



# Oregon

Kate Brown, Governor

Higher Education Coordinating Commission

Office of Private Postsecondary Education

225 Capitol St NE

Salem, OR 97310

## TEACHER REGISTRATION APPLICATION

Please complete the following information and submit along with a non-refundable **\$75 application fee**. ATTACH copies of any certificates or licenses you hold that are legally required for employment in the field in which you teach (*i.e., cosmetology, massage technician, CDL, etc.*). Teachers must hold all 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).

\*All boxes must be completed for your application/registration to be reviewed.\*

Applicant Name		Date of Birth	**Social Security #
E-Mail Address		Home Phone ( <i>include area code</i> )	
Home Address		Alternate Phone ( <i>include area code</i> )	
City	State	Zip Code + 4	

**Instructors must be a minimum of 18 years of age and have a High School Diploma, GED, or postsecondary degree or certification. Copies need to be included with application.**

### Education / Training History

List private career schools, colleges, military, or other postsecondary schools attended.

*Please include copy of relevant transcripts.*

Name and Location of School	Course of Study (List Major)	Indicate Dates Attended and Full-time or Part-time			Type of Degree or Certificate Earned/ Number of hours where applicable
		From	To	FT/PT	

**COSMETOLOGY APPLICANTS ONLY**

Please indicate the cosmetology licenses you currently hold. You will only be eligible to teach the programs you are licensed in from the Department of Health Licensing. Include a copy of your license(s) with this application.

License Type	License No.	Expiration Date

**WORK EXPERIENCE**

Applicant must have a minimum of one year of work experience and one year of combined training and work experience for a total of two years of work experience and training 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 applicant must have a least one year of experience as a credentialed worker in that field. The amount of work experience must equal either 1,875 hours in a single year or 3,750 hours in the past four years. *OAR 715-045-0012(3)(d)*.

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 they instruct, following certification or licensure.

Cosmetology applicants may obtain their license by completing a 1,000 hour cosmetology teacher training program offered by a licensed career school, if the applicant possesses a valid credential from the Health Licensing Office. If the applicant has 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. Please include a resumé.

Employer Name, Address, and Phone Number or Qualified Teacher Training	Dates of Employment or program	Full-time or if Part-time # hrs./mo.	Cosmetology teacher training program hours	Duties Performed Cosmetology: include copy of transcript from hourly program
	From: To:			
	From: To:			
	From: To:			

**Other Postsecondary Work**

(Summer Schools, extension courses, seminars, any military experience, etc.)

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**Programs and Courses** which applicant will be offering instruction:

*This section must be completed. (Use additional sheets if needed)*

Program	Course

**Criminal History:**

Have you ever been convicted of a crime other than a minor traffic violation?

☐ Yes    ☐ No

*If answer is "yes," attach explanation on separate sheet and submit a copy of court records, a letter from your probation officer, and a letter of recommendation from your employer [OAR 715-045-0012(8) and OAR 715-045-0012(13)].*

*Be advised that if you work at a school that enrolls minors you will be required to have a fingerprint background check completed. Check with the school you are considering working for to verify if this would be a requirement.*

**School you plan on working for (if known):**

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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.

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Signature of Applicant

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Date

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Signature of School Director

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Date

***\*\*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.

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**RENEWAL INFORMATION:**

- All teacher registrations are issued for a three year period.
- 30 hours of Continuing Education is recommended for general PPS 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 be offering for continuing education. Cosmetology teachers can contact the Private Postsecondary School Section to obtain a summary of pre-approved continuing education programs.
- All teachers will be notified by email or mail when it is time to renew your license.
- There is a **\$75 renewal fee** for each teacher registration.
- Please notify the Commission of any change in mailing address, email or phone number.

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***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)***

**Please be sure you have attached**

- Copies of Licenses or certificates as explained.
- Copy High School Diploma or GED.
- Checked one of the boxes in the criminal history section and include explanation if required.
- Obtained and supplied the necessary signatures
- Included your \$75 non-refundable application fee

**Mail your application to:**  
**Higher Education Coordinating Commission**  
**Office of Private Postsecondary Education**  
**255 Capitol St NE**  
**Salem, OR 97310**

## **Continuing Education**

Continuing education of cosmetology teachers shall be required to maintain approval. OAR 715-045-0200

- A teacher may maintain registration status by completing 30 clock hours of continuing education approved by the Executive Director within every 36-month period following that teacher's first date of common teacher registration (including any period of time from the actual date of registration until the first date of common teacher registration); and by completing 30 clock hours of approved continuing education within every 36-month period thereafter, even if the teacher is not teaching for all or a portion of each three-year period. The common teacher registration dates are from August 1 until July 31. Only 10 of the 30 clock hours may be from an authorized manufacturer or distributor show;
- The Executive Director shall, in conjunction with the state advisory committee, approve courses for which continuing education credit will be allowed;
- Proof of completion of the requirements of subsection (23)(a) of this rule, and the \$25.00 renewal of registration fee, must be submitted to the Executive Director prior to each teacher's next date of registration; and
- An individual failing to comply with the requirements of subsection (23)(a) of this rule shall not be approved for registration renewal or for a new registration until such requirements have been met.

### **All Schools**

A continuing education program for a school is just as important as the new hire training. When training a new associate, I have found that they will only retain approximately 40 percent of the information learned in the initial training session. Therefore, a continuous effort must be placed on reminding the staff about various procedures and concepts. This continuing education can be formal or informal.

Prior to putting together a continuing education employee training program, the management team must decide upon their desired outcome. One question that is important to answer is, "Do you want the program to enhance the skills of the associate or do you want to help the associate with personal development?"

While there is some commonality between these answers, the main difference is the opportunity for the management team to mold future management team members. If the desired outcome is simply to enhance skills, with no personal development, the department will have a staff that simply knows how to do their job a little better. While that is a positive outcome, you want your company to think "outside the box," and design a program that allows, and even encourages, critical thinking and problem solving.

Some information in this section has been adapted from About.com Use Training and Development to Motivate Staff web page located at <http://humanresources.about.com/od/coachingmentorin1/a/trainmotivation.htm>