



# CONTINUING EDUCATION

FOR SECURITY  
PROFESSIONALS

# Licensure Renewal

Armed, Unarmed, and Armored Car security Officers

## NOVEMBER 30<sup>TH</sup> OF EVEN YEARS

- Renewal reminder emails are sent out to all security licensees **90-days** before the renewal deadline.
- Renewal post-cards are mailed out to all those that have not yet renewed **60-days** before the renewal deadline.
- A **second reminder email** is sent out in-between the 90-day email and the 60-day post-card.

## LICENSE HOLDERS

- There are currently 8,117 licensed security professionals
  - 5,803 Unarmed Security Officers
  - 1,790 Armed Security Officers
  - 456 Armored Car Security Officers
  - 61 Contract Security Companies
  - 7 Armored Car Companies

# Qualified

## Continuing Education

- Qualified continuing education for **Armed and Unarmed Security Officers** must meet the standards set forth in R156-63a-304
- Qualified continuing education for **Armored Car Security Officers** must meet the standards set forth in R156-63b-304



## R156-63a-304

## R156-63b-304

Armed, Unarmed, and Armored Car  
Private Security Officers

- Must complete **32 hours** of continuing education during **EACH** two-year renewal cycle.

THIS DOES NOT INCLUDE FIREARM CONTINUING EDUCATION HOURS FOR ARMED OR ARMORED CAR SECURITY OFFICERS

**Basic Continuing Education is now  
split into two different categories**

## **CORE EDUCATION**

COMPLETED IN BLOCKS OF TIME NOT LESS THAN ONE HOUR  
IN CLASSROOM COURSES, SEMINARS, OR CONFERENCES\*

## **PROFESSIONAL EDUCATION**

COMPLETED IN BLOCKS OF TIME NOT LESS THAN ONE HOUR  
IN CLASSROOM COURSES, SEMINARS, CONFERENCES\*

\*CORE AND PROFESSIONAL EDUCATION MAY BE OBTAINED VIA THE INTERNET IF THE  
SECURITY PROFESSIONAL PASSES THE COURSE EXAM



## CORE

A minimum of **16 hours** must be in **Core** Continuing Education

# CORE - Continuing Education

Armed, Unarmed, and Armored Car Security Officers

## CORE CONTINUING EDUCATION MUST COVER EACH OF THE FOLLOWING TOPICS

Company Operational Procedures Manual	Applicable State Laws and Rules
Legal Powers and Limitations of Private Security Officers	Observation and Reporting Techniques
Ethics	Management of Aggressive Behaviour
Use of Force	De-Escalation Techniques
Emergency Techniques	Basic Life Saving Course (CPR, AED, First Aid)



## CORE or PROFESSIONAL

The remaining 16 hours may consist of **Core or Professional** continuing education



# PROFESSIONAL - Continuing Education

Armed, Unarmed, and Armored Car Security Officers

## PROFESSIONAL CONTINUING EDUCATION COVERS ONE OR MORE OF THE FOLLOWING TOPICS

Executive Protection	Driving Techniques for the Security Professional
Basic Self-Defense	Escort Techniques
Crowd Control	Access Control and the Use of Electronic Detection Devices
Americans With Disabilities Act (ADA) Compliance	Use of Defensive Items and Objects
Homeland Security – Bomb Threat/Anti-Terrorism	Any Other Topic Relevant to the Education of Security Professionals

# FIREARM CONTINUING EDUCATION

Armed and Armored Car Security Officers

- In **ADDITION** to the 32 hours of continuing education, **16-Hours** of Firearm education must be completed during **EACH** two-year renewal cycle.



Core & Professional Hours will **NOT**  
be counted as completing  
Firearm Continuing Education Hours

**Firearm Continuing Education  
must be completed in  
4-hour blocks EVERY 6 months.**

# FIREARM - Continuing Education

## Armed and Armored Car Security Officers

### FIREARM CONTINUING EDUCATION MUST INCLUDE THE FOLLOWING

Live Classroom Instruction Concerning;  
Restrictions in the Use of Force,  
Firearm Safety on Duty, Firearm Safety at  
Home, and Firearm Safety on the Range

A Practical Pistol Recertification Course  
where the Security Professional achieves a  
Minimum Passing Score of 80% using  
Regular and Low Light Conditions

