



Oregon

John A. Kitzhaber, MD, Governor

Higher Education Coordinating Commission

Private Postsecondary Education

Office of Degree Authorization

775 Court Street NE, Salem, OR 97301

PRELIMINARY SCREENING FORM REQUIRED FOR OUT-OF-STATE INSTITUTIONS

If you are an out-of-state institution, your institution may qualify for the Exclusionary Rule. Please confirm you meet the below requirements in order to qualify for the Exclusionary Rule, OAR 583-030-0009. If you do not meet the requirements on pages 2-4 then please apply using the out-of-state application for Authorization found on the website.

INSTITUTION INFORMATION

Section 1.1 Name of school, address and contact information:

Name of school as it appears on diploma: _____

Address Line 1: _____ Line 2: _____
City State Zip Code

Name of School contact: _____
First Last

Email: _____ Phone: (____) _____

CERTIFICATION OF OFFICER

CERTIFICATION STATEMENT FOR ENTIRELY ONLINE PROGRAMS WITH NO PRESENCE IN THE STATE OF OREGON:

By signing below, I certify that all the below information is correct to the best of my knowledge, and the above institution will not operate outside the scope of OAR 583-030-0009 by engaging in activities that fall outside the scope of the exclusionary rule. The activities are stipulated below and by signing this document the institution agrees to not engage in any of the below named activities.

Name of Signatory Officer: _____
First Last

Title: _____

Signature: _____

Email: _____ Phone: (____) _____

1 | Out-of-State Application

“Onsite Placement” refers to experiential learning and is defined as practicum, clinical, internship, externship, mentoring or any other placement field work in the State of Oregon.



PART I: ADMINISTRATIVE OFFICE

Please complete the following form in order for our office to determine whether your institution qualifies for the exclusionary rule, OAR 583-030-0009. If the above listed institution meets all the requirements (marks all the boxes) then the institution qualifies for exclusion.

Our institution intends to offer degree programs or courses for-credit with no physical presence in the State of Oregon to Oregon residents, and these programs are purely online with no on-the-ground components. Please mark all boxes that apply. Please see OAR § 583-030-0009(1)

1. Our institution does not intend to have a physical presence in the State of Oregon, which can include a branch campus, administrative office, or use of an Oregon based address. Please see OAR § 583-030-0005(2)(A)

Our institution will not have...

- An administrative office in the State of Oregon. See OAR § 583-030-0005(2)(a)
- Any branch campus located in the State of Oregon. See OAR § 583-030-0020
- Any physical address of any kind in the State of Oregon. See OAR § 583-030-0005(2)(a)
- Any type of physical or direct instruction of any kind in the State of Oregon. See OAR § 583-030-0005(3)(a)

Please Note: Hiring Oregon residents to teach distance education in out of state schools does not require approval or state authorization. Out-of-state institutions may hire Oregon residents to teach an online degree program that is operating exclusively out of state.

2 | Out-of-State Application

“Onsite Placement” refers to experiential learning and is defined as practicum, clinical, internship, externship, mentoring or any other placement field work in the State of Oregon.



PART II: RECRUITMENT & MARKETING

2. Our institution does not intend to conduct local advertisement and recruitment in the state that would specifically target Oregon students, such as ads in local media, marketing of any kind or recruiting of based in the state of Oregon.

Our institution will not have...

- Ads of any kind in local media, including Oregon-based TV stations, radio, or any other public broadcasting system. See *OAR* § 583-030-0015(23)
- Marketing and advertising that extends beyond mailers, flyers, or any direct mail that are **directly** targeting Oregon residents
- Individual recruiters in the State of Oregon of any kind, directly or indirectly marketing to Oregon residents. See *OAR* § 583-030-0015(23)
- Any person affiliated with the institution that is on the ground, in the State of Oregon marketing or advertising to Oregon residents. This refers to participation in college fairs. See *OAR* § 583-030-0015(23)
- Recruiting or marketing **office locations** in the State of Oregon. See *OAR* § 583-030-0005(2)(a)
- Marketing that directly targets Oregon residents via social media or web advertising of any other web-based communication.

Please Note: Graduate and undergraduate students, along with faculty and administrators, attending conferences in the State of Oregon with the purpose of presenting research does not require state authorization. This research may include discussion of degree program(s) at the university. This does not qualify as marketing and advertising requiring state authorization.

3 | Out-of-State Application

“Onsite Placement” refers to experiential learning and is defined as practicum, clinical, internship, externship, mentoring or any other placement field work in the State of Oregon.



PART III: ONSITE PLACEMENT & PLACEMENT PROGRAMS

3. Our institution does not intend to have degree programs including a component in which the student is required to complete an internship, externship, mentoring, practicum, clinical placement etc. or any clinical placement at a location in the State of Oregon. For definition of Person Assisting a School, please see *OAR* § 583-030-0015(23)

Our institution will not have...

- Onsite placement requiring coordination with the State of Oregon licensing boards- including but not limited to the Teacher Standards Practices Commission (TSPC) and Oregon State Board of Nursing (OSBN). See Oregon Administrative Rules and Oregon Administrative Statutes for TSPC and OSBN
- Onsite placement associated with any degree program that is **required** in order to complete the program. See *OAR* § 583-030-0005(2) & *OAR* § 583-030-0020(1)
- Onsite placement associated with any degree program that is an **optional** component in order to complete the program. See *OAR* § 583-030-0005(2) & *OAR* § 583-030-0020(1)
- Onsite Placement in the State of Oregon which refers to experiential learning, and is defined as practicum, clinical, internship, externship, mentoring or any other placement fieldwork in the State of Oregon, whether supervised or unsupervised, or with faculty that does or does not receive compensation for evaluating the student. See *OAR* § 583-030-0005(2) & *OAR* § 583-030-0020(1)

4 | Out-of-State Application

“Onsite Placement” refers to experiential learning and is defined as practicum, clinical, internship, externship, mentoring or any other placement field work in the State of Oregon.



Oregon

John A. Kitzhaber, MD, Governor

Higher Education Coordinating Commission

Private Postsecondary Education

Office of Degree Authorization

775 Court Street NE, Salem, OR 97301

If your institution is unclear as to whether it requires state authorization, please indicate below what of the three exclusion requirements concern you:

Administrative Office (Provide details):

Recruiting and Marketing (Provide details):

Onsite Placement (Provide details):

Please E-Mail the Final copy of this document filled out by the institution to the Office of Degree Authorization Out-of-State Evaluator. Thank you.

5 | Out-of-State Application

“Onsite Placement” refers to experiential learning and is defined as practicum, clinical, internship, externship, mentoring or any other placement field work in the State of Oregon.