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NEW YORK STATE SECURITY GUARD COURSE OFFERINGS

8 Hour Pre-Assignment Training Course for Security Guards (\$45)

This is an 8 hour course required by New York State as the first step in obtaining a security guard registration card from the New York State Department of State. The course provides the student with a general overview of the duties and responsibilities of a security guard. Topics covered in this course 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.

16 Hour On-the- Job Training Course for Security Guards (\$95)

This is a 16 hour course that must be completed within 90 days of employment as a security guard. The course provides the student with detailed information on the duties and responsibilities a security guard. Topics covered in this course 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.

8 Hour Annual In-Service Training Course for Security Guards (\$45)

This is an 8 hour course that must be completed within 12 calendar months from completion of the 16 Hour On-the-Job Training Course for Security Guards, and annually thereafter. The 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.

All costs associated with the above training are already included in the course description. Course pricing includes all training materials, handouts and certificate. There are no additional fees.

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.

A DCJS approved security guard training school cannot assess any non-refundable registration fees, deposits, or cancellation fees.

Attendance Policy: Students must attend all training sessions, as well as pass any required testing, to successfully complete the training course.

Complaint Procedure: Any student issues/complaints should be directed to the Guardian Group Services Staff. If your issue/complaint is not satisfactorily resolved you may contact the School Director, Salvatore DiGiovanni, at 646-767-2477 or you have the option of contacting NYS Division of Criminal Justice Services at (518) 457-2667.

Guardian Group Services Classroom Rules

- 1) All Classes start at 8:00 am, unless otherwise instructed. If you are not on time, you may not be permitted to attend the class.
- 2) All classes end at 4:00 p.m., unless otherwise instructed. You must plan on staying in training until the end of the day. Students are required to pass test, as required by the State of New York. Training that is scheduled for more than one day, requires the student to attend EVERY day of training, and pass all required examinations.
- 3) There will be NO cell phone usage in the classroom. All cell phones, pagers or other electronic devices will be turned off OR on vibrate. Students will only be allowed to leave the class to take a cell phone call in true emergencies only. All other calls will be returned at break time.
- 4) There is no food or beverages allowed in the classroom. All food and beverages will be consumed and placed in a trash receptacle prior to the start of class.
- 5) Any student who repeatedly falls asleep, refuses to pay attention to the instructor or is disruptive to the other students will be removed from this class.

For additional information, please contact the staff of
the Guardian Group Services at (646) 767-2477