

New Teacher Registration Instructions

Please complete the following form and submit with a non-refundable **\$75 registration fee**.

Teachers must hold any Oregon licenses, certificates, and ratings, and successfully pass qualifying exams legally required for employment in the field in which they teach [OAR [715-045-0012](#) (3)].

This form must be on file with the Higher Education Coordinating Commission, Office of Private Postsecondary Education, prior to the commencement of any instruction, except when emergency provisions are being utilized [OAR [715-045-0012](#) (2)].

Teacher Registration Information *(There is a separate application for teacher renewals)*

- All teacher registrations are issued for a three-year period.
- The Commission **does not** issue renewal notices to registered teachers. It is the responsibility of you and your employing school to ensure your registration is kept current.
- 30 hours of Continuing Education is recommended for general PCS teachers and is required for Cosmetology teachers. Check with the school(s) where you are teaching to see what programs they may have approved or are offering for continuing education.
- Please notify the Commission of any change in mailing address, e-mail or phone number.
- There is a **\$75 renewal fee** for each teacher registration.
- **Please verify you are using the current and approved version of this form.** ALWAYS obtain the most current application from the Commission's [website](#) for PCS Forms and Procedures.
- **ALL** sections must be completed, and this application signed and dated by teacher and director.

YOUR APPLICATION WILL NOT BE ACCEPTED IF THE FOLLOWING IS NOT INCLUDED:

- Copies of current licenses or certificates legally required for employment in the field in which you teach (*i.e., cosmetology, massage technician, CDL, etc.*).
- Copy of either High School Diploma, High School Transcripts, High School Modified Diploma, GED **OR** copy of postsecondary transcript/certificate/diploma.
- Copy of most current employment résumé with details of duties that would impact this application.
- A \$75 non-refundable registration fee, paid by check or money order to the Higher Education Coordinating Commission.
- The School Director of the school you will be teaching at MUST sign your registration form or your application review WILL BE delayed.**
- If you have a criminal history, the documentation listed on Page 4 must be included.
- Psilocybin Only** - OHA Oregon Psilocybin Services **Training Program Curriculum Approval Summary** with the name of the teacher who is applying to HECC to be a registered teacher on the list as an Instructor.

Application for Teacher Registration

All boxes **MUST** be completed, all required documentation **MUST** be included, and your payment received for your application to be accepted and reviewed. Applications missing this information will be delayed.

Applicant Information *(Required Information)*

Applicant Name:					
Date of Birth:		Social Security Number:			
Email Address:		Phone:			
Home Address:					
City:		State:		Zip:	

Education/Training History **(REQUIRED)**

Name and Location of School Attended	Course of Study (Major)	Dates Attended		Full Time / Part Time?	Degree or Certificate Earned / Number of Hours, (if applicable)
		MM/DD/YY From	MM/DD/YY To		

► Instructors must be at least 18 years of age. Submit a copy of your high school diploma, GED, **OR** postsecondary degree diploma or certification with your application.

► Please include a copy of all 'official' postsecondary school transcripts as listed above.

Work Experience

Complete all sections below, starting with the most recent position: **(REQUIRED)**

Employer Name, address, and phone number, or qualified teacher training	Starting and ending dates of employment. (REQUIRED) <i>Use MM/DD/YY format</i>	Please indicate if Full time or Part time? <i>*Required: if part-time, include number of hours/month</i>	Duties performed (all applicants) <i>Please be specific on duties as applies to this application and the programs you will be teaching.</i>	Teacher training program hours <i>(cosmetology only)</i>

Applicant must have had **two years of work experience** or two years of education, or any combination of both, in the subject that they instruct.

- One year of experience is defined as 1,875 hours of work, education, or training per year (37.5 hours per week times 50 weeks). Part-time experience will be allowed if the total hours equal the equivalent of two years of full-time experience (3,750 hours) [OAR [715-045-0012](#) (3)(d)(A)].
- **FOR NEW TEACHERS**, work experience **MUST** have been within the **past FIVE years**.
- If a credential or qualifying examination is required for employment in the field by the state in which the school is located, **the two years of experience must include at least one year of work experience as a certified practitioner in the subject in which you instruct**, following certification or licensure.

Psilocybin Only – In lieu of meeting the work experience and education requirement required in OAR 715-045-0012, the teacher must provide a copy of the OHA Oregon Psilocybin Services **Training Program Curriculum Approval Summary** and be listed as an Educator or Instructor on the Summary.

Cosmetology only - Applicants may obtain their license by completing a 1,000 hour cosmetology teacher training program offered by a licensed private career school, if the applicant possesses a valid credential from the Oregon Health Licensing Office. Applicants that have an expired teacher license that is no more than three years old or was previously licensed in another state whose teacher requirements are less than those in Oregon can take a 200-hour teacher training program offered at a licensed career school.

Licenses held pertaining to this application

Name of License Held	Regulating agency	Expiration Date

School you plan on working for:

Name of School	School Location

Signature and Authorization

I hereby certify the above information is true and correct to the best of my knowledge. I am aware that if any statement made herein has been misrepresented, my registration as an instructor may be suspended or revoked.

Print Applicant's Name	Signature of Applicant	Date
Print School Director's Name	Signature of School Director	Date

Designated School Director must sign above for this application to be accepted

PLEASE NOTE: Notification of approval or denial, plus any registration certificates will be sent directly to the School Director at the address and/or email registered with the HECC.

You **must** mail the \$75 registration fee
with the name of the applicant listed on the check for verification.

Mail your application and fee to:
HIGHER EDUCATION COORDINATING COMMISSION
Office of Academic Policy and Authorization
PCS Licensing Unit
3225 25th Street SE
Salem, OR 97302

FOR YOUR RECORDS ONLY *(do not return to HECC):*

Social Security Number Requirement, Authority, and Disclosure Statement

As part of your application for an initial or renewed registration as a teacher, director, or agent for a licensed private career school, as issued by the Higher Education Coordinating Commission, Office of Private Postsecondary Education, you are required to provide your Social Security Number (SSN) to the Commission as part of the application process [ORS 25.785 and 42 USC § 666(a)(13)].

Your SSN will be stored in the Commission's electronic database using the highest level of encrypted security protocols. It will be provided on a quarterly basis to the Oregon Department of Justice through secured electronic means for the purpose of enforcing child support orders. Your SSN will not be printed or displayed in any public forum through any medium unless expressly required by state or federal law.

Failure to provide your SSN will be a basis for the Higher Education Coordinating Commission, Office of Private Postsecondary Education, to refuse to issue or renew a license or registration as described above.

Any other use or disclosure of your SSN will require your written authorization.