# PENALTY HOURS

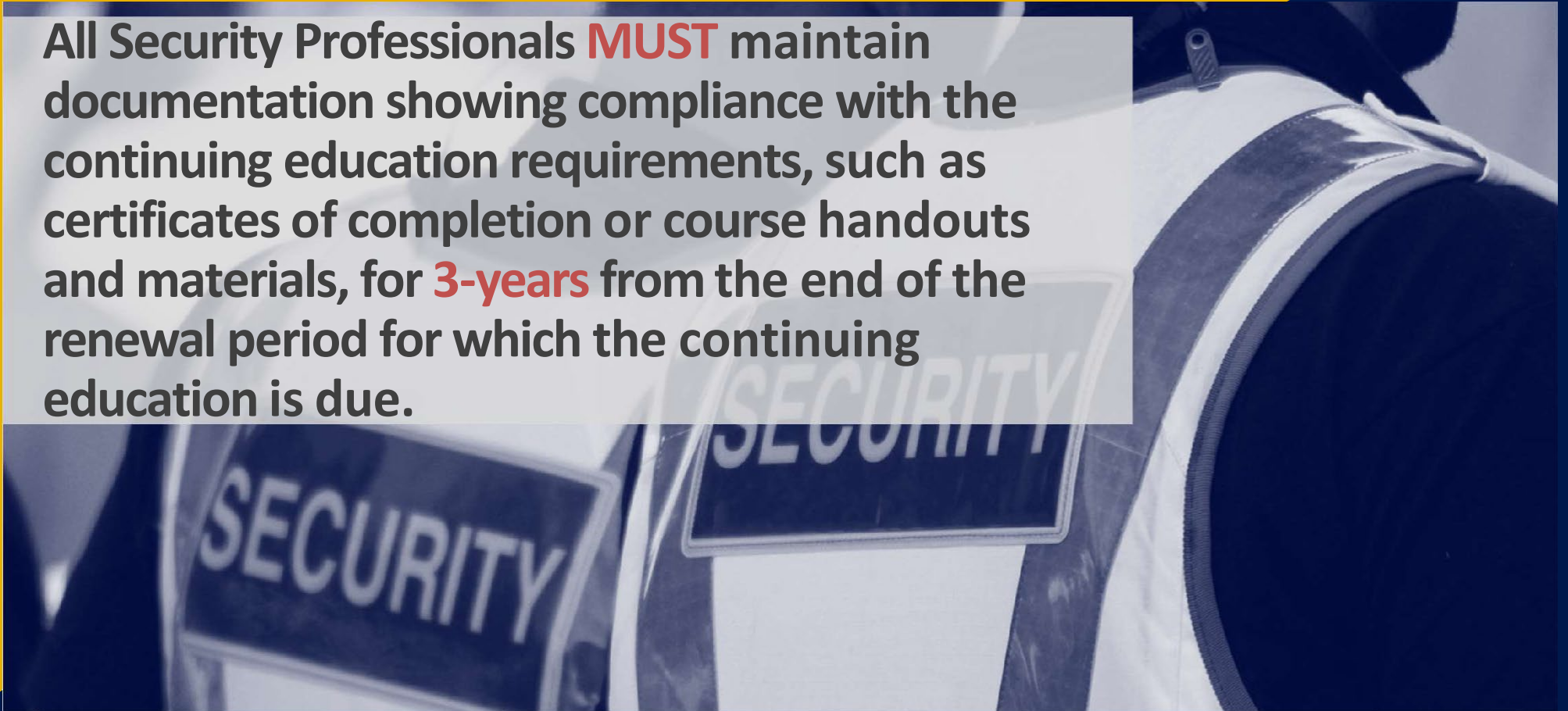
## Firearm Continuing Education

- A Security Professional who fails to complete the required 4-hours of firearm CE within the appropriate 6 month period **MUST** complete **One and One Half times** the number of deficient hours for the reporting period.
- **EXAMPLE:** If three 4-hour “blocks” are all completed in one 6 month period, the Security Professional will need to complete an additional 12 penalty hours.

4 hours X 1.5 = 6 hours. 6 hours X 2 missed “blocks” = 12 penalty hours



All Security Professionals **MUST** maintain documentation showing compliance with the continuing education requirements, such as certificates of completion or course handouts and materials, for **3-years** from the end of the renewal period for which the continuing education is due.



