



# SHEEO

STATE HIGHER EDUCATION EXECUTIVE OFFICERS ASSOCIATION

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## Oregon Office of Degree Authorization

### Vertical Tabs

#### 1. Agency and Contact Information

##### **1A1. Agency Name:**

Oregon Office of Degree Authorization

##### **1A2. Agency Description - Please review the description below and revise as appropriate (e.g., state executive agency, agency with appointed board, department or division within agency, etc.):**

The (Oregon) Office of Degree Authorization (ODA) oversight includes all of the following:

- ODA authorizes ALL private non-profit and for-profit degree-granting institutions of higher education whether operating in Oregon or offering degrees from outside the state.
- ODA authorizes ALL non-Oregon public degree-granters offering courses leading to a degree, practicum/clinical/internships, or full degree programs in Oregon or to Oregon students from outside the state.
- ODA approves requests for exemption from state regulation based on a review of the exemption criteria, including: religious exemption, or exemption based on accreditation + 5-year presence in Oregon. (Oregon-based institutions with regional accreditation that operate successfully in Oregon for 5 years under ODA authorization will become exempt after that initial 5 year period of oversight.

NOTE: The Office of Degree Authorization moved to a new address in Salem, Oregon effective in 2016.  
New address: 255 Capitol St NE; Salem, OR 97310

New Website Subpage for Out-of-State Applicant Institutions:

<https://www.oregon.gov/highered/institutions-programs/private/Pages/ODA-...> [1]

##### **1A3. Agency Contact - Please review and correct as necessary the contact information below:**

Application questions and inquiries:

Sean Pollack Program Administrator Private Postsecondary Education  
Oregon Higher Education Coordinating Commission

Email: [sean.pollack@state.or.us](mailto:sean.pollack@state.or.us) [2]

Phone: (503) 947-5925

**1A4. Who should institutions contact if they have questions about your agency's authority, policies, or application process:**

Sean Pollack Program Administrator Private Postsecondary Education

Oregon Higher Education Coordinating Commission

Email: [sean.pollack@state.or.us](mailto:sean.pollack@state.or.us) [2]

Phone: (503) 947-5925

**1B. Links - Please provide web links to your agency home page, the regulations pertaining to authorization, and any other links important for understanding your agency's responsibility for authorization:**

[Website](#) [3]

[Rules](#) [4]

[Out-of State Applicant Instructions](#) [1]

[Website](#) [5]

**1C1. Other Agencies - According to our records, the following agencies also have responsibility for authorization in the state. Please correct, add to, or clarify this list of authorizing authorities as necessary. These agencies will also be requested to complete this survey:**

Oregon Higher Education Coordinating Commission Private Career Schools Licensing Unit

**1C2. If the division of responsibility among these agencies is not clear, please explain:**

The Private Career Schools Licensing Unit is responsible for licensing of non-degree-granting private career, vocational, and training schools only.

ODA authorizes all degree programs and non-degree programs offered by all degree-granting private (both non-profit and for-profit) and out-of-state public colleges and universities.

2. Types of Educational Providers Authorized

**2A1. Institution Types Authorized - Indicate the types of institutions that your agency authorizes. Feel free to provide a short explanation of any ambiguity:**

Public, out-of-state degree granting institutions

Private, in-state, not-for-profit degree granting institutions

Private, out-of-state, not-for-profit degree granting institutions

Private, in-state, for-profit degree granting institutions

Private, out-of-state, for-profit degree granting institutions

Religious Institutions

Tribally-controlled institutions

**2A2. Clarifying comments:**

Yes Religious institutions (if degree-granting)

Yes\* Tribally-controlled institutions

\*Though there is no reference to this in our rules or statutes, we suspect that a tribally-controlled institution would not be subject to ODA jurisdiction, but would most likely seek ODA authorization, at least initially, in order to establish legitimacy vis-à-vis external institutions and governments.

**2B1. Multiple Agencies - Is an institution required to obtain approval from more than one agency to be authorized in your state (excluding purely programmatic approvals):**

No

**2C1. Accreditation - Is accreditation required for an institution to be authorized in your state:**

Yes

**2C2. If yes, please explain:**

- Regional or National accreditation recognized by the United States Department of Education is required for authorization of out-of-state schools
- We do not require regional accreditation as a pre-condition for full authorization of institutions located in Oregon because ODA has a thorough review and evaluation process in place.
- We have a number of small religious or narrowly-focused arts degree programs in the state that are unaccredited and ODA-approved.

**2C3. If yes, what type of accreditation is required? Please check all that apply:**

Regional

National

Programmatic/specialized, if applicable

**2C4. Clarifying comments:**

Some of our rules specifically cite Regional Accreditation as the acceptable standard; however, we are currently re-assessing the references to accreditation in our rules for consistency, and changes may be proposed in the near future.

- Accreditation by a USDOE-recognized accreditor is acceptable in most cases.
- Programmatic accreditation may be required for authorization if the state licensing board requires graduation from a degree program with programmatic accreditation.

**2D1. Does your agency authorize specific academic programs offered by institutions, only institutions themselves, or both:**

Programs Only

**2D2. Clarifying comments:**

The Office of Degree Authorization approves academic programs offered by the institutions and their corresponding placement programs in the state. The approval is for the degree program with or without placement, or with placement alone, not the institution as a whole. Approval letters list degree programs approved with and without placement.

**2E1a. Education:**

Yes

**2E1b. Name and Contact information, Education:**

Oregon Teacher Standards and Practices Commission 250 Division St. NE, Salem, OR 97301  
contact.

[tspc@state.or.us](mailto:tspc@state.or.us) [6] 503-378-3586

**2E1c. URL:**

[Website](#) [7]

**2E2a. Nursing:**

Yes

**2E2b. Name and Contact Information:**

Oregon Board of Nursing 800 NE Oregon St., Suite 465 Portland, OR 97232  
contact: [oregon.bn.info@state.or.us](mailto:oregon.bn.info@state.or.us) [8] 503-731-4735

**2E2c. URL:**

[Website](#) [9]

**2E3a. Social Work:**

Yes

**2E3b. Name and Contact Information:**

Oregon Board of Licensed Social Workers  
3218 Pringle Road SE, Suite 250, Salem, OR 97302 - 6310  
[oregon.blsw@state.or.us](mailto:oregon.blsw@state.or.us) [10]  
503-378-5735

**2E3c. URL:**

[Website](#) [11]

**2E4a. Counseling Psychology:**

Yes

**2E4b. Name and Contact Information:**

Oregon Board of Psychologist Examiners  
3218 Pringle Rd. SE, Suite 130, Salem 97302-6309  
[oregon.bpe@state.or.us](mailto:oregon.bpe@state.or.us) [12]  
503-378-4154

**2E4c. URL:**

[Website](#) [13]

**2E5a. Allied Health Professions and Related Programs:**

Yes

**2E5b. Name and Contact Information:**

Oregon State Health Licensing Office Oregon Health Authority 1430 Tandem Ave., Suite 180 Salem, OR  
97301-1287 [hlo.info@state.or.us](mailto:hlo.info@state.or.us) [14]  
503-378-8867

**2E5c. URL:**

[Website](#) [15]

**2E6a. Others (please list):**

Yes

**2E6b. Name and Contact Information:**

Veterinary Medical Examining Board  
[ovmeb.info@state.or.us](mailto:ovmeb.info@state.or.us) [16]

Please note, Veterinary Medicine programs are approved by the VMEB under separate rules; ODA does not have jurisdiction over these programs. ODA does approve Veterinary Technician degree programs.

\*other licensed professions can be found at <http://licenseinfo.oregon.gov/> [17]

### 3. Exemptions

**3A1. General Exemptions - Are certain institutions or programs exempt by law or policy from your state authorization requirements:**

Yes

**3A2. If yes, to which institutions or programs does the exemption apply? How does it work (please describe)? If available, please provide any pertinent web links:**

Categories of Exemption under Oregon rules include:

- Religious colleges offering only degrees in religion or theological subjects for use within a specific religious community.
- Regionally-accredited non-profit colleges and universities are exempt from authorization after 5 years of successful operation in Oregon under the same ownership.&nbsp;

**3A3. If yes, how does the institution or program claim an exemption? For example, is the exemption automatic as long as it meets specified criteria, does the institution or program notify the agency and the exemption is granted, is there an application process, etc.:**

There is no automatic exemption process. The institution must contact the ODA to request a Request for Exemption application form, then complete and submit it along with supporting documentation and \$1,000 application fee to the ODA for review.

