



February 22, 2024

To: Psilocybin Licensees

RE: License Renewal Information

Dear Licensee,

As Oregon Psilocybin Services (OPS) approaches the first year of renewing annual licenses, we want to share important information about the renewal process. This letter describes the requirements for renewing your license.

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. 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.

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.

Sincerely,
The Oregon Psilocybin Services Section