

**New York State**  
**Division of Criminal Justice Services**  
**Office of Public Safety, Security Guard Program**  
4 Tower Place, Albany, New York 12203

# *Training Bulletin*

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**Topic:** Renewal Process for Approved Security Guard Training Schools  
New Process for Adding a Training Site

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## **Renewal Process for Approved Security Guard Training Schools**

This training bulletin is to introduce the new renewal process for currently approved security guard training schools. The Security Guard Training School Renewal Application (Renewal Application) and the process for obtaining a renewal has been revised to obtain additional information about schools that have been approved by the Division of Criminal Justice Services (Division) to provide security guard training pursuant to New York State Law. This process will also allow the Division to re-examine all sites used by schools to determine suitability for the conduct of training.

Applicants for school renewal must submit specific information and documentation to include the federal tax identification number/employee identification number, supporting documents for the type of ownership, certificates of occupancy, zoning compliance letters, and fire authority approval. Schools that provide firearms training, and which are self insured, must submit a Certificate of Insurance evidencing comprehensive general liability coverage. Applicants must also submit a copy of its enrollment agreement, catalogue/booklet of mandated security guard training courses offered by the school, and the payment receipt form utilized by the school.

For each training site utilized by the school, the applicant must submit a Training Site Approval Request and include a floor plan and digital photographs of the exterior of the premises and interior rooms identified on the floor plan. Digital photographs must be submitted on CD/DVD disks or USB disk drives. Schools offering non-firearms training must be handicap accessible pursuant to Title III of the American with Disabilities Act.

Realizing that the approvals of a number of schools is due to expire in the upcoming months, the Division is extending the expiration date of schools expiring in **APRIL 2011, MAY 2011, and JUNE 2011 to JULY 31, 2011**, in order to allow sufficient time to complete the renewal process. **The application process must be completed by July 31, 2011 for schools expiring in the aforementioned months, or the approval of the school will expire.** Schools due to expire July 1, 2011 and beyond, will keep the same expiration date.

## **New Process for Adding a Training Site**

A new process has been implemented for adding an additional training site. **Effective immediately**, schools seeking to add an additional site must submit a Training Site Approval Request with the required documents to the Division for review and approval.

The Security Guard Training School Renewal Application, Training Site Approval Request, General Business Section Law 89-n and NYCRR Parts 6027, 6028 and 6029 is posted on the Division website at <http://www.criminaljustice.state.ny.us/ops/docs/index.htm#sgtrainingforms>. Detailed information may be found in the instructions for both documents. Questions concerning the process may be directed to Security Guard Program staff.

NYS Division of Criminal Justice Services  
Office of Public Safety, Security Guard Program  
4 Tower Place  
Albany, NY 12203-3764  
(518) 457-4135  
[www.criminaljustice.state.ny.us](http://www.criminaljustice.state.ny.us)