**3B. Other Requirements - If an institution or program is exempt from state authorization, are there any other state requirements that an institution would need to fulfill in order to operate in your state (e.g., providing contact information, list of programs, etc.):**

<https://www.oregon.gov/highered/institutions-programs/private/Pages/offi...> [5]

**3C1. Religious Institutions - Does your state constitution or do your state laws provide any exemptions for religious institutions:**

Yes

**3C2. If yes, are all religious institutions exempt (please describe):**

No.

Some religious institutions may qualify for exemption under Oregon Revised Statute 348.604.

**3C3. If yes, are religious institutions that award only religious degrees or certificates exempt (please describe):**

If they meet the criteria for exemption under ORS 348.604.

**3C4. If yes, are certain religious institutions exempt that meet other criteria (please describe):**

The criteria to meet the exemption eligibility requirements is listed under ORS 348.604.

#### 4. Authorization of Distance Education

**4A1. Does your agency require purely (100%) distance education programs, including online or correspondence study programs that enroll residents of your state, to be authorized without regard to physical presence:**

Yes

**4A2. Clarifying Comments:**

Upon passage of SB 218 in September 2015 and Oregon Revised Statute (ORS) 348.606 effective in 2017, all actions offered to Oregon students, including online instruction, must be authorized by the Higher Education Coordinating Commission (HECC) or through an interstate reciprocity agreement. In order to obtain state authorization, our office requires that the institution submit an out-of-state ODA application, in addition to a \$7,000.00 application fee. <https://www.oregonlaws.org/ors/348.606> [18]

**4B1. If not, does your agency determine whether an institution must be authorized based on a physical presence (“operating”) standard:**

Yes

**4B2. Clarifying comments:**

Yes-To determine the correct in-state or out-of-state application process.

#### 5. Physical Presence Policy – Common “Triggers”

**5A. If your agency uses a physical presence standard, how does your agency define physical presence? If available, please provide a link to that policy or a citation to the relevant regulation giving that standard:**

“Assistance” in Oregon is defined by OAR 583-030-0015 (23) as:

"Person assisting a school" means any person or organization helping the school or its students or clients by acting as educator or intermediary or provider of communication technology or by acting in any other way that helps the school offer or effectuate its services in Oregon, regardless of whether the person assisting has a contract or compensation. "Person assisting a school: includes but is not limited to: advertiser, recruiter, admissions agent, course registrar, advisor , teacher, mentor, tutor, supervisor of an internship or practicum, occasional speaker, seminar leader, informal discussion leader, student host for group activity, evaluator, member of a thesis or study committee, publisher of educational materials, operator of a radio station, internet service provider or a cable or broadcast television station.

#### INSTRUCTIONAL ACTIVITIES

**5B1a. Hosting short term, face-to-face, seminars or conferences in the state where students meet in person:**

Yes

**5B1b. Clarifying Comments:**

**5B2a. Permitting a student to complete an internship, externship, field experience, or clinical practicum organized by the institution:**

Yes

**5B2b. Clarifying Comments:**

All practicum, clinical, internship, and other experiential learning situations require authorization in Oregon, even when they are part of an otherwise “purely online” program.

Oregon Administrative Rules define “practicum” as “that portion of a degree program that involves a supervised field placement in a professional or workplace environment.” This definition would also extend to an internship, clinical placement, externship, student teaching or any other placement program that is part of a degree program. Institutions participating in an interstate reciprocity agreement are allowed up to 10 program placements; 10 or more program placements require direct authorization by the ODA.&nbsp;

**5B2c. Does this apply only to distance education students or more generally:**

More Generally

**5B3a. Permitting a student to complete an internship, externship, field experience, or clinical practicum found by the student acting independently:**

Yes

**5B3c. Does this apply only to distance education students or more generally:**

Distance Education Only

PROPERTY IN THE STATE

**5B4a. Maintaining a location (physical building) in the state that is used for instructional activity:**

Yes

**5B5a. Maintaining a location (physical building) in the state that is used ONLY for non-instructional activity (administration, recruitment, etc.):**

