

New York State
Division of Criminal Justice Services ● Security Guard Program
4 Tower Place / Albany/New York 12203

Training Bulletin

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Topic: Fees for Security Guard School and Instructor Applications



Executive Law Section 837(8-b) was amended as part of the fiscal year 2009-10 State Budget to authorize the Division of Criminal Justice Services (Division) to charge fees for the approval and renewal of security guard training schools and the certification and renewal of certification of security guard instructors.

On December 1, 2009, the below **non-refundable fees** will take effect and will require that payment be submitted with all initial and renewal Security Guard School and Instructor Applications. **Review Worksheets** are included with all applications for completion by the applicant for **self evaluation purposes**. The worksheets are structured to assist the applicant in determining if the application contains all the required information and meets minimum requirements for submission to the Division. **Since fees are non-refundable**, it is recommended that applicants **complete the worksheets** to determine eligibility **before** submission of applications to the Division.

Non-refundable Fee

Security Guard School

Security Guard School Initial Application	\$1000
Security Guard School Renewal	\$ 500

Security Guard Instructor

Security Guard Instructor Initial Application	\$ 250
Armed Security Guard Instructor Initial Application	\$ 250
Security Guard Instructor Renewal	\$ 250
Armed Security Guard Instructor Renewal	\$ 250