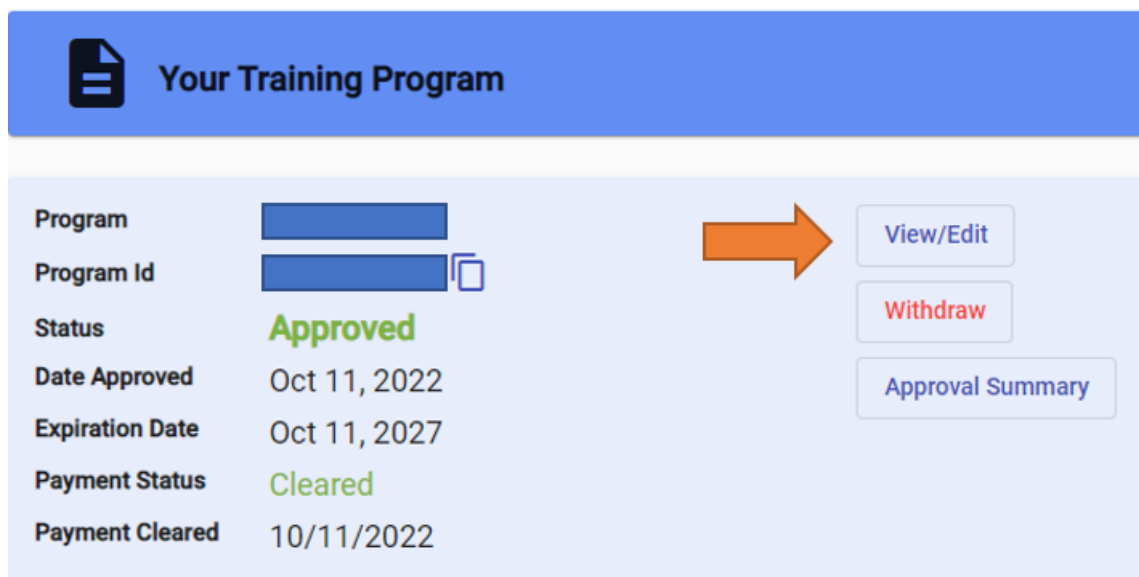
How to Update Training Program Information, Affiliated Individuals, and Curriculum

The Oregon Psilocybin Services (OPS) Licensing Team must be notified of changes to training program contact information and individuals affiliated with the training program such as instructors and lead educators as well as any material changes to the training program curriculum. Once changes must be reviewed and approved by OPS which may take several weeks.


Please do not use this process to update your OPS Approved Training Program's practicum options. If your update is related to your training program's practicum options, please use the [OPS Change of Practicum Form](#). This form can be completed and messaged as an attachment in TLC to the OPS Licensing Team or emailed to Licensing.Psilocybin@odhsoha.oregon.gov.

Changes to the training program can be submitted through the [Training Program, Licensing, and Compliance \(TLC\) system](#) by following these steps:

1. Login to the training program's TLC account
2. On the training program dashboard, select the "View/Edit" button




Your Training Program


Program	[Redacted]		View/Edit
Program Id	[Redacted]		Withdraw
Status	Approved		Approval Summary
Date Approved	Oct 11, 2022		
Expiration Date	Oct 11, 2027		
Payment Status	Cleared		
Payment Cleared	10/11/2022		

3. Select the relevant tab to update training program information. Example: Selecting the “Edit Training Program Information” tab captures the training program name and contact information.

Note: If the training program is submitting an updated curriculum, the revised curriculum must be uploaded. Please summarize the changes made using the provided comment box.

 **Edit Facilitator Training Program Curriculum Application**

1 Getting Started



2 Edit Training Program Information

3 Edit People

4 Edit Curriculum

5 Edit Curriculum Worksheet

TRAINING PROGRAMS MUST NOTIFY OREGON PSILOCYBIN SERVICES (OPS) OF ANY MATERIAL CHANGES TO THE CURRICULUM AND STAFF IDENTIFIED IN THEIR APPLICATION.

Changes to Training Program Addresses and Identified Staff To make changes to training program addresses or identified staff (i.e. responsible party, registered agent, training program director, lead educators, and instructors), click continue and you will proceed to the "Edit Training Program Information" and "Edit People" pages. Once changes are entered, click "Save and Continue" to save changes. When changes are saved, OPS will be notified of the changes.

Changes to Training Program Curriculum To submit a material change to the training program curriculum, click continue to the "Edit Curriculum" and "Edit Curriculum Worksheet" pages. Please upload the updated curriculum for review. After the updated curriculum is uploaded, be sure to identify and describe the changes to the curriculum in the box provided. Proceed to the "Edit Curriculum Worksheet" page by clicking "Save and Continue". Please select the updated curriculum from the drop down menu and enter in the new page number references indicating where each required module may be found. After entering all page numbers, click "Save and Continue" to save changes. When changes are saved, OPS will be notified of the changes. OPS must review and approve curriculum changes which may take several weeks.

Continue

Close

4. Enter the training program changes
5. Be sure to click “Save and Continue” to submit the changes entered
6. The OPS licensing team will receive, review, and approve the requested training program changes
 - a. If the requested changes cannot be approved, the OPS licensing team will contact the training program to provide support and guidance

If you have any questions, please reach out to the licensing team by email at Licensing.Psilocybin@odhsoha.oregon.gov for assistance.