



# 2024 Catalog

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7943 Woodley #1B12 Ave  
Van Nuys, CA 91406

*Mailing Address:*

2625 Townsgate Road #330  
Westlake Village, CA 91361

*Satellite Locations (for instruction only)*

855 Aviation Dr. Camarillo, CA 93010 or  
1919 West Empire Ave. Burbank, CA 91504  
Mailing Address PO Box 711 Camarillo, CA. 93011  
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## TABLE OF CONTENTS

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MISSION .....	4
Objectives.....	4
Non-Discrimination Policy.....	4
Disclosure Statements .....	5
Facilities.....	6
Hours of Operation .....	8
ADMISSIONS POLICIES .....	9
Procedures for Admissions .....	9
Admission Standards.....	9
English Language Requirement.....	10
Notice concerning transferability of credits and credentials earned at our institution.....	10
ACADEMIC POLICIES.....	11
Attendance.....	11
Tardiness .....	11
Leave of Absence .....	11
Drop-Out .....	11
Grading Policy and Graduation Requirements .....	11
Standards to Measure Academic Progress .....	12
Special Grading Circumstances .....	12
Make-Up Work.....	12
Probation .....	12
STUDENT SERVICES .....	13
Placement Services .....	13
Library and Learning Resources .....	13
Dismissal Policy .....	14

Dress for Success.....	14
Student Grievance Procedure.....	15
Liability.....	16
Confidentiality of Student Records.....	16
Retention of Records .....	16
Transcripts.....	16
Campus Security.....	17
SCHEDULE OF CHARGES.....	18
*Student Tuition Recovery Fund .....	19
CANCELLATION AND REFUND POLICY .....	19
Students Right to Cancel.....	21
Student Withdrawal, Refund Policy.....	211
PROGRAMS .....	23
Guard Card 8 Clock Hours.....	23
Guard Card 40 Clock Hours.....	23
Intermediate Security Program 90 Clock Hours .....	24
Advance Security Officer 126 Clock Hours .....	26
Course Descriptions .....	28
Requirements for Licensure.....	35
Ownership.....	37
Administrative Control.....	37
Faculty.....	38
Academic Calendar .....	39

## MISSION

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Our mission is to provide top-of-the-line, comprehensive training, and the most efficient security education available. Our students will become equipped with the knowledge and training necessary to succeed in private security and related industries. Further, they will be given the most up-to-date information and technique available through our continuing research and updating of our training materials. We will continue to serve our student base with required and optional periodic update training and education throughout their careers and lives.

### Objectives

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- Bentley-Forbes Security Training Academy prepares students to achieve their future goals in the chosen field of their professional career in accordance with the following objectives:
- To encourage and foster the value of life-long learning in our students.
- To maintain an instructive environment that respects and welcomes a diversity of individual backgrounds, abilities, interests, and opinions.
- To provide a curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a career environment.
- To provide the necessary encouragement for critical thinking essential in the professional world.
- To fulfill the educational expectations of students and faculty and provide the community with professionals capable of meeting the challenges in their chosen field.

### Non-Discrimination Policy

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Bentley-Forbes Security Training Academy is non-sectarian and does not discriminate in regard to race, creed, color, national origin, age, sex, disability, or marital status in any of its academic program activities, employment practices, or admission policies. This policy applies to hiring all positions and admission of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission, provided they meet the entrance requirements. The Chief Academic Officer is responsible for accepting students and determining whether applicants can benefit from the training, including those with special needs.

## Disclosure Statements

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Bentley-Forbes Security Training Academy is a private institution that it is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. This does not imply that the Bureau endorses programs or that the institution exceeds minimum state standards for review.

- Bentley-Forbes Security Training Academy is a private postsecondary institute licensed to operate and comply with the Bureau for Private Postsecondary Education.
- Bentley-Forbes Security Training Academy is not accredited.
- Bentley-Forbes Security Training Academy does not offer distance education and does not plan to provide distance education.
- Any questions a student may have regarding this catalog that the institution has not satisfactorily answered may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd, Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), phone: (916) 431-6959 Fax: (916) 263-1897.
- As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).
- Bentley-Forbes Security Training Academy does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
- Bentley-Forbes Security Training Academy does not recognize acquired life experience and prior experiential learning as consideration for enrollment or granting credit towards any program.
- Bentley-Forbes Security Training Academy does not presently have an articulation agreement or transfer agreement with any other college or university.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility of repaying the total amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.
- The chief executive officer is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.

- Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages prior to signing an enrollment agreement.
- Bentley-Forbes Security Training Academy is not approved to participate in state or federal student aid programs.
- Bentley-Forbes Security Training Academy does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities.
- Bentley-Forbes Security Training Academy does not provide housing assistance services to the students.
- There are available housing options located reasonably near the institution's facilities. The average cost of 1 bedroom housing in the area is \$1,400 - \$1,900.
- Students will find rental information on Craig's List at <https://losangeles.craigslist.org/search/hhh>

Bentley-Forbes Security Training Academy has no responsibility to find or assist a student in finding housing.

