

Psilocybin Facilitator Training Program Mailed Curriculum Application Guide

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 additional support to applicants submitting a facilitator training program curriculum 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 \(OPS\) – Apply for Training Program Curriculum Approval](#). Rules and requirements for facilitator training programs are outlined in Oregon Administrative Rules (OAR) 333-333-3005 thru 333-333-3090 which can be reviewed on the web at [Oregon Psilocybin – Administrative Rules](#).

The [Oregon Psilocybin Services – Training Program, Licensing, and Compliance system \(TLC\)](#) is an online platform where applicants can complete and submit the facilitator training program curriculum application, a curriculum worksheet, and upload a copy of the training program curriculum. Applicants will also be able to view the application fee payment information as well as download and print the fee payment remittance form in the TLC system. 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, fee payment remittance form, and application fee to the address listed at the end of the application form. Paper application forms may be found on the web at [OPS – Apply for Training Program Curriculum Approval](#).

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@odhsoha.oregon.gov

(971) 341-1713

For all other questions and concerns regarding facilitator training programs, please contact:

Licensing.Psilocybin@odhsoha.oregon.gov

(971) 341-1509

Psilocybin facilitator training programs may be required to be licensed by the Higher Education Coordinating Commission (HECC). Under state law, career schools must be licensed by the HECC (see ORS 345.010 to 345.450). A career school is defined in state law as “any private proprietary professional, technical, home study, correspondence, business or other school instruction, organization or person that offers any instruction or training for the purpose or purported purpose of instructing, training or preparing persons for any profession,” ORS 345.010(3). OHA recommends that psilocybin training programs review the licensure laws related to career schools and contact the HECC if they have questions. OPS cannot make any determinations about whether HECC licensure is required, as that is a decision that the HECC must make. That said, **HECC licensure is not a prerequisite to getting curriculum approval from OPS.**

For more information about HECC licensure, please see contact information below:

For Private Career School License – Exemption Request & Student Complaints

Matthew Altman – Phone (503) 881-2738

Matthew.ALTMAN@hecc.oregon.gov

For Private Career School License – New School Licensure

Peter Gertenrich – Phone (503) 551-8236

Peter.GERTENRICH@hecc.oregon.gov

For Schools operating without a private career school license – Cease and Desist Letters

Monika Peterson – Phone (503) 507- 8726

Monika.PETERSON@state.or.us

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 Training Program Curriculum Application Packet

An application packet must contain the following to be considered complete and to be considered for approval.

- ✓ Completed and signed training program curriculum application form
- ✓ Copy of training program curriculum
- ✓ Completed training program curriculum worksheet
- ✓ \$500 Non-refundable training program curriculum application fee (payment must clear before application will be reviewed)
- ✓ Payment remittance form

Getting Started with a Mailed Application

The paper version of the facilitator training program curriculum application packet is 11 pages and contains the following:

- Pages 1-8 contain the main application form
- Page 9 contains the payment remittance form
- Pages 10-11 contain an optional supplemental form if more space is needed to provide information on additional lead educators and instructors

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.

Training Program Information and Affiliated Individuals

Training Program Information

Please provide the following information about the training program:

- Training Program Name **(required)**
- Training Program Website **(required)**
- Training Program Headquarters/Main Physical Address **(required)**
- Training Program Headquarters/Main Mailing Address **(required)**

- Training Program Headquarters/Main In-Person Class Site Address **(required)**
- State, US territory, or freely associated state where the training program is registered to do business **(required)**

Training Programs must have an identified mailing address within the United States of America, US territories, or the freely associated states Republic of Martial Islands, Palau, and the Federated States of Micronesia. where correspondence from OHA can be received, including receipt of legal documents.

Individuals Affiliated with the Training Program

Please provide the following information for the training program:

- Responsible Party for the Training Program **(required)**
Providing the name, email address, and phone number for this individual is required. This individual must be legally authorized to make decisions and be legally responsible for the training program. This person will serve as the primary contact during the training program application process and while the program is approved. This person may also hold other roles in the training program such as Registered Agent or Training Program Director.
- Registered Agent for the Business **(required)**
Providing the name, email address, and phone number for this individual is required. This individual must be authorized to accept legal service on behalf of the program and must be listed in any business registrations as the Registered Agent.
- Training Program Director **(required)**
Providing the name, email address, and phone number for this individual is required. This individual must be responsible for tracking student progress and have the authority to track student enrollment and confer program completion.
- Lead Educators **(two required)**
Providing the names, email addresses, and phone numbers for these individuals is required. These individuals are responsible for tracking the progress of students throughout the program. They must have sufficient experience, knowledge, skills and ability to competently

train students in their assigned subject matter. They must understand the objectives of the training program and communicate effectively with students. They must demonstrate skill in instruction and student supervision. At least two lead educators must be identified for each training program.

- **Instructors (*required to identify all instructors*)**
Only instructor names are required in the application. These individuals must have sufficient experience, knowledge, skills, and ability to competently train students in their assigned subject matter. They must understand the objectives of the training program and communicate effectively with students. They must demonstrate skill in instruction and student supervision.

