

Security Guard Training Courses:

8 Hour Pre-Assignment Training Course: This general introductory course is the initial training required for individuals seeking to obtain a Security Guard Registration Card, and ultimately become employed as security guards in NY State. This 8 HR course provides students with a general overview of the duties and responsibilities of a security guard. Topics include the role of the security guard, legal powers and limitations, emergency situations, and access control. **Must pass written exam to complete course requirements.**

16 Hour On-the-Job Training Course: The 16 HR On-the-Job training Course (OTJ) is the second required course that must be completed within 90 days of employment as a security guard. This training will provide the student with detailed information on the duties and responsibilities of a security guard. Topics covered include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, ethics and conduct, incident command system, and terrorism.

Prerequisite: You must have completed the 8-Hour Pre-Assignment Course

Must pass written exam to complete course requirements.

8 Hour Annual In-Service Training Course: The 8 HR Annual In-Service Training Course must be completed each calendar year you hold a security guard registration as a required prerequisite for the renewal of your NYS Security Guard Registration Card. Registration is issued for two years. Therefore, you must complete two 8 HR Annual In-Service Training courses within that period to be eligible for renewal. The course is structured to provide the student with updated and enhanced information on the duties and responsibilities of a security guard. Topics include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct.

Prerequisite: You must have completed the 16 HR On-the-Job Training Course.

Course Fees

- 8HR Pre Course Fee: **\$35.00 per participant**
- 16HR Course Fee: **\$80.00 per participant**
- 8HR Annual Course Fee: **\$30.00 per participant**
- 8HR Pre/16HR OTJ Package Fee: **\$115 per participant**

Accepted Forms of Payment:

- Credit Card (Call TSCTA for credit card form)
- Cash or Money Order
- Certified Bank Checks

How to Register:

ONLINE: Please visit www.tscta.com

EMAIL: Send completed form to register@tscta.com

FAX: Send completed form to 718-389-6155

Attendance policy

TSCTA requires 100% attendance to be eligible to receive course completion certificate. Make-up time is not permitted for this training course. Should the student miss any portion of the training, it is the student's responsibility to contact TSCTA to arrange to attend another scheduled event. TSCTA's full refund/cancellation policy for security guard training courses can be accessed at www.tscta.com.

What should I bring to class?

- #2 pencil with eraser / Paper to take notes
- Bring Social Security Number
- Valid Color Picture ID
- Copy of 16HR OTJ Completion card (for 8HR Annual Refresher ONLY)

Refund/Drop/Cancellation Policies

One-Day, Single Session Courses: Eligible for 100% refund if the drop/cancel request is received PRIOR to the start of training. Refund may take up to 7 business days to process. **No refund issued for drop/cancel requests received after the start of training.**

Multiple Session Courses: Eligible for 100% refund if the drop/cancel request is received PRIOR to the start of the first training session. Refund may take up to 7 business days to process. Eligible for 50% refund if the drop/cancel request is received PRIOR to the start of the second training session. Refund may take up to 7 business days to process. **No refund issued for drop/cancel requests received after the start of the second training session.**

Please Note:

All students must be paid in full PRIOR to the start of the first training session. You will not be admitted to the training unless your account is Paid in Full. Should a student register and not attend in excess of two times, TSCTA will require a minimum deposit of 50% to re-register for another security guard training course.

Student must present valid picture ID when picking up course completion materials or refund. No exceptions.

A security guard training school cannot assess any non-refundable fees or deposits.

Registration Form

Please indicate the course (s) you are registering for:

- 8 Hour Pre-Assignment Training Course: \$35**
- 16 Hour On-the-Job Training Course: \$80**
- 8 Hour Annual In-Service Training Course: \$ 30**

Class Date(s): _____

(PLEASE PRINT)

SOCIAL SECURITY NUMBER

STUDENT NAME

ADDRESS

CITY/STATE/ZIP CODE

HOME#

CELL#

DOB

EMAIL

Acknowledgement

By my signature, I (student) agree to the conditions of this agreement. I also verify that I have read and received a copy of the agreement and the school catalog.

Student Name (print) _____

Student Signature _____

Date _____

School Agent/Employee who enrolled student:

Printed Name _____

Signature _____

Date _____

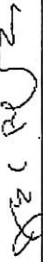
New York State Division of Criminal Justice Services
 SECURITY GUARD PROGRAM
STUDENT ADVISORY NOTICE

SCHOOL NAME TSC Training Academy, LLC	SCHOOL NUMBER 412252	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).

- 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.**
- Completion of this training program is **not a guarantee of employment as a security guard.**
- 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.**
- 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)).
- 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).**
- Security guard training schools are required to conspicuously post a DCJS approved warning notice in each classroom.
- Security guard training schools should 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.
- Students that observe any violation of the security guard training program are asked to contact DCJS at:

**New York State Division of Criminal Justice Services
 Office of Public Safety, Security Guard Program, 3rd floor
 80 South Swan Street
 Albany, NY 12210
 (518) 457-4135**
- 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.
- 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) James Bifulco	SCHOOL DIRECTOR SIGNATURE 	DATE:
STUDENT NAME (PRINTED)	STUDENT SIGNATURE	DATE: