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DPSST 13-2022
CHAPTER 259
DEPARTMENT OF PUBLIC SAFETY STANDARDS AND TRAINING

FILING CAPTION: Fee increases for private security provider certifications and licenses.

EFFECTIVE DATE: 11/01/2022

AGENCY APPROVED DATE: 10/24/2022

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AMEND: 259-060-0500

RULE TITLE: Fees and Payments

NOTICE FILED DATE: 09/15/2022

RULE SUMMARY: Private security providers pay an application fee when applying for or renewing a private security certification or license. Each certification or license is issued for a two-year period. This rule change finalizes increases for the fees for private security provider certifications and licenses.

Alarm Monitor, Armed, Unarmed, and Event and Entertainment Private Security Professionals
This certification fee changes from $65 to $78. This is a $13 increase.

Instructors
Private Security Firearms Instructors and Alarm Monitor Instructors
This certification fee changes from $90 to $108. This is an $18 increase.

Private Security Unarmed Instructors
This certification fee changes from $90 to $135. This is a $45 increase. The new fee amount for the Private Security Unarmed Instructor certification reflects the significant changes in the training course over the past 10 years. This course has undergone extensive development, transitioning from a one-day instructor training course to a two-day course, and most recently to the current four-day course. DPSST may need to adjust the fees for the Alarm Monitor and Private Security Firearms Instructor certifications in the future, once the courses have been reviewed and updated.

Managers
Private Security Supervisory Managers
This license fee changes from $75 to $100. This is a $25 increase.

Private Security Executive Managers
This license fee changes from $250 to $312. This is a $62 increase.

The new fee amounts for the Supervisory and Executive Manager licenses are structured to include a portion of the administrative costs for processing an additional certification as a Private Security Professional. DPSST allows a Manager to apply for one private security professional certification (alarm monitor or unarmed) without paying an additional certification fee because the training requirements to obtain the Manager license include completion of a private security professional course. When a Manager renews their license, the Manager may also apply to renew the private security professional certification, if they have completed the biennial renewal course, for the cost of the Manager license fee. Contact DPSST for additional information.

Other Fees
The fee for a late renewal application will increase by $5, from $25 to $30.
The fee for a duplicate or replacement license will increase by $4, from $20 to $24.
The fee for an armed upgrade will increase by $5, from $20 to $25.

Why are fee increases necessary? Why these fee amounts?
The costs associated with the administration of the private security provider certification and licensing program have increased to the point that the current fees no longer cover the costs of the program. Administration costs include, but are not limited to staffing, supplies, travel, technology services, rent, and legal costs. After a review of the current budget projections, past biennial budgets, revenues, deficits, and the inflation of administrative costs over time, the DPSST found that a fee increase is necessary to maintain the current service level and cover the increased administrative costs of the private security provider certification and licensing program. The new fee amounts outlined in the proposed rule change include a 20% increase over the current fee. The Private Security Unarmed Instructor certification fee and the Supervisory and Executive Manager license fees are greater than 20% due to unique costs specific to the certification and license type. Without the fee increases, the DPSST will face a revenue shortfall in the 2021-2023 biennium.

Note: This permanent rule filing finalizes the process that DPSST initiated in 2021. DPSST implemented collection of the new fee amounts on November 1, 2022.

RULE TEXT:
(1) Payments.
(a) The Department accepts business checks, money orders, cashier's checks, and credit cards approved by the Department. Credit card payments may require submission of additional verification information as designated by the Department. The Department does not accept personal checks or cash.
(b) Fees for certification or licensure are due at the time of application.
(c) Amounts due to the Department for fees or penalties are non-refundable and non-transferable.
(d) Applicants who choose to withdraw their application or fail to complete the application process forfeit their application fees.
(2) The application fees charged by the Department for each 2-year private security provider certification and license are:
(a) Alarm Monitor Private Security Professional Certification - $78;
(b) Armed Private Security Professional Certification - $78;
(c) Event and Entertainment Private Security Professional Certification - $78;
(d) Unarmed Private Security Professional Certification - $78;
(e) Alarm Monitor Private Security Instructor Certification - $108;
(f) Unarmed Private Security Instructor Certification - $135;
(g) Private Security Firearms Instructor Certification - $108;
(h) Supervisory Manager License - $100. At the time of application, a Supervisory Manager may apply for an Alarm

Monitor Private Security Professional Certification or an Unarmed Private Security Professional Certification without an additional certification fee;
(i) Executive Manager License - $312. At the time of application, an Executive Manager may apply for an Alarm Monitor Private Security Professional Certification or an Unarmed Private Security Professional Certification without an additional certification fee; and
(j) Fingerprint Criminal History Check Fee – The current fee for processing a fingerprint criminal history check may be obtained from the Department. This fee is to recover the costs of administering the fingerprint check through the Oregon State Police and the Federal Bureau of Investigation. This fee is separate from and does not apply to any fees charged by a fingerprinting services vendor. An additional fee will be charged for the third submittal of fingerprint cards when rejected for filing by the FBI.
(3) Other administrative fees charged by the Department include:
(a) Late Renewal Fee - $30. A late fee is required when the Department receives an application for renewal after the expiration date;
(b) Non-sufficient Funds (NSF) Penalty Fee - $25;
(c) Duplicate or Replacement Certification or License Fee - $24;
(d) Armed Upgrade Fee - $25. An armed upgrade adds the armed private security professional certification to the applicant's existing two-year certification period for the unarmed private security professional certification. The armed upgrade fee applies to applications for armed private security professional certification received by the Department within 18 months of the issuance of the unarmed private security professional certification;
(e) DPSST Range Fee (Private Security Firearms Instructor Course). The current range fee may be obtained from the Department;
(f) DPSST Handgun Instructor Development Course Fee - The current course fee may be obtained from the Department; and
(g) Training Accreditation Fees. The accreditation process includes an application fee and an evaluation fee. The current accreditation process fees may be obtained from the Department.
(4) If the Department receives payment of any fees or penalty by check and the check is returned to the Department as a non-sufficient funds (NSF) check, the payer of the fees or penalty will be assessed an NSF penalty fee in addition to the required payment of the fees or penalty.
(5) Overpayment of Amounts Due.
(a) The Department will reject payments that include an overpayment of the amount due that is $10.01 or more.
(b) The Department may accept payments that include an overpayment of the amount due when the overpaid amount is $10.00 or less.
(c) Overpayment amounts that are $10.00 or less will only be refunded upon receipt of a written request from the person who made the overpayment, or the person's legal representative. The written request must be received by the Department within three years of the overpayment.

STATUTORY/OTHER AUTHORITY: ORS 181A.870, ORS 293.445

STATUTES/OTHER IMPLEMENTED: ORS 181A.870, ORS 293.445