If more room is needed to provide additional lead instructors and instructors, please use the “Supplemental for Additional Lead Educators and Instructors” found on pages 8 and 9 in the application.

Curriculum

A copy of the training program curriculum must be submitted with the application. The application will not be reviewed without the copy of the curriculum. OPS does not require a standardized format for curriculum; however, the curriculum should contain all the module requirements listed in [OAR 333-333-3060](#).

Curriculum Worksheet

To assist applicants and OPS in timely review of training program curriculums, a curriculum worksheet must be completed and submitted indicating the page numbers where each required module can be found in the curriculum.

A curriculum worksheet can be downloaded and printed from the web at [OPS – Apply for Training Program Curriculum Approval](#). All pages must be completed. Mail the curriculum worksheet along with the application.

Facilitator Training Program Curriculum

Applicant Statements

The **Responsible Party** must confirm and attest to the following statements in the application.

- ✓ By completing and signing this application, I certify I am the Responsible Party, with legal authority to act on behalf of the training program, am legally responsible for the training program and will serve as the primary contact.
- ✓ I certify the information provided in this curriculum worksheet is true and complete to the best of my knowledge. I understand falsifying an application, supplying misleading information, or withholding information is grounds for denial or revocation of approval.
- ✓ I understand applicants are responsible for making their own determinations regarding the legal risks associated with participating in this program. I understand much of the information provided in application materials, including applicant and instructor names, could be subject to disclosure under Oregon's public records laws.
- ✓ I understand training programs must be located within the United States, US territories, or freely associated states.
- ✓ I certify and understand the training program director is responsible for student enrollment, tracking student progress and determining whether a student has successfully completed the training program.
- ✓ I certify that the training program's lead educators and instructors have sufficient experience, knowledge, skills and ability to competently train students in their assigned subject matter. I understand and have communicated to the lead educators and instructors that they must understand the objectives of the training program and communicate effectively with students. I understand that lead educators and instructors must demonstrate skill in instruction and student supervision.

- ✓ I understand the requirements for training program record keeping outlined in OAR 333-333-3040.
- ✓ I certify the proposed hours of instruction meet the requirements of OAR 333-333-3050.
- ✓ I certify the proposed course modules contain the content required by OAR 333-333-3060.
- ✓ I certify the proposed practicum meets the requirements of OAR 333-333-3070.
- ✓ I understand the requirements for accelerated training hours outlined in OAR 333-333-3080.
- ✓ I understand the requirements for training program completion and exams as outlined in OAR 333-333-3090.
- ✓ I understand training programs must notify Oregon Psilocybin Services of any material changes to the curriculum and staff identified in their application.
- ✓ I understand training program curriculum approval has a term of five years from the date of initial approval. If a training program wishes to be reapproved after that term, a training program must submit a new application, copy of program curriculum, and curriculum worksheet for reapproval at least 30 days prior to their approval expiration.
- ✓ I understand the training program application evaluation fee is non-refundable.

Application Fee Payment and Remittance Form

The facilitator training program application fee is **\$500**. The fee is required for both new and renewal applications. A remittance form is included in the paper version of the application on page 7. New applications will not have an assigned “TLC ID Number” which may be left blank. The application, fee payment, and remittance form may be mailed together.

OPS will not review an application packet until the application fee is paid and cleared. Training Programs have 90 days from the date of application submission to pay the application fee or the application will be closed. OPS is unable to accept electronic payments at this time.

OPS accepts the following payment methods:

- Money Order (May take less time to clear than personal/business checks.)
- Cashier's Check (May take less time to clear than personal/business checks.)
- Personal/Business Check
- Cash* **Please Do Not Mail Cash**

Instructions for Submitting the Application and Fee Payment by Mail or In-Person

Money orders and checks are payable to: **Oregon Psilocybin Services**

Money orders and cashier's checks may take less time to clear than personal and business checks. Applications will be reviewed once payment has been cleared.

Mailing the application packet, money order or check, and remittance form: 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@odhsoha.oregon.gov or (971) 341-1509

Application Review

OPS will review applications once the 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.

Paid Application Packets: Completed application packets will be reviewed by OPS to ensure all training program information is provided and the curriculum meets the requirements in OAR 333-333-3005 to 333-333-3090. Upon review, if OPS determines the curriculum is insufficient (example: missing required curriculum modules), OPS will notify the training program to give an opportunity to provide the missing information. Training programs will have 90 days from the initial date they are notified to provide the information necessary for the curriculum to be sufficient or the application will be denied. When OPS receives incomplete application packets (example: no curriculum is attached), OPS will notify the training program to give an opportunity to make the application complete. Training programs have 90 days from the initial date they are notified to complete the application, or it will be closed.

Unpaid Application Packets: OPS will not review an application packet until the application fee is paid and payment clears. Training programs have 90 days from the date of application submission to pay the application fee or it will be closed.

Updates to Addresses, Affiliated Individuals, and Curriculum

OPS must be notified of any material changes to the curriculum, training program addresses, and individuals affiliated with the training program. Material curriculum changes must be reviewed and approved by OPS which may take several weeks.

