

Security Training Programs

Approved Security Instructor

Please fill in the required information on the form below. To process your application, ALL parts of this form must be completed and all required supporting documentation must be attached. Incomplete forms will be returned.

Please review the Advanced Security Training (AST) Instructor Course section of our website for the full course description, instructor responsibilities, core competencies and professional skills and attributes required for being an AST instructor.

Please return complete application packages to ASTCommunityPartners@JIBC.ca

Section I – Personal Information

First Name	Middle name	Last Name
Telephone Number		
Email Address		
Mailing Address		
Do you currently have a valid B.C. security worker licence with authorization to carry and use restraints?	Yes (Please attach a copy) ☐ No ☐	

Section II – Education

Please attach proof such as a transcript or other official student record

Institution Name	Qualification	Dates

Section III - Employment Experience

Please attach a current resume, and at least 2 letters of reference from a current or recent employer to your application

Company Name	Role	Dates

Section IV - Instructor Experience or Training

Please list the name and dates, and briefly state what instructor experience you gained. For example; taught a course, held a workshop, gained an instructional skills credential.

Entity Name	Experience or Training	Dates

Section V – Application Checklist

Before Submitting your application, please ensure all the following are included:

	Completed application form
	Cover letter
	Current résumé
	Two (2) letters of reference from a current or recent employer addressing: ○ Instructional ability ○ Professional conduct ○ Industry experience
	Copies of relevant licences and certifications
	Documentation verifying completion of required instructor and application-of-force training

Note: A PAR-Q+ form confirming the physical ability to participate in practical training will be signed on the first day of the course. Please do not apply if you are not physically able to complete the course.

Each application requires a \$315 + GST application processing fee (non-refundable). You will receive payment instructions after submitting your application. Applications will not be reviewed until payment is received.

Section VI – 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

Approved Security Training Instructor Approval Procedure

Submission: Complete application packages can be submitted to ASTCommunityPartners@JIBC.ca. You can also submit paper versions of applications to:

Security Training
Programs, AST
Justice & Public Safety
Division Justice
Institute of BC
715 McBride Boulevard
New Westminster, BC V3L 5T4

Payment: Each application is subject to a **non-refundable** application fee of **\$315 (+GST)**. After submitting your application, you will receive instructions on how to pay via credit card. Alternatively, cheques made out to the Justice Institute of BC. May be mailed to the above address.

Closing Date: Applications must be received by **July 31, 2026**

Notification of Acceptance: will not be later than **August 14, 2026**

Course Dates: **September 21st-25th, 2026 and October 5th-9th, 2026**

If you have any questions regarding the AST Instructor Course application, email ASTCommunityPartners@JIBC.ca for assistance. Approval as a security instructor does not supersede any requirements to be registered by any other government licensing authority.

Additional Information

- There is no challenge process; all applicants must meet the required qualifications and successfully complete any applicable instructor screening or evaluation process.
- Instructor qualification is contingent upon satisfactory verification of credentials and experience, and successful completion of the AST Instructor Course
- Must pay course tuition - \$1,567.00 +GST within 7 days of acceptance notification.