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PERMANENT ADMINISTRATIVE ORDER

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HLO 4-2025
CHAPTER 331
OREGON HEALTH AUTHORITY
HEALTH LICENSING OFFICE

FILING CAPTION: Background check rule is being adjusted so temporary staffing agencies renewing licenses have flexibility.

EFFECTIVE DATE: 01/01/2026

AGENCY APPROVED DATE: 12/29/2025

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AMEND: 331-965-0020

RULE TITLE: AUTHORIZATION RENEWAL

NOTICE FILED DATE: 11/04/2025

RULE SUMMARY: Background check rule is being adjusted so temporary staffing agencies renewing licenses have flexibility.

RULE TEXT:
(1) Authorization renewals are subject to the provisions of OAR Chapter 331, Division 30 regarding the renewal of a license.
(2) To renew an authorization, an authorization holder must:
(a) Submit a completed renewal application form as prescribed by the Office.
(b) Submit any additional information or forms as requested by the Office.
(c) Provide changes to names or addresses of the temporary staffing agencies officers, directors, persons with ownership, partnership, or similar interest in the authorization.
(d) Provide changes in organizational structure and copies of any organizational documents relevant to that change.
(e) Pay all fees.
(3) Every two years after the issuance of an authorization, as a condition of authorization renewal, a temporary staffing agency must have all officers, directors, persons with ownership, partnership or similar interest in the authorization pass a fingerprint-based nationwide criminal records check pursuant to OAR 331-030-0004.
(4) Background checks related to (3) of this section can be submitted up to 60 days prior to authorization becoming not current – inactive status.

STATUTORY/OTHER AUTHORITY: Senate Bill 1549 (2022), ORS 676.560-676.625

STATUTES/OTHER IMPLEMENTED: Senate Bill 1549 (2022), ORS 676.560-676.625