Training programs submitting updates may submit the **“Change in Facilitator Training Program Curriculum Worksheet.”** If updates are being made to the curriculum, please use the space provided to identify and

describe the curriculum changes. Enter the page number references where each required module can be found in the curriculum. A copy of the updated curriculum must also be provided. Updates can be mailed to the address listed on the Change in Facilitator Training Program Curriculum Worksheet.

Training Program Curriculum Approval Duration

Training program curriculum approval has a term of five years from the date of initial approval.

Training Program Curriculum Reapproval

A training program that wishes for its curriculum to be reapproved upon expiration of its initial approval term must submit a completed reapproval application and a non-refundable \$500 reapproval fee. OPS must receive the reapproval application and fee at least 30 days prior to the date that the training program's approval is set to expire. The process for training program curriculum reapproval is in development.

Frequently Asked Questions (FAQs)

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

Once OPS receives your mailed application and payment, OPS will send a confirmation email to the Responsible Party.

Is the \$500 application fee refundable?

No. The application fee is nonrefundable.

How long will it take OPS to review facilitator training program curriculum 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 the application is found to be incomplete or insufficient, OPS will send an email to the Responsible Party detailing what information is missing. Training programs have 90 days from the initial date they are notified to provide the missing information for further review. OPS will close applications due to remaining incomplete or no fee payment received. If the application is closed, OPS will send an email to the Responsible Party notifying them the application is closed. If OPS denies an application, OPS will provide notice of the denial in writing and the training program has a right to a hearing under [ORS chapter 183](#).

If you have questions about the status of your application, please contact:
Licensing.Psilocybin@odhsosha.oregon.gov
(971) 341-1509

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

If the facilitator training program curriculum application is found to be incomplete or insufficient, OPS will send an email to the Responsible Party detailing what information is missing. Training programs have 90 days from the initial date they are notified to provide the missing information for further review. Training programs may also withdraw their 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?

Training programs with closed applications may reapply for facilitator training program curriculum approval and pay the \$500 nonrefundable application fee. If OPS denies an application, OPS will provide notice of the denial in writing and the training program has a right to a hearing under [ORS chapter 183](#). Training programs with denied applications may reapply for facilitator training program curriculum approval and pay the \$500 nonrefundable application.

Can I withdraw my application?

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

Licensing.Psilocybin@odhsoha.oregon.gov

(971) 341-1509

How long is the curriculum approval valid for?

Training program curriculum approval has a term of five years from the date of initial approval. A training program that wishes for its curriculum to be reapproved upon expiration of its initial approval term must submit a completed reapproval application and a non-refundable \$500 reapproval fee.

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

Please contact OPS for assistance:

Licensing.Psilocybin@odhsoha.oregon.gov

(971) 341-1509

How do I know if my training program requires licensure by the Higher Education Coordinating Commission (HECC)?

Psilocybin facilitator training programs may be required to be licensed by the Higher Education Coordinating Commission (HECC). Under state law, career schools must be licensed by the HECC (see ORS 345.010 to 345.450). A career school is defined in state law as “any private proprietary professional, technical, home study, correspondence, business or other school instruction, organization or person that offers any instruction or training for the purpose or purported purpose of instructing, training or preparing persons for any profession,” ORS 345.010(3).

OPS recommends that psilocybin training programs review the licensure laws below related to career schools and contact the HECC if they have questions. OPS cannot make any determinations about whether HECC licensure is required, as that is a decision that the HECC must make. **That**

said, HECC licensure *is not* a prerequisite to getting curriculum approval from OPS.

For more information about HECC licensure, please see contact information below:

For Private Career School License – Exemption Request & Student Complaints

Matthew Altman – Phone: (503) 881-2738

Matthew.ALTMAN@hecc.oregon.gov

For Private Career School License – New school Licensure

Peter Gertenrich- Phone – 503-551-8236

Peter.GERTENRICH@hecc.oregon.gov

For Schools operating without a private career school license – Cease and Desist Letters

Monika Peterson – Phone (503) 507- 8726

Monika.PETERSON@state.or.us

Does the Higher Education Coordinating Commission (HECC) need anything to prove a training program has an OPS approved curriculum?

Since HECC does not have the expertise to understand and approve training program curriculum content, HECC may ask for proof of curriculum approval by OPS. Once a training program is approved, OPS emails the Responsible Party a copy of the approved curriculum certificate which may be provided to HECC. Please contact the HECC for additional guidance.

How do I apply for more than one training program curriculum approval?

At this time, only one facilitator training program curriculum application can be submitted per registered account. The Responsible Party may register another account using a different email address to submit another application. It is recommended Responsible Parties monitor email

addresses associated with registered TLC accounts to stay up to date on communications from OPS.

What do I do if I didn't use the Responsible Party's email address to register the TLC account and need to change it?

Please contact OPS for assistance:

Licensing.Psilocybin@odhsoha.oregon.gov

(971) 341-1509

Who do I contact about general questions regarding Facilitator Training Programs and the curriculum application process?

Please contact OPS for assistance:

Licensing.Psilocybin@odhsoha.oregon.gov

(971) 341-1509