

Psilocybin Worker Permit Application Guide for 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 additional support to applicants submitting a psilocybin worker permit application **ONLINE**. The most current version of this guide and the online application guide can be found on the web at [Oregon Psilocybin Services \(OPS\) – Worker Permit webpage](#). Applicants must read, understand, and agree to adhere to the Oregon Psilocybin Services 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 [Oregon Psilocybin Services – Training Program, Licensing, and Compliance system \(TLC\)](#) is an online platform where applicants can apply for psilocybin licenses, worker permits, and training program curriculum approval. 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 following the instructions provided at the end of this application. Printable application forms may be found [here](#).

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@oha.oregon.gov

(971) 673-0322

For all other questions and concerns regarding permits and licenses, 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.

Worker Permit Requirements

- Must be 21 years of age or older
- Must pass a criminal background check
- Must pay a worker permit fee

Who must have a valid psilocybin worker permit?

An individual who is a licensee or licensee 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

Worker Permit Application Packet Checklist

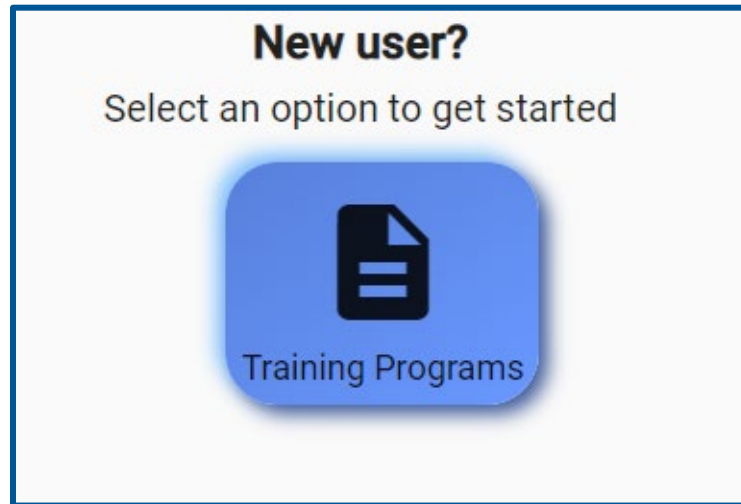
The paper application packet contains a checklist to assist in planning and ensuring the application is complete. Please complete the checklist to ensure you have all the necessary items.

- Completed and signed worker permit application
- 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.

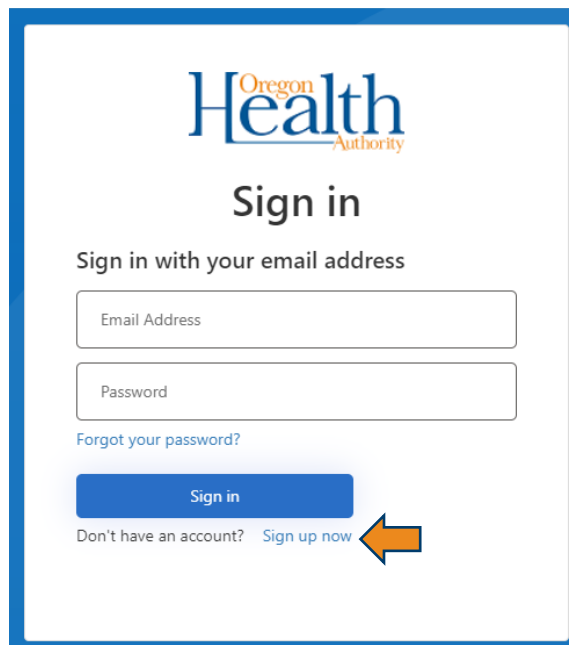
Getting Started with TLC

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

To begin an online application, account registration is required. To register a new account, select the new user button and click “Get Started!”



If you don't have an account registered, click “Sign up now”



Enter your email address, first name, last name, and create a password to create an account. To proceed, an email verification code must be entered. After clicking “Send verification code,” enter the code sent to the email address provided.

