REGISTRATION FORM

By Phone: Call (585) 753-3707. Be ready with course information and Visa/MasterCard information.

By Mail: Send this form with payment to Monroe Community College, Public Safety Training Center, Security Guard Training, 1190 Scottsville Road, Rochester, NY 14624

By Fax: Send this form with payment information to (585) 753-3850

Cancellation Policy: Students will be notified prior to the start of class if enrollment is insufficient to hold class.

Name_______________________________________
Date of Birth_______________________________
Street_____________________________________
City_______________________________________
State__________ Zip Code__________
Email address:_______________________________
Telephone: Home__________________________
            Cell__________________________
            Work__________________________
Course Date________________________________
Check/Money Order Amount $_______________
Payable to Monroe Community College

CHARGE AUTHORIZATION
I authorize you to charge my: __ Visa  __ MasterCard in the amount of $________

__________________________
Account Number

__________________________
Expiration Date

__________________________
Card holder’s name

__________________________
Card holder’s signature

NEW YORK STATE SECURITY GUARD PROGRAM
Spring / Summer 2019

MONROE COMMUNITY COLLEGE
PUBLIC SAFETY TRAINING CENTER
1190 Scottsville Road
Rochester, NY 14624
(585) 753-3707
Fax (585) 753-3850
http://www.monroecc.edu/depts/pstc
**EIGHT HOUR PRE-ASSIGNMENT TRAINING COURSE FOR SECURITY GUARDS**

This 8 hour course is required by NYS as the first step in obtaining a security guard registration card from NYS Department of State. This course provides the student with a general overview of the duties and responsibilities of a security guard. You must complete this course and submit a copy of the certificate issued to you with your security guard application. Topics covered include: the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct. The passing of an examination is required for successful completion of this course.

**COURSE DATES & TIME:**
8:00 am to 5:00 pm

TBD

**SIXTEEN HOUR ON-THE-JOB TRAINING COURSE FOR SECURITY GUARDS**

This course must be completed within 90 days of employment as a security guard. This course provides 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. The passing of an examination is required for successful completion of this course.

**COURSE DATES & TIME:**
8:00 am to 5:00 pm

2-day course

TBD

**EIGHT HOUR ANNUAL IN-SERVICE TRAINING COURSE FOR SECURITY GUARDS**

This course must be completed each calendar year you hold a security guard registration. Your registration is issued for two years. Therefore, you must complete two 8 Hour Annual In-Service Training courses within your registration effective and expiration dates to be eligible for renewal. This 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.

**COURSE DATES & TIME:**
8:00 am to 5:00 pm

- Friday, March 1, 2019
- Tuesday, April 16, 2019
- Saturday, May 11, 2019
- Saturday, June 8, 2019

**ALL COURSES ARE HELD at**
Monroe Community College’s Public Safety Training Center, 1190 Scottsville Road, Rochester, NY 14624.

**COURSE FEES:**
- 8 hour pre-assignment: $60.00
- 16 hour on-the-job training: $120.00
- 8 hour annual in-service: $60.00

*Please note: Any third party billings will need a purchase order, voucher, or check prior to class to attend these courses.*

**Registration Information:**

Pre-registration and payment is required as seating is limited.

**Refund Policy:** Students will be entitled to a 100% refund at any time prior to the start of instruction.
16 hour OJT course: Student will be entitled to a 50% refund if the student cancels after the start of instruction, but before the start of the second 8 hour block of instruction.