

September 4, 2024

To: Psilocybin Licensees

RE: License Renewal Information

Dear Licensee,

As Oregon Psilocybin Services (OPS) continues renewing annual licenses, we want to share an important reminder about the renewal process. OPS sent a letter to licensees on February 23, 2024, and posted the letter on the OPS website. This reminder letter is similar to the letter sent in February and describes the requirements for renewing your license.

All psilocybin license types have a one-year term. Your initial license is valid for one year from the date it was issued and must be renewed on an annual basis. The expiration date can be found on your proof of licensure and in the Training License Compliance (TLC) system under the “My Licenses and Permit” tab.

To ensure license continuity, you must submit a complete renewal application at least 60 days before your license expires. See OAR 333-333-4250.

- Renewal applications that are complete, submitted according to requirements, and submitted at least 60 days before the license expires will be considered timely under OPS rules. Licensees who submit timely applications may continue to operate on an expired license if OPS is unable to process the renewal application prior to the license expiration date. Incomplete renewal applications will not be considered timely unless they are made complete at least 60 days before the license expires.

Renewal applications that are submitted less than 60 days before the license expires will be considered untimely under OPS rules. Licensees who submit untimely applications are prohibited from continuing to operate on an expired license if OPS is unable to process the renewal application prior to the license expiration date. Licensees are prohibited from exercising license privileges on the date their license expires if OPS is unable to process their renewal application before the expiration date and the renewal application is untimely. If the renewal license is not issued by the expiration date, licensees must transfer psilocybin products off the premises to another licensee or waste products in accordance with ORS 475A and OAR 333-333 by the expiration date.

We encourage licensees to begin the renewal process as soon as the renewal window in TLC opens. The renewal window in TLC opens 120 days prior to your license expiration date. To begin your renewal application, please use the “Start Renewal” button in TLC. If you are experiencing challenges or delays in creating your renewal application in TLC, please immediately contact OPS Licensing. We request that you do not start a new renewal application if you are experiencing technical challenges. This may create duplicate records that need to be deleted by TLC system administrators and may cause additional delays.

OPS will review applications in the order received, and the review process may take several weeks. For all service center, manufacturer, and laboratory licenses, OPS will conduct a renewal site inspection for the premises. Please contact us with any questions by emailing the OPS Licensing Program at: licensing.psilocybin@oha.oregon.gov.

Sincerely,

The Oregon Psilocybin Services Section

www.oregon.gov/psilocybin