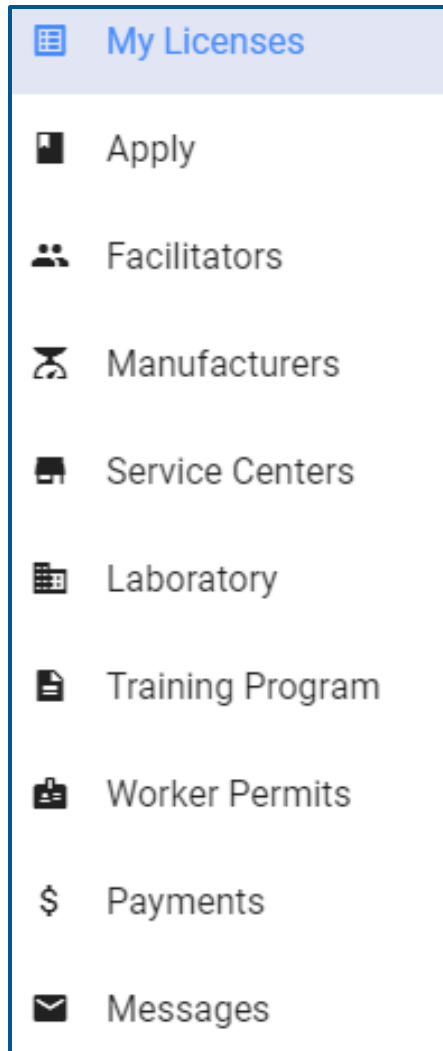
The screenshot shows the 'User Details' registration page for the Oregon Health Authority. At the top left is a '< Cancel' link. The Oregon Health Authority logo is centered at the top. Below the logo is the title 'User Details'. The form contains several input fields: 'Email Address', 'New Password', 'Confirm New Password', 'First Name', and 'Last Name'. A blue button labeled 'Send verification code' is positioned below the 'Email Address' field, with an orange arrow pointing to it from the right. A blue 'Create' button is located at the bottom of the form.

The screenshot shows the verification code entry screen. It features a text input field labeled 'Verification Code'. Below the input field are two blue buttons: 'Verify code' and 'Send new code'.

TLC Dashboards

Each license type 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. The following dashboards are available in TLC:

- My Licenses
- Apply
- Facilitators
- Manufacturers
- Service Centers
- Laboratory
- Training Program
- Worker Permits
- Payments
- Messages



[TLC Messaging Dashboard](#)

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

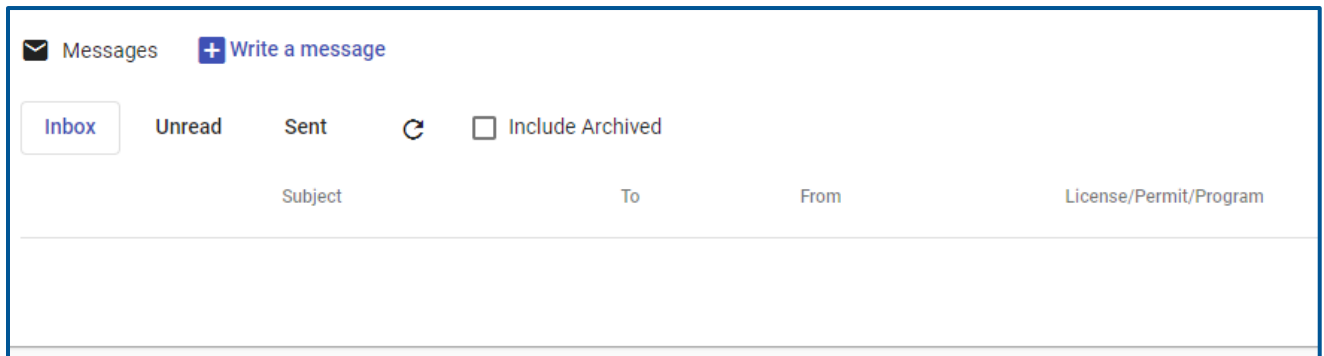
To navigate to Messages, select “Messages” from the menu on the left side of the screen.



To write a new message select the 'Write a message' button. Then, select which team you are sending the message to. Please include the

