

January 21, 2024

To All OPS Licensees and Permitted Workers,

New and updated administrative rules became effective on January 1, 2025. Current OPS rules can always be accessed on the Oregon Administrative Rules page: [OAR 333-333](#). This letter describes some of the important changes related to all OPS Licensees and Permitted Workers.

As a reminder, you can always search [OPS Rules](#) and [OPS Guidance on Administrative Rules](#) for key words or topics of interest by using the “Find” tool on a computer (on PCs, the shortcut keys are: “Ctrl” + “F”, and on Macs the shortcut keys are: “Command” + “F”).

- **New Term Limits for Worker Permits**

The term for new worker permit applications and renewals has been changed from five years to one year ([333-333-4070](#)). Applicants will now pay the annual \$25 non-refundable permit fee for an annual worker permit. For worker permits approved prior to January 1, 2025, the permit will continue to have a term of five years from the date of initial approval. For all new or renewal permit applications approved on or after January 1, 2025, worker permits will have a term of one year from the date of approval.

- **New and Updated Operational Forms**

New and updated forms are now available on the OPS website. All client facing forms are on the [Access Psilocybin Services](#) page. All operational forms used by facilitators are on the [Facilitator License page](#) and all operational forms used by service centers are on the [Service Center License page](#). If a client has completed

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forms during a preparation session prior to January 1, 2025, those forms will not need to be redone. Spanish versions of the new and updated forms will be published in the coming months.

- **SB303 Licensee Data Collection**

Senate Bill 303 (SB 303) was passed by Oregon Legislature in 2023 and is now codified in [ORS 475A.372](#) and [ORS 475A.374](#). SB 303 requires service centers to collect and report certain client and service center data. It also requires OPS to compile and publish specific licensing and compliance data. For more information about this new law, please visit the [OPS Senate Bill 303 and Data Information](#) page and review the [OPS 303 Data Reporting Guide for Service Centers](#).

All OPS licensees have been sent a [Letter about submitting 303 Licensee Data](#), which includes a link to the required electronic 303 Licensee and Applicant Data Form. Please note, SB303 data collection requirements do not apply to permitted workers. Only OPS licensees are required to click the link and complete the required electronic form by March 1, 2025. Licensees will need to enter their license number and may need to complete the form multiple times for each of the licenses they hold. If you are a licensee having trouble completing the form, please see the [Additional Instructions about the Required Applicant and Licensee REAL SOGI Data Form](#). The form has a set of standardized questions about Race Ethnicity And Language ([REAL](#)) and Sexual Orientation and Gender Identify ([SOGI](#)). All questions include an option to select “I don’t want to answer.”

- **Duty to Report Misconduct**

The rules expand licensees’ and permittees’ duty to report misconduct to include violations involving psilocybin products or facilitator conduct ([333-333-5140](#)). At any time, licensees and permitted workers can [File a Complaint](#) if there are concerns related to statute or rule violations that occur on licensed premises and during the provision of psilocybin services.

- **How to Surrender a License**

A licensee may request to surrender a license by submitting a [License Surrender Request](#). Each individual person identified as a licensee must submit a separate request, including a product plan and client record plan if applicable. The license remains in effect until OPS accepts the surrender. OPS may request additional information and require additional site inspections prior to accepting the surrender.

OPS will review product plans and may require revisions to plans prior to accepting a surrender request. If OPS accepts a surrender request, OPS will notify the licensee in writing of the date of acceptance. The licensee must cease all license privileges on this date through the remainder of the licensing period. The licensee must receive a new license before engaging in any licensed activities.

Thank you for your partnership in the continued administration of the nation's first regulatory framework for psilocybin services.

Sincerely,  
The Oregon Psilocybin Services Section