



PRIVATE SECURITY SERVICES INSTRUCTOR CERTIFICATION CHECKLIST

There are two types of instructor certifications:

- 1. Private Security Services General Instructor:** One who instructs in a least one category of private security subjects for a private security school.
- 2. Private Security Firearms Instructor:** One who instructs at least one category of private security firearms subjects for a certified training school.

NOTE: A person MUST first be certified, or be in the process of becoming certified as a Private Security Services General Instructor, prior to becoming certified to teach firearm subjects.

APPLY

- Eligibility Criteria
 1. Be a minimum of 18 years of age.
 2. Have a high school diploma or equivalent (GED).
 3. Have successfully completed a DCJS instructor development course within the three years immediately preceding the date of the application, or submits a partial training exemption application for an instructor development course that meets or exceeds standards established by the department; or successful completion of an approved DCJS instructor development program longer than three years prior to the date of application, and has provided documented instruction during the three years immediately preceding, or has provided instruction in a related field at an institution of higher learning.
 4. Have a minimum of three years management or supervisory experience with a private security services business or with any federal, military police, state, county or municipal law-enforcement agency, or in a related field; or five years general experience in a private security services business, with a federal, state or local law-enforcement agency, or in a related field; or have a minimum of one year experience as an instructor or teacher at an accredited educational institution or agency in the subject matter for which certification is requested, or in a related field.
 5. Have previous training and a minimum of two-years work experience for those subjects in which certification is requested.
 6. Be a United States citizen or legal resident alien of the United States.
- [Initial Instructor Application](#) and \$50.00 Fee
NOTE: The instructor application fee includes one instructor category. A separate fee of \$10.00 is required for each additional category.
- [Fingerprint Processing Application](#) and \$50.00 Fee
 - o [Criminal History Supplemental Form](#) (if applicable)
- [Fingerprint Card](#)
- [Legal Presence Documentation](#)
 - o Be a minimum of 18 years or age
 - o Be a United States Citizen or a legal resident alien of the United States
- Documentation verifying, both, training and work experience for the subjects in which certification is being requested.
- DCJS requires **third party documentation** that verifies that you meet the eligibility requirements. Third party documentation means that someone other than the applicant must provide written verification of work experience. Resumes are not accepted as third party documentation. NOTE: failing to submit proper documentation will result in your application being returned and cause a delay in processing. Please DO NOT submit original documents, photocopies are acceptable.

RENEW

- [Renewal Instructor Application](#) and \$25.00 Fee
NOTE: The instructor application fee includes one instructor category. A separate fee of \$10.00 is required for each additional category.
- If you are requesting to [add NEW categories](#) at the time of renewal, then, you must submit documentation verifying, both, training and work experience for any NEW subjects in which certification is being requested.
NOTE: failing to submit proper documentation will result in your application being returned and cause a delay in processing. Please DO NOT submit original documents, photocopies are acceptable.
- Reinstatement Fee (if applicable – \$12.50)
A reinstatement fee is due if instructor certification renewal application has not been submitted and received by DCJS prior to the expiration date of the certification. After the expiration date, a reinstatement period of 60 days begins. If you do not renew properly, during your 60-day reinstatement period, you must apply for a new certification and meet the initial entry requirements.