Yes

**5B6a. Housing ONLY computer servers or other equipment at a physical location in the state:**

No

**5B7a. Maintaining an in-state address or phone number, regardless of use:**

Yes

RECRUITING ACTIVITIES

**5B8a. Organized, consistent, on - the - ground recruiting of students in the state by employees or agents of the institution:**

Yes

**5B8c. What if the agent is only recruiting students in the state on an occasional basis (i.e. at job fairs):**

Yes

THIRD PARTY AGREEMENTS/CONTRACTS

**5B9a. Having a contract/agreement between the institution and in-state institutions or in-state entities to provide services for students (i.e. library, gym, computer centers, etc.):**

No

**5B10a. Requiring a student to take a proctored exam at a location or with an entity in the state prescribed by the institution:**

No

**5B11a. Requiring a student to take a proctored exam with an entity in the state chosen by the student but approved by the institution:**

No

ADVERTISING

**5B12a. Advertising in local media sources that are largely viewed by residents of the state**

:

Yes

**5B13a. Advertising in national media sources that can be accessed by residents of the state:**

No

EMPLOYMENT IN THE STATE

**5B16a. Employing mentors, tutors, or preceptors in the state to aid students, who are residents of the state, on an individual basis:**

Yes

OTHER

**5C1. Combinations - Of the activities or conditions listed above that alone would not constitute a physical presence, are there any that, if combined, would create a physical presence:**

Yes

**5C2. Clarifying Comments:**

Contact the ODA if you have specific questions related to the application and whether your institution triggers presence.

## 6. Application Process

**6A. Description - Please provide a short description of the application process to obtain state authorization. If available, please provide web links to the specific references to all applicable state laws, regulations, manuals, forms, or other pertinent documents:**

Website: <https://www.oregon.gov/highered/institutions-programs/private/Pages/offi...> [5]

If you have questions during the application process, send an email to [info.PPS@state.or.us](mailto:info.PPS@state.or.us) [19]

Steps in Application Process:

Step 1. Download and complete the Application for Authorization for out-of-state institutions applying for Oregon Authorization because the institution plans to offer degree programs with or without any kind of onsite placement (Hybrid programs) and / or institutions interested in marketing or recruiting to Oregon residents. If your institution is offering more than one onsite placement program, please download and complete the Additional Onsite Placement attachment for review.

Step 2: Download and complete the ODA Program List spreadsheet and clearly state what onsite placement, if any, is affiliated with each program.

Step 3: Submit \$7,000.00 application fee for all degree programs submitted at the time of application. This needs to be submitted with the Application for Authorization.

Step 4: Send the Application materials to the Office of Degree Authorization in Salem, Oregon (by mail). Send application packet by USB drive or CD.&nbsp; Do not submit applications by electronic mail or by hard copy.

**6B. Processing Time - Generally, how long does it take to approve applications (assuming that the agency has received all required information from the institution)? Please provide**

**a typical range if appropriate:**

4 to 6 months

**6C. Duration - What is the authorization duration:**

2 years.

**6D. Maintenance - What does an institution need to do to maintain authorization:**

Reapply every 2 years.

**6E. Reporting - What kinds of information or data must an institution report to your agency as a condition for continued authorization? How frequently is this reported or updated? Is this information published or shared publicly:**

Changes in key administrative staff, new faculty hires, and program changes all must be submitted for approval and/or reported as they occur during an authorization period. On a yearly basis, all schools with authorized degree programs must submit an online annual student enrollment and completion report, and a fall student enrollment report. This information includes statistics on students served and graduation rates, which are published publicly.

**6F. Loss of Status - Can an institution lose its authorized status? If so, how?:**

Yes. Authorization may be rescinded at the discretion of the director.

**6Ga. Multi-Institutional Systems - Can a multi-institutional system or college corporation apply to your agency for authorization on behalf of all of its component institutions? If so, please describe the process:**

Not at this time, though we will approve a 'system' if all of its component institutions use a single centralized distance learning division, or have a centralized oversight model with one office that has programmatic and administrative control of all distance learning for the entire system.

**6Gb. Would multi-institution public systems be treated the same as multi-location for-profit institutions:**

No.

**6I1. Amendments - Is your agency currently planning to amend its application process by the end of 2013:**

Yes

**6I2. If yes, please provide a brief description of the anticipated change:**

We are likely to make improvements to the Application in response to legislative mandates. In the future, we would require online exempt institutions to submit annual reports.