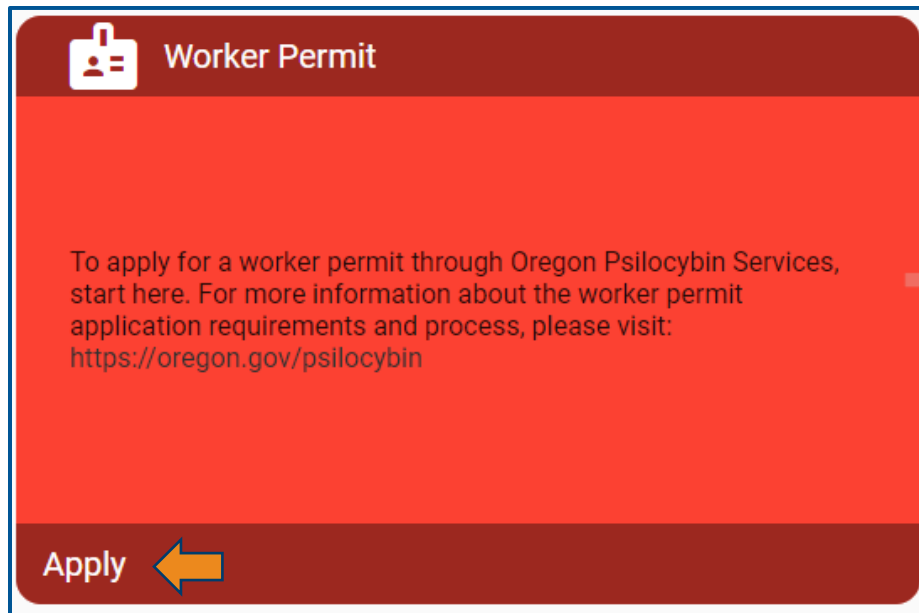
application, license, or permit ID number you are reaching out about with your message.

If your question is related to applying for a license, worker permit, or training programs, please direct your message to the licensing team. If your message is related to compliance or compliance rules questions, please direct your message to the compliance team. If you are unsure which team to send the message to, please select the team you think is most relevant and our teams will work together to answer the message.

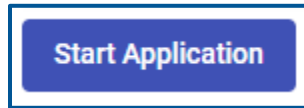


Begin a Worker Permit Application

When you are ready to begin a worker permit application, please click “Apply” from the left menu on the screen. All application types will be displayed. In the red Worker Permit box, click the “Apply” button.



You may also begin the worker permit application by clicking “Worker Permits” from the left menu on the screen and then selecting “Start Application.”



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

Worker Permit Applicant Information Tab

Please provide the following information in the “Applicant Information Tab”:

- Legal Name (**required**)
- Preferred Name (**optional**)
- Prior Names and Aliases (**required**)
 - This information is used for the purposes of the background check
- Date of Birth (**required**)
- Social Security Number (**required if you have one**)
 - If you do not have a social security number, you may still be licensed or permitted by Oregon Psilocybin Services
 - As part of your application for an initial or renewal license and permit, Federal and State laws require you to provide your Social Security Number (SSN), if you have one, to Oregon Psilocybin Services for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or permitted worker and you have an SSN but fail to provide your SSN, Oregon Psilocybin Services may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you confirm your agreement that OPS can use it for administrative purposes as well
 - In the application, we ask for **voluntary** consent to use your social security number, if you have one, to confirm your identity during the criminal records check. We will not deny you any rights, benefits, or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes

- Check the appropriate box next to the social security field indicating whether you consent or do not consent **(required)**
- Primary Phone Number **(required)**
- Alternate Phone Number **(optional)**
- Primary Email Address **(required)**
- Preferred Language **(optional)**
- Preferred Pronouns **(optional)**
- Physical Address **(required)**
- Mailing Address **(required)**
- Residential History Outside of Oregon in the Past 5 Years **(required if applicable)**
 - This information is used for the purposes of the background check

Applicant Information [Redacted]

Legal Name

<small>First</small> Test	<small>Last</small> Test	<small>Middle</small>
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Preferred Name

<small>First</small>	<small>Last</small>	<small>Middle</small>
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Prior Names and Aliases
This information is used for the purposes of the background check

<small>Name, other name, any other names</small>	<small>Date of Birth</small>
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[Previous Permit or License](#)

If you have ever applied for or received any other permit or license from Oregon Psilocybin Services, please provide this information within the online application.

Contact Information

Primary Phone

Phone

(555) 555-5555

Alternate Phone

Alt Phone

Primary Email Address

Email

[Redacted]

Confirm Email Address

Confirm Email

[Redacted]

Preferred Language

Language

English

Previous License or Permit:

Have you applied for or received any other licenses or permit from Oregon Psilocybin Services?

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

Affiliated Licenses

[Redacted]

Address

Physical Address

Street Apt/Unit/Suite

City

State

OR

Zip

County

Mailing Address Same as physical

Street Apt/Unit/Suite

City

State/US territory/freely associated sta... ▼

Zip

Residential history outside of Oregon in the past 5 years

*This information is used for the purposes of the background check.

*City, state, country, from month/year to month/year.

City

State

Country

From Month ... 📅

To Month an... 📅

+

MM/YYYY

MM/YYYY



Documents Tab

Please upload the identity verification document in the Documents Tab of the application.

[Upload Photo Identification](#)

Upload a copy of your photo identification by clicking “Browse” and selecting the file you would like to upload.