# New Company Requirements for Continuing Education

# RESPONSIBILITY

Contract Security Company & Armored Car Company

## THE COMPANY MUST:

- **REVIEW** CE Courses and approve for its employees only those courses that meet the requirements of R156-63a-304 or R156-63b-304.
- **MAINTAIN** accurate records of its approved CE courses and of each employee's attendance and course completion and make such records available for audit by representatives of the Division.
- **ENSURE** that each provider of a company's approved CE course maintains accurate records of attendance and course completion for each security professional, that are available for review by the company, the Division, and the security professional.
- **PROVIDE** each individual completing the company approved CE course a completion certificate.



# CERTIFICATES

## Continuing Education Completion Certificate

- Name of the Security Professional
- Date the Course was Taken
- Location where the Course was Taken or Type of Internet Course Taken
- Title of the Course Identifying Topics Outlined in Rule
- Name of Course Provider
- Name of Course Instructor
- Exam Results for Internet Courses
- Number of Continuing Education Hours Completed



Certificates that do not include this required information will NOT be accepted by the Division

# INSTRUCTORS

## Continuing Education Instructors

- Instructors can claim **2 hours for each hour** of lecturing, training, or instructing of a course, if it is the **first time** the material has been taught during the preceding 12-months, up to a maximum of 12 hours each renewal cycle.
- The type (core, professional, firearm) of continuing education credit received will be based on the subject/topic taught during the CE course.



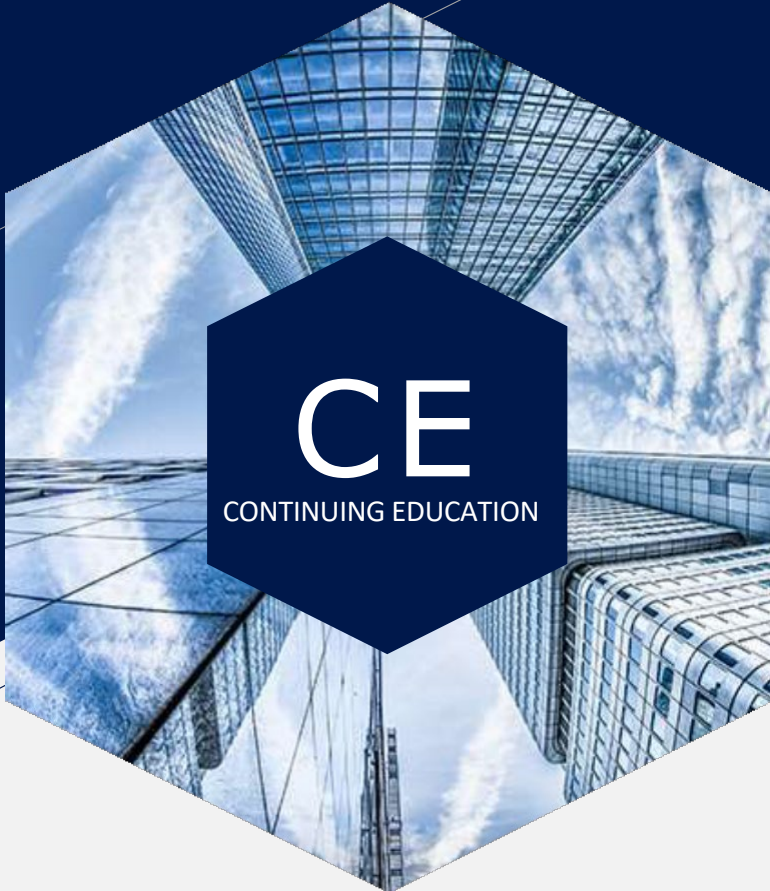
**On a Random Basis the Division may Assign Monitors at no charge to attend a continuing education course for the purpose of evaluating the course and the instructor.**

# REMINDER

## Keep In Mind

- The Initial Education and Training Program taken by an individual to become newly licensed as a Security Professional **WILL NOT BE ACCEPTED** as Core or Professional Continuing Education hours.
- The Initial Firearm Education and Training Program taken by an individual to become newly licensed as a Security Professional **WILL NOT BE ACCEPTED** as Core, Professional, or Firearm Continuing Education hours.





**CE**  
CONTINUING EDUCATION

## QUESTIONS?



Tracy Taylor



801 530 6621



[trtaylor@utah.gov](mailto:trtaylor@utah.gov) or [B6@Utah.gov](mailto:B6@Utah.gov)



[www.dopl.utah.gov/sec/](http://www.dopl.utah.gov/sec/)