

DPSST Remote Training Authorization Form

Certified DPSST Private Security Instructors must obtain written authorization from the Department before delivery of remote training. To obtain this authorization, submit the remote training authorization form. This form must be submitted by the instructor. Remote training authorization is instructor based. DPSST does not offer remote training authorization for companies. You may contact the program at dpsst.security@dpsst.oregon.gov for questions and final approval.

Guidelines for remote delivery of DPSST curriculum:

- Identify the learning management system you will use to deliver interactive training so that you and your students have a visual and audio connection with each other.
- Explain how you are going to review assignments/assessments.
- Explain how you will administer testing and maintain integrity of the testing process.
- Explain how you are going to conduct remediation for incorrect answers.
- PS-6 training affidavits: DPSST must still receive the original copy, but some students are unable to sign off on the sworn statement because they are at a remote location. Have students send you an email stating that they have completed the class and passed the assessment. Collect the emails and submit them with your PS-6's.
- **You must contact DPSST and obtain authorization prior to delivering remote training.**

Reference Oregon Administrative Rule (OAR) 259-060-0060(9) Private Security Course Descriptions:

(a) Basic Classroom Instruction. Basic classroom consists of live classroom instruction, which may include use of a subject matter expert, audio, and visual instruction. Instructors must provide individuals with a manual of the basic curriculum. Applicants must complete a closed book written examination.

(b) Assessments. Assessments are hands-on, practical exercises given to private security professionals that will reinforce the knowledge and techniques presented during classroom instruction. Assessments consist of evaluations and include, but are not limited to, scenarios requiring application of task-related skills learned in the basic classroom instruction.

DPSST written authorization to deliver remote training will include an expiration date, and the authorization is only valid while the instructor is certified. A certified instructor may reapply for authorization at any time. DPSST armed courses are not eligible for remote training.

REMOTE TRAINING AUTHORIZATION FORM

To obtain authorization, certified instructors must submit the remote training authorization form. Authorization is instructor specific. If your company has multiple instructors, each instructor must submit a separate form.

1. INSTRUCTOR NAME: _____ PSID #: _____

2. Identify the learning management system you will be using to enable students to access documents and instruction. This is different from your meeting application. You must have an online classroom to house your course.

- Google Classroom
- Canvas
- Nearpod
- Other:

3. Identify the meeting application that you will be using to meet with your students:

- Zoom
- Webex
- Google Meets
- Facetime
- Other:

4. Describe your process for reviewing assignments/exams.

5. Explain how you will administer testing and maintain the integrity of the testing process.

6. Explain how you will conduct remediation for incorrect answers.

By submitting this form, I certify that I am the certified instructor listed above.

Signature _____ **Date** _____

Submitting the form does not mean that you have been authorized to deliver remote training. You must receive written authorization, via email, from the DPSST Private Security Lead Instructor stating that you are authorized and providing you with your remote training expiration date.