Once the file is 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	Personal Identification
	 

Fee Information Tab

[Non-Refundable Worker Permit Fee: \\$25](#)

After the worker permit application has been approved, pending worker permit fee payment and clearance, you will be notified by email to pay the worker permit fee. At that time, we will provide a permit fee remittance form with payment instructions. Please submit the remittance form with your permit fee payment.

OPS accepts the following payment methods for mailed applications:

- 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**)

Do not send the permit fee payment until you are contacted by OPS and OPS informs you that your application has been approved. OPS will provide you with payment instructions.

A worker permit will not be issued until the worker permit fee is paid and cleared. If issued a worker permit, an individual may not perform the duties described in ORS 475A.445 until the effective date of approval.

If an applicant fails to pay the permit fee within 180 calendar days of being notified of the worker permit being approved, pending permit fee payment and clearance, the application is considered incomplete and will be closed.

Review and Submit Tab

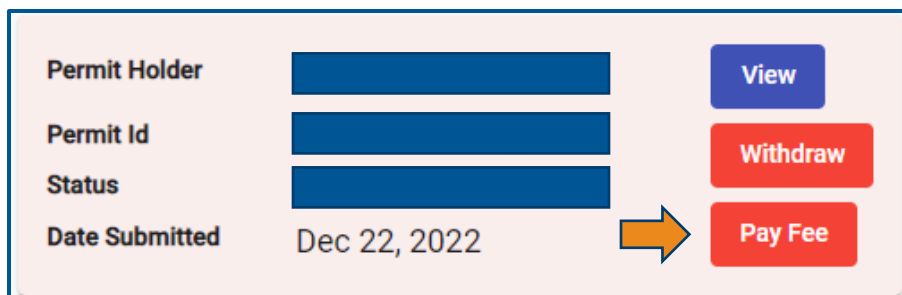
Please review the application details you entered. You must confirm and attest to all the statements at the end of the application. Once the application is completed and reviewed, please enter your signature.

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

Online Permit Fee Payment

Applicants may pay their permit fee through TLC. If you prefer to pay fees by mail or in-person, please review the “Mailed or In-Person Worker Permit Fee Payment and Remittance Form” section of this guide.

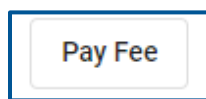
To pay fees online, click the “Pay Fees” button after you are notified your application is approved, pending fee payment and clearance. You will be taken to the Payments section of TLC. This may also be accessed by selecting “Payments” from the navigation bar on the left side of the screen. Payments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



The screenshot shows a table of permit application details. The table has four rows: Permit Holder, Permit Id, Status, and Date Submitted. The first three rows have redacted information, while the Date Submitted row shows 'Dec 22, 2022'. To the right of the table are three buttons: 'View' (blue), 'Withdraw' (red), and 'Pay Fee' (red). An orange arrow points from the 'Date Submitted' row to the 'Pay Fee' button.

Permit Holder	[Redacted]	View
Permit Id	[Redacted]	Withdraw
Status	[Redacted]	
Date Submitted	Dec 22, 2022	Pay Fee

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



Scroll to the bottom of the payment instructions and select “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.



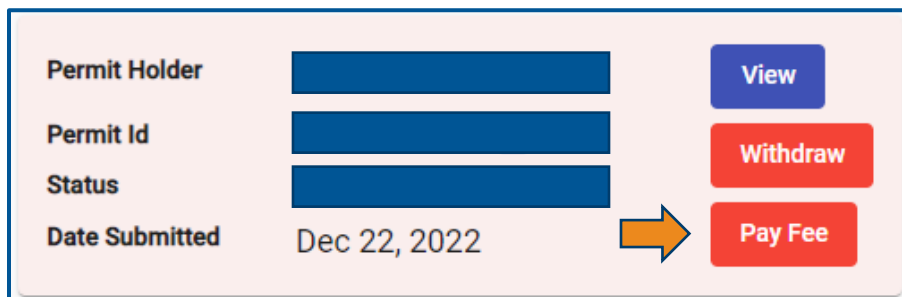
If you have any questions, please contact the licensing team through the Messages function in TLC or by email/phone at:

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

Mailed or In-Person Permit 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.

A worker permit fee payment remittance form is provided in TLC once the application is approved, pending fee payment and clearance. 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.