**6I3. If yes, when does the agency expect the change to be fully implemented:**

Probably in the year 2021.

## 7. Fees Associated with Authorization

### **7A. Application Fee - Is there an application fee to initiate the authorization process? If so, what is the fee or fee schedule? Please provide a web link if available:**

For out-of-state institutions, the fee is \$7,000.00 for all degree programs offered at the time of application.

### **7B. Other Costs - Are there any other costs associated with the state authorization process (e.g. site visits, hiring a reviewer, surety bond, tuition recovery fund, agent licensing, etc.):**

Site visits may be conducted at any time at the discretion of the director. Upon approval of degree programs, institutions must submit a surety bond or letter of credit to be held for student claims for refunds of tuition in the event of abrupt closure.

<https://www.oregon.gov/highered/institutions-programs/private/Pages/ODA-...> [1]

### **7C. Renewal Costs - What are the costs, if any, to renew authorization:**

Flat fee of \$7,000.00 for renewal of all programs approved in the initial application.

### **7D. Exemption Costs - What costs are associated with receiving a waiver or exemption to authorization:**

There is no cost associated with a waiver request. A fee of \$1,000 must accompany a Request for Exemption application submission.

## 8. Interstate Reciprocity

### **8A. Do your state regulations explicitly allow or prohibit interstate reciprocal agreements about authorization? If so, please describe:**

The Higher Education Coordinating Commission is explicitly allowed to enter into interstate reciprocity agreements under ORS 350.075 (3) (k) <https://www.oregonlaws.org/ors/350.075> [20]

### **8B. What is the process, if any, to obtain a reciprocal agreement with your state:**

The state must adopt legislative rules allowing entrance into an interstate reciprocity agreement and identify a state portal agency, then apply to an interstate reciprocity regional agency for state membership. Upon state approval, the institutions must apply to the state portal agency for institutional membership approval and sign an agreement and submit membership fees and fees charged by the state portal agency based on student FTE.

### **8C. Are there any reciprocal agreements currently in place or under consideration? If so, please list those agreements:**

The National Council for State Authorization Reciprocity Agreements (NC-SARA) has agreements with every state but California as of 2019. The Higher Education Coordinating Commission is the state portal agency for NC-SARA with approval authority for 30 public and private, for-profit and non-profit in-state institutions. A list is available here: <https://www.nc-sara.org/states/OR> [21]

## 9. Consumer Protection and Student Complaints

### **9A1. Does your agency have a process for handling complaints about postsecondary institutions or programs?:**

Yes

### **9A2. If yes, please describe the process or provide a web link to the material that describes the complaint process:**

<https://www.oregon.gov/highered/institutions-programs/private/pages/priv...> [22]

### **9A3a. If yes, does this complaint process extend to institutions not authorized by the agency that may enroll residents of the state (such as explicitly distance education programs with no physical presence or exempt institutions):**

Yes

### **9A3b. Clarifying comments:**

There is a separate complaint process for institutions that participate in an interstate reciprocity agreement.

### **9B. Who is the contact person for receiving complaints? Please include name, title, address, phone, and email if available:**

Sean Pollack Program Administrator Private Postsecondary Education

Higher Education Coordinating Commission

Email: [sean.pollack@state.or.us](mailto:sean.pollack@state.or.us) [2]

Phone: (503) 947-5925

### **9C. If your agency has no formal process for handling complaints related to postsecondary institutions, what state agency would handle a complaint:**

We are refining the complaint process due to changes taking place in Oregon relating to higher education agencies and government restructuring.

## 10. Enforcement

### **10A. If your agency finds that an institution or program is operating in your state without authorization, what is the resulting warning or enforcement action:**

If the school is known to have the legal authority to grant degrees elsewhere, but has not obtained ODA approval to offer academic programs in Oregon, the ODA Administrator would send a warning letter stating that we have received information that the school is offering courses, field experiences, or degree programs in Oregon without approval. The letter would include the relevant citations and information about obtaining approval.

In cases where there is no evidence of the school's legal authority to grant degrees, the Office would investigate further and follow up with enforcement action if necessary. Unresolved cases would be referred for follow-up to the Attorney General.

