

SCHOOL NAME	SCHOOL NUMBER	STUDENT NAME
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Students attending any security guard training course mandated by General Business Law §89-n must be advised of several conditions of this training program that will affect them immediately and in the future. Through this notice, the school is advising the student of these conditions as required by the policies established for this program by the Division of Criminal Justice Services, Security Guard Program (DCJS).

1. The Security Guard Act of 1992 mandates security guard applicants and/or security guards complete the following training courses:

- \*8 Hour Pre-Assignment Training Course** – Successful completion prior to employment
- 16 Hour On the Job Training Course** – Successful completion **within 90 days of employment**
- 8 Hour Annual In-Service Course** – Successful completion each year succeeding the first year of employment
- \*47 Hour Course for Armed Security Guards** – Successful completion prior to carrying a firearm
- 8 Hour Annual Course for Armed Security Guards** – (For holders of a special Armed Guard Registration Card) Successful completion each year succeeding completion of the 47 Hour Firearms Training course

**\*Security guards or security guard applicants need only complete this course once – ever.**

2. Completion of this training program is **not a guarantee of employment as a security guard.**
3. To complete security guard training courses, each student must comply with mandated regulations that include strict **attendance requirements and the passing of written examination/s.**
4. Security guard training schools must issue a student who successfully completes a security guard training course a DCJS approved certificate of completion. Schools are required to immediately issue the certificate by New York State Regulations and **may not withhold the certificate from the student for any reason** (9 NYCRR 6027.12(c)).
5. Security guard training schools may establish fees for the training programs they conduct. DCJS does not establish or require any fee related to security guard training. **Disputes over the fees charged for training and other consumer issues should be referred to your local consumer affairs agency (In the City of New York, call 311).**
6. Security guard training schools are required to conspicuously post a DCJS approved warning notice in each classroom.
7. Security guard training schools should must provide each student with a copy of this warning notice and maintain a copy signed by the student and instructor in the course file for inspection by DCJS.
8. Students that observe any violation of the security guard training program are asked to contact DCJS at:

**NYS Division of Criminal Justice Services  
OPS, Security Training Unit, 3rd Fl  
80 South Swan Street  
Albany, NY 12210  
(518) 457-2667**

9. Before being licensed as a security guard, a person must submit to being fingerprinted and a criminal background check. Prior convictions may preclude a person from licensure as a security guard.
10. **All matters regarding the registration of security guards are under the authority of the NYS Department of State, Division of Licensing Services (518) 474-7569.**

SCHOOL DIRECTOR NAME (PRINTED)	SCHOOL DIRECTOR SIGNATURE	DATE:
STUDENT NAME (PRINTED)	STUDENT SIGNATURE	DATE: