



**Private Security Services – TRAINING SCHOOL STAFF CHANGE FORM**

**IMPORTANT INFORMATION**

Please use this form to add and/or delete an instructor or designate an assistant school director for a training school.  
This form may be mailed to the above address.

School Name:

School Certification Number:  
88 –

**ADD Certified Instructor(s) or Assistant School Director to the training school records:**

Instructor Name	DCJS ID #	Hire Date	Instructor Signature (required)

Is this person designated as an Assistant School Director?  Yes  No

Instructor Name	DCJS ID #	Hire Date	Instructor Signature (required)

Is this person designated as an Assistant School Director?  Yes  No

Instructor Name	DCJS ID #	Hire Date	Instructor Signature (required)

Is this person designated as an Assistant School Director?  Yes  No

Instructor Name	DCJS ID #	Hire Date	Instructor Signature (required)

Is this person designated as an Assistant School Director?  Yes  No

**REMOVE Certified Instructor(s) from the training school records:**

Instructor Name	DCJS ID #	Termination Date

**Affirmation**

As the designated school director for the above training school, I understand that training conducted by instructors not certified in the specific category is considered null and void and will not be accepted by DCJS. I further understand that I am responsible for maintaining documentation of instructor qualification/certification for each instructor utilized by the training school.

School Director: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

School Director: \_\_\_\_\_  
Print Name