

FAQ's for Private Investigators

1) How can I get my CEU's?

Current OAR allows PI's to obtain continuing education units when attending conferences and seminars, viewing industry related videos, attending computer seminars, attending educational institutions, publishing an article or book, self study including on-line courses, reading non-fiction investigation related books or professional/technical manuals, television and radio appearances, Board/Committee meetings, and network meetings. Refer to OAR 259-061-0240 (Division 50) for a better explanation of how you can get your CEU's. **The Private Investigator's Subcommittee has made suggested changes to the current CEU guidelines. The suggested revisions expand CEU opportunities, and also redefine hourly limits that apply in certain areas. The new standards are not yet in affect. DPSST will hold a public hearing on the proposed changes, as part of the administrative rule filing process. Watch your list serve announcements for the time and place. Following the public hearing and any necessary Policy Committee review, the suggested changes will be filed with the secretary of state and become permanent. At which time, DPSST will administer the new guidelines, and hold PI's accountable to them.

2) How do I know what I can count towards my required CEU's?

The OAR's provides you with the foundation, and should be the first place you look. If you feel the training/class/seminar/book/meeting is of benefit to you as an investigator or to your business, and the potential venue is in line with OAR guidelines then assume it will count. Be sure you can articulate your need for the training, and its benefit to your business or professional development, in the event your training record is audited. To be sure the CEU falls under the continuing education guidelines in OAR, you may refer to OAR 259-061-0240 (Division 61) regularly. You may also call DPSST if you have any questions.

3) Is two (2) CEU hours of ethics really required? How can I 'package' those hours?

Yes. The two hours of ethics CEU's is required. Your CEU worksheet must show the two hours of ethics training broken out from the other CEU hours also required. Ethics course may be taken individually or extracted from seminars or symposiums, that offer sessions coving ethical issues.

4) Does DPSST offer or sponsor training?

Yes. However, because the PI industry is so diverse, it is nearly impossible for DPSST to pinpoint a specific topic of investigative instruction that would be beneficial to a large percentage of constituents. Unlike the private security providers, PI's are not required by law to take DPSST training. Section staff traveled the state last year providing 2-3 hour PI training seminars on DPSST processes, legal updates, licensing requirements,

regulatory issues, and information sharing sessions. These trainings were designed to help Oregon PI constituents understand state regulations and DPSST processes. The seminars counted toward CEU requirements. The section will continue to offer similar trainings this year beginning again in the Spring/Summer of 2007. Other training is periodically offered to constituents depending on availability and content.

5) How do I find out about training opportunities?

DPSST offers periodic training relating to a wide variety of subjects in public safety. Depending on availability, those training opportunities may be made available to PI's and Private Security professionals. DPSST frequently is aware of other training opportunities sponsored by agencies or other private entities. DPSST will frequently forward the training announcement on to our constituents.

The Private Security/Private Investigator program shares the responsibility for processing initial and renewal licenses/certifications, providing constituent training, customer assistance, and administering and regulating the statutes and rules governing our +14,000 constituents. Currently, there are approximately 13,500 certified private security professionals and 700 licensed private investigators in the state of Oregon. To reduce costs we do not regularly mail out newsletters, or other bulk mailings or training announcements. Instead, we rely on communications through our website and industry specific list serves.

Our website is a resource that is very helpful as there is access to training opportunities, newsletters, FAQ's, necessary forms for licensure/certification, and contact information.

If you sign up for the list serve, you will automatically receive training announcements via e-mail as we send them out. If the training doesn't pertain to you, then ignore it. Otherwise use it as you wish. Some training opportunities are free, some require a fee.

6) Will DPSST open classes to private investigators?

The state of Oregon mandates that DPSST provide training for police officers, corrections, parole and probation, and 911 dispatchers. DPSST does not have a legal mandate to provide training to private investigators. Those disciplines that fall under the mandate have priority access to training resources, though the vision of the agency's director is that DPSST will be able to offer training courses to all our constituents.

7) I am a licensed PI and coming up on my expiration date. What is required of me for renewal?

- *Complete a renewal application
- *Submit two (2) passport photographs (identical)
- *\$550 license fee (NO PERSONAL CHECKS)

*Complete a Continuing Education Summary Form with the required CEU requirement.

Renewal applications should be submitted to DPSST a minimum of two weeks and no more than 90 days prior to expiration. It is illegal for you to continue to provide 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 two week or less, so don't procrastinate, get your forms in as early as possible.

If your required renewal forms/fees/passport photographs are received after your expiration date, you will be assessed a \$25 late fee.

8) How long does it take to renew?

After you submit the required forms/fees and passport photographs, the renewal process typically takes 3-5 weeks. Along with other responsibilities, our unit processes applications for over 14,000 constituents (13,500 private security and 700 private investigators).

9) I am looking at getting my PI license. What do I need to do?

- Submit a completed application. (PS-1)
- Secure a surety bond, or irrevocable letter of credit, or errors & omissions insurance in the minimum of \$5000.
- Submit two (2) fingerprint cards in the tamper proof bag provided along with form (PS-4)
- Submit three (3) professional letters of reference. References can not be related to you by blood or marriage.
- Submit two (2) passport photographs. (No copies or laser printer copies will be accepted.)
- Schedule your exam through DPSST.
- Review the list of criminal disqualifiers. (See OAR 259-061-0040 for a
- Submit \$79 application fee (cashier's check, money order, or business check) and \$550 licensing fee (cashier's check, money order, or business check. No personal checks please.)
- Submit proof of 1500 hours of professional work experience if applying for a private investigators license. No proof of experience required if applying for a provisional investigators license. (Some educational substitution may apply.)

The application process and criminal background check typically takes 4-8 weeks.

10) How can I prepare for the PI exam?

The proficiency exam is comprised of 50 multiple choice and true/false questions. The exam is open book and all resource materials will be provided for you. You will be provided the test, answer sheet, and copies of Oregon Revised Statute (ORS) and Oregon

Administrative Rule (OAR) relevant to the exam. You are not allowed to use any of your own materials.

The exam covers applicable Oregon criminal statute that PI's need to be aware of while conducting investigations. The exam also covers elements of ORS 703-401-703.995 and OAR 259-061.

You have up to three opportunities to pass. You will take the exam at our academy in Salem. Call our office to schedule your exam.