



Please read carefully the following requirements for training & testing exemptions prior to completing this application:

JIBC Exemption NOT Required:

If an individual can prove they have two years experience providing general duties as a Canadian police officer, correctional officer, sheriff, auxiliary, reserve, border service officer ending not more than **five** years prior to the date of the application for a security worker licence, the individual is **not required** to obtain a training exemption from the Justice Institute of BC. The individual can apply directly to the Registrar, Security Services Act, for a security guard licence with proof of experience in the way of letters from their employment supervisor/human resources officer.

[Security Services Regulations, section 3(10)] – 2.6.6.3

Process for Exemption from BST Training and Examination

An individual may apply to the Justice Institute of BC for permission to be exempt from Basic Security Training. The Justice Institute of BC may permit an applicant to be exempt from BST training where the applicant can document that he or she has, **in the preceding three years:**

- Successfully completed a peace officer or police officer training program recognized by a Canadian Provincial or Federal government authority where the training program has included content to a minimum of 40 hours of instruction, and meets the course training standards set by BST curriculum.
- Successfully completed an approved BST - equivalent course (a Canadian security guard, private security, or peace officer training courses) as determined by the Justice Institute of BC of not less than 40 hours duration, provided by a recognized entity that meets all the learning objectives identified in the Justice Institute of BC BST course training standards.

Where previous training has occurred, official training documentation must be supplied when applying for exemption

Process to Challenge BST Training

An individual may apply to the Justice Institute of BC for permission to challenge the BST attendance requirement where the applicant can document that he or she has, **in the preceding three years:**

- Successfully completed an approved BST equivalent course, as determined by the JIBC; **or**
- Successfully completed a Canadian security guard, private security, or peace officer training course of not less than 40 hours duration provided by a JIBC - recognized institution, that meets all the learning objectives identified in the JIBC BST course ; **and**
- Has been continuously employed full-time for a period of not less that one year as a Security Professional in Canada where training and experience can be verified by an official record of employment; **or**
- Has been continuously employed part-time, working no less than 20 hours per week for a period of not less that 2 years, as a Security Professional in Canada where training and experience can be verified by an official Record of Employment; **or**
- Has served as a regular, auxiliary, or reserve peace officer or police officer, in Canada. Records of service must be supplied **or**
- if the applicant's training occurred longer than five years ago and that individual has been continuously employed as a security professional from training completion date. That employment must be documented with an official record of employment.

Where previous training has occurred, official training documentation must be supplied when applying for exemption. Successful applicants will write the BST exam.

Process for Exemption from AST training and examination

An individual may apply to the Justice Institute of BC for permission to be exempt from AST where the applicant can document that he or she has, **in the preceding year:**

- Served as a regular, auxiliary, or reserve peace officer or police officer verified by a record of employment , certificate of service, other official employment documentation, in Canada, **and** certified in handcuffing, arrest and control tactics during that time; **or**
- Successfully completed a police/peace officer or Law Enforcement Use of Force training program recognized by the Justice Institute of BC where the training program has included content to a minimum of 24 hours of instruction in handcuffing, arrest and control tactics, and meets the course training standards set by AST curriculum.

Where previous training has occurred, official training documentation must be supplied when applying for exemption



Security Training Programs Training/Testing Exemption

Police Academy
Security Training Programs

PLEASE TYPE the required information on the form below. In order to process your application, ALL parts of this form must be completed. Incomplete forms will be returned.

This form is to be used when you wish to challenge the Basic Security Training (BST) and Advanced Security Training (AST) course and/or examinations. Refer to the last page of the form for specific criteria required for exemption.

Please indicate the course you are seeking exemption from: BST AST

Section I - Applicant Information

<input type="text"/>		<input type="text"/>		<input type="text"/>			
Last Name		First Name		Middle Name			
Gender <input type="checkbox"/> M <input type="checkbox"/> F							
Mailing Address				Date of Birth			
<input type="text"/>				<input type="text"/>		<input type="text"/>	
<input type="text"/>				M M /		D D /	
<input type="text"/>				Y Y Y Y		T	
Email address <input type="text"/>				Telephone and Cellular Number			
				<input type="text"/>		<input type="text"/>	
				<input type="text"/>		<input type="text"/>	
				<input type="text"/>		<input type="text"/>	
				<input type="text"/>		<input type="text"/>	

Section II – Employment Experience

<input type="text"/>			
Agency or company full legal name			
<input type="text"/>			
Training/business address (street/city/province/postal code/country)			
<input type="text"/>		<input type="text"/>	
Date of Service		Service/Regiment Number	
Rank/Position			
<input type="text"/> / <input type="text"/>		<input type="text"/> / <input type="text"/>	
From (year/month)		To (year/month)	

Section III – Arrest and Control Certification (AST exemptions only)

<input type="text"/>			
Agency or company full legal name			
<input type="text"/>			
Training/business address (street/city/province/postal code/country)			
<input type="text"/> / <input type="text"/> / <input type="text"/>			
Date of Certification (year/month/day)			

Section IV – Declaration

Applicant Declaration: This declaration must be completed and signed by the Applicant.

I hereby declare that the information provided in this application is true to the best of my knowledge and belief. I understand that any omission or inaccuracy may be deemed sufficient reason to deny approval. I understand that the Ministry of Public Safety & Solicitor General or the Justice Institute of B.C. may ask for additional information/documentation.

Signature

Date

**** Incomplete applications will not be processed.***

FORM SUBMITTING INSTRUCTIONS

Processing will be facilitated only if all documentation is complete and submitted as one package. A complete application consists of:

1. Attached application form.
2. Copies of proof of employment as a Peace Officer, or completion of Peace Officer training.
 - Service or employment record; and
 - Certificate of training, including course content; and
 - Other training certificate to document arrest & control tactics training. (AST)
3. Application fee (cash, certified cheque or money order only) of \$132.50 (includes HST). This fee is non-refundable in the event of non-approval. HST Registration #107554735.
4. Fee to be made payable to: The Justice Institute of BC
5. Ensure that Section III is signed and dated.
6. Mail or drop off your completed application to:

Security Training Programs
Justice Institute of B.C.
715 McBride Boulevard
New Westminster, B.C., V3L 5T4

OFFICE USE ONLY- do not write in this space

Fee Received
Approved By

\$

Approval Date
Certificate Number

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