### **10B. Can an institution or program appeal a warning or enforcement action? If yes, please describe the process or provide web links to the regulations/policies:**

A contested case hearing may be held subject to rules under OAR 715-011-0090:  
<https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=23...> [23]

## 11. Legislative or Regulatory Changes

**11A1. Amendments - Is your agency or state legislature currently planning to amend its regulations or alter its physical presence policy:**

No

**11B1. Federal Regulations - Is your agency or state legislature making changes in your state regulations or statutes so that institutions with locations in your state would be considered legally authorized in accordance with the federal institutional eligibility regulations:**

Yes

**11B2. If yes, please provide a brief description of the anticipated change:**

We have already done so.

In the 2011 legislative session, a statutory change was passed under HB 2117, which required ODA to issue a license to a specific category of exempt schools: Oregon-based regionally-accredited non-profit institutions after 5 successful years of ODA authorization.

**11B3. If yes, when does the agency expect the change to be fully implemented:**

It has already been fully implemented. Licenses were issued in July 2011 to all eligible schools.

**11C1. Other Changes - Is your agency or state legislature making any other changes in your state regulations or statutes with regard to state authorization:**

No

## 12. Other

**12A. Is there anything else about the authorization process in your state that we and others ought to know about:**

We expect ALL schools located outside of Oregon to seek approval ODA and to do so BEFORE sending students to a placement site or offering degree programs or credit to Oregon students. All the information and forms pertaining to approval are available on our website.

Any online program that includes a placement (clinical, practicum, internship, externship, etc.) at a site in Oregon cannot be exempt and must be individually authorized as a placement program unless the institution participates in an interstate reciprocity agreement; 10 or more placements would require direct authorization by the ODA. Authorization of a placement program includes approval of the associated online degree program.

On the approval letters, we list each degree program (with placement), and a general statement is issued on the letter allowing for all online degree programs offered by the institution. Upon authorization of placement programs, online programs may be offered in conjunction.

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**Source URL:** [http://sheeo.org/sheeo\\_surveys/user/29](http://sheeo.org/sheeo_surveys/user/29)

**Links**

[1] <https://www.oregon.gov/highered/institutions-programs/private/Pages/ODA-forms-procedures-out-state.aspx>

[2] <mailto:sean.pollack@state.or.us>

[3] <https://www.oregon.gov/highered/Pages/index.aspx>

[4] [https://secure.sos.state.or.us/oard/displayDivisionRules.action;JSESSIONID\\_OARD=IUntHWkPpZhLr7w6CCBD-Hcxf6r4WIU-4HzQBbWOw0aXdnoA\\_uHY!1318524005?selectedDivision=2618](https://secure.sos.state.or.us/oard/displayDivisionRules.action;JSESSIONID_OARD=IUntHWkPpZhLr7w6CCBD-Hcxf6r4WIU-4HzQBbWOw0aXdnoA_uHY!1318524005?selectedDivision=2618)

[5] <https://www.oregon.gov/highered/institutions-programs/private/Pages/office-degree-authorization.aspx>

[6] <mailto:tspc@state.or.us>

[7] [https://www.oregon.gov/tspc/Pages/contact\\_us.aspx](https://www.oregon.gov/tspc/Pages/contact_us.aspx)

[8] <mailto:oregon.bn.info@state.or.us>

[9] <http://www.oregon.gov/OSBN/pages/index.aspx>

[10] <mailto:oregon.bls@state.or.us>

[11] <http://www.oregon.gov/BLSW/Pages/index.aspx>

[12] <mailto:oregon.bpe@state.or.us>

[13] <http://www.oregon.gov/OBPE/pages/index.aspx>

[14] <mailto:hlo.info@state.or.us>

[15] <http://www.oregon.gov/oha/hlo/Pages/index.aspx>

[16] <mailto:ovmeh.info@state.or.us>

[17] <http://licenseinfo.oregon.gov/>

[18] <https://www.oregonlaws.org/ors/348.606>

[19] <mailto:info.PPS@state.or.us>

[20] <https://www.oregonlaws.org/ors/350.075>

[21] <https://www.nc-sara.org/states/OR>

[22] <https://www.oregon.gov/highered/institutions-programs/private/pages/private-postsecondary-complaints.aspx>

[23] <https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=238619>