The catalog is updated once a year or whenever policies are changed. The institution's policy is to always provide a copy of the latest catalog either in writing or electronically on the institution's website to all prospective students.

## Facilities

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All class sessions are held at the main Bentley-Forbes Security Training Academy, Inc. campus, which occupies 400 square feet in the facility at 7943 Woodley Ave Van Nuys, CA 91406. Satellite Locations at 855 Aviation Dr. Camarillo, CA 93010, and 1919 West Empire Ave. Burbank, CA 91504 are used for additional instruction.

The campus has easy access to public transportation. The facility is equipped with one general purpose kitchen area, one administrative office, and one dedicated classroom that is well lighted and air-conditioned. Students receive instruction on school owned equipment, hardware, and software without charge. The facility and equipment used fully comply with all federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access, and health. The campus is wheelchair accessible. Bentley-Forbes Security Training Academy provides materials and equipment required for students while in training, without charge. All equipment is owned by Bentley-Forbes Security Training Academy.

Students will have access to pepper spray canisters with belt holders, American Red Cross defibrillator AED Training Devices, Nasco C.P.R. Prompt Manikins, disposable plastics gloves, disposable face guards/mask, disposable bandages, foam practice baton – 28 inches long, foam striking bag (for jabbing, striking, swinging), Motorola 2-Way radios, 100 rounds of ammo, paper targets (2 per student), disposable ear protection, safety goggles, belts with holsters with magazine, Ruger P95 guns, Glock 40 caliber guns, Glock 9mm guns, sets of handcuffs with keys and handcuff cases.

Bentley-Forbes Security Training Academy does not own a firing range. All firearm practice will be conducted at Angeles Shooting Range, at 12651 Little Tujunga Canyon Road, Lake View Terrace, CA 91342. Payment for the use of the facilities will be borne by Bentley-Forbes Security Training Academy and not by the student.





## Hours of Operation

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Office hours are from Monday through Friday, 10:00 AM to 4:00 PM.

Appointment only classes are held at the following times:

10:00 AM to 12:00 PM – Class preparation, lecture, lesson, discussion

12:00 PM to 1:00 PM - Lunch break

1:00 PM to 4:00 PM – Practical application, additional lecture/lesson/discussion, recap

An 8-hour day, less 60 minutes for lunch, plus a total of 2.5 hours of homework weekly ultimately accounts for 40 hours of instruction per week. Firearm practice will be conducted during class hours, and students will be expected to arrive at the firing range on time.

## ADMISSIONS POLICIES

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### Procedures for Admissions

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Potential applicants should contact Bentley-Forbes Security Training Academy by visiting the institution and meeting with an admissions representative. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist them in determining the best way to meet their career objectives. The application and enrollment process begins with completing a general questionnaire and an initial interview with an admissions representative. The interview usually lasts approximately one hour. During that time, the admission representative will discuss the various aspects of the training programs offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement, or they may return to enroll later. Applicants are encouraged to observe classes if they desire.

### Admission Standards

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For admission to one of the Bentley-Forbes Security Training Academy's programs, a potential student must complete all the following:

- ✓ Attend an initial personal interview with an admissions advisor and receive a campus tour.
- ✓ Be at least 18 years of age to be considered for admissions.
- ✓ Obtained a high school diploma or G.E.D. equivalent.
- ✓ BSIS Does Not Require a high school diploma or G.E.D.\*
- ✓ Take Wonderlic Basic Skills Test (WBST) with a minimum passing score of 200 verbal and 210 quantitative. It will be accepted that they have the required English language proficiency with the passage of the Wonderlic.
- ✓ Be able to speak, read and write in English (see Page 9).
- ✓ Show proof of Citizenship or legal status (I.N.S. Card)
- ✓ Have no felony or violent misdemeanor convictions.
- ✓ Complete and submit a Bentley-Forbes Security Training Academy application form.
- ✓ Complete, sign, and submit a Bentley-Forbes Security Training Academy enrollment agreement.
- ✓ Sign documents acknowledging receipt of disclosure forms as required by the California Private Postsecondary Education Act of 2009, Article 11, School Performance Fact Sheet.
- ✓ Pay registration fees.

## **English Language Requirement**

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Bentley-Forbes Security Training Academy does **not** provide English language services.

All instruction is conducted in English only.

It is required that all applicants demonstrate English-language proficiency during their interview with admission personnel. Candidates will be judged on their ability to speak English proficiently.

Though it should be evident whether a student has sufficient comprehension of the English language, in