Background Checks

Individuals applying for a worker permit are required to pass a criminal background check. Within the application, you will be asked to provide information required to initiate the background check process. The following information in the application will be used to initiate the background check:

- Legal name
- Prior names and aliases
- Date of birth
- Social security number
 - We ask for **voluntary** consent to use your social security number, if you have one, to confirm your identity during the criminal records check. We will not deny you any rights, benefits, or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes
- Physical address
- Mailing address (if different)
- Phone number
- Email
- Residential history outside of Oregon in the past five years

Do not submit fingerprints until Oregon Psilocybin Services requests that you do so.

Important Note: An individual person identified as a license applicant is not required to undergo a criminal background check and fitness determination if that person has completed a criminal background check and fitness determination in connection with another license or permit application **within 30 days of their current license application.**

Once we initiate a criminal background check, you will receive an electronic letter by email that explains how to schedule an appointment with a [FieldPrint](#) vendor. FieldPrint vendors are private contractors and are not associated with a government agency. Visit [this link](#) to find the nearest FieldPrint vendor to you.

For more detailed information on background checks, please review the [OPS - Overview of the Background Check Process](#) document.

Application Review

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

[Incomplete and Insufficient Applications](#)

An application is considered **incomplete** if the application is missing required information (e.g., applicant did not submit fingerprints). If the application is incomplete, we will notify you by email to give you an opportunity to make your application complete. You have 90 days from the initial date you are notified to complete your application. If you fail to do so, the application will be closed.

An application is considered **insufficient** if the complete application does not meet requirements outlined in statute or rule. If the application is insufficient, we will notify you by email to give you an opportunity to meet requirements. You will have 90 days from the initial date you are notified to meet requirements, or your application will be denied.

Application Approval and Proof of Worker Permit

Once the application has been approved (after the worker permit fee is paid and cleared), we will notify you by email of the approved worker permit status. You can view and print your proof of worker permit which will include your name, permit ID number, address, permit effective date, permit expiration date, and a QR code which can be scanned to verify permit status. Please note, the public facing permit verification look-up and QR code will only confirm a permit ID number, effective date, and expiration date.

From the Worker Permits dashboard in TLC, you can view and print your proof of permit by clicking the “Print Permit” 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 and printed. You may also revisit TLC anytime to print the proof of worker permit.

The screenshot shows the Oregon Health Authority logo at the top left. Below it, the text "Worker Permit Number" is followed by a blue redaction bar. To the right of this is a QR code. Below the QR code is the section "Name and Address", which contains two columns: "Name" and "Address". Both columns have blue redaction bars. At the bottom, the section "Worker Permit Information" contains a table with two columns: "Approved Date" and "Expiration Date".

Approved Date	Expiration Date
12/26/2022	12/26/2023

As outlined in [OAR 333-333-4120](#), individuals must be able to provide proof of worker permit when performing preparation, administration or integration sessions. **A permitted worker may not operate until the effective date of the permit. A worker permit has a term of five years.**

Notification of Changes

Please review all rules for Notification of Changes as described in [OAR 333-333-4200](#). An applicant or permitted worker must notify OPS in writing within 10 business days of the changes described in rule. Please notify the OPS Licensing Team of these changes by emailing us at licensing.psilocybin@oha.oregon.gov.

Most common changes which need to be reported by worker permit applicants include:

- A change in contact information
- Any conviction for any misdemeanor or felony committed by an individual listed as an applicant or permitted worker
 - When notifying the OPS licensing team of changes to conviction history, please only include the following information
 - Legal name
 - Worker permit ID number
 - A statement notifying OPS of a change to criminal history conviction
 - Please **DO NOT** provide any conviction details in the notification to OPS
 - A criminal background check is required if we learn that an individual has been convicted of a crime after their permit has been issued.

Frequently Asked Questions (FAQs)

Is the worker permit fee refundable?

No. The worker permit fee is nonrefundable.

How long will it take OPS to review applications?

OPS will review applications in the order they are received. 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. You may also monitor the status of your application on the Worker Permit 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 application is incomplete or insufficient. What do I do now?

If the application is incomplete, you have 90 days from the initial date you are notified to complete your application. If you fail to do so, the application will be closed. If the application is insufficient, you will have 90 days from the initial date you are notified to meet requirements, or your application will be denied. You may also request withdraw of the application at any time by notifying OPS.

What happens if my 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 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 worker permit valid?

The worker permit term is five years from the effective date. OPS is currently developing the application renewal process for worker permits.

How do I know what the TLC ID number assigned to my worker permit?

The TLC ID number can be found on the Worker Permit dashboard.

Who do I contact about general questions regarding permits and licenses?

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

Licensing.Psilocybin@oha.oregon.gov

(971) 673-0304