



Oregon Administrative Rule (OAR)  
259-061-0020(4):

(a) A completed application packet must be mailed to the Department and postmarked prior to the applicant performing any investigatory work.

(b) Renewal application documents must be received by the Department within 90 days prior to the expiration date of the licensure to allow for processing of the forms and criminal history check.

(c) A late submission fee will be assessed as prescribed by OAR 259-061-0010 if reapplying after the license expiration date of the licensure.

(d) Applicants renewing their licensure more than 30 days after the expiration date of the original license must submit the following:

(A) A new application packet in accordance with subsection (2) of this rule; and

(B) A Form PI-6.

**Please remember** It is unlawful for you to continue providing investigative services after the expiration date of your license, even if your renewal is pending. DPSST cannot guarantee that we can process your renewal in three weeks or less, so don't procrastinate and get your forms in as early as possible.



### DPSST Private Investigator Licensing Program

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security.investigators@state.or.us

www.oregon.gov/dpsst/pi

Sign up for the Private Investigator List Service  
[http://listsmart.osl.state.or.us/mailman/listinfo/private\\_investigator\\_bulletin](http://listsmart.osl.state.or.us/mailman/listinfo/private_investigator_bulletin)

Quick reminder of items required in a renewal application packet:

- PI-21 (Renewal Application)
- PI-27 (Code of Ethics)
- PI-6 (Continuing Education Summary Form)
- Current Bond or E&O Insurance (if there has been any change or lapse in coverage)
- Current Photos (piappsubmittal@state.or.us)
- Nonrefundable fee of \$550

## DPSST Private Investigator Licensing Program

# Continuing Education (CE) Guidelines



Private Investigators:

32 CE units (including 2 CE in ethics)

Provisional Investigators:

40 CE units (including 2 CE in ethics)

## What is continuing education? Any educational endeavor that reasonably could be considered beneficial to the work of the investigator.

### What is continuing education is acceptable to provide on the PI-6?

#### ◆ Books and Manuals

Two hours of continuing education will be granted for each non-fiction book or professional/technical manual read, with a limit of six continuing education hours per licensing period. Books will be approved on a case-by-case basis.

#### ◆ College, Internet or Correspondence Courses

#### ◆ Conferences, Seminars and Interactive Webinars

#### ◆ Pre-recorded or Non-interactive Media

Limited to 24 continuing education hours per licensing period.

#### ◆ Department /Board/Committee Meetings

One hour of continuing education will be granted for each hour in attendance of a Board or Committee Meeting, with a limit of eight continuing education.

#### ◆ Lectures and Public Presentations

One hour of continuing education will be granted for each hour of presenting or attending a lecture or public presentation, with a limit of eight hours of continuing education per licensing period.

#### ◆ Mentoring

One hour of continuing education per eight hours of training will be granted to licensed investigators who provide training to another investigator, with a limit of eight continuing educational hours per licensing period.

#### ◆ Network Meetings

One hour of continuing education will be granted for each network meeting attended, with a limit of eight continuing education hours per licensing period.

#### ◆ Publications

Continuing education hours will be granted to individuals who have authored or co-authored publications. Continuing education hours awarded for publications will be at the Department's discretion, with a limit of 10 continuing education hours per licensing period, with no carry over.

#### ◆ Other

Any other continuing education that reasonably could be considered beneficial to the work of the investigator.



### Additional Information regarding your continuing education

The Department reserves the right to approve or disapprove any continuing education request.

At the Department's discretion, the Department may audit continuing education documents to ensure compliance with this rule.

The required continuing education must be submitted on a PI - 6.

It is not necessary to send additional documentation pertaining to your continuing education, unless specifically requested by staff.

The continuing education limits are for each licensing period (every two years).

You may carry over a maximum of 15 general hours to apply to the next licensing period, where allowed.

Licensed Investigators must retain documentation of proof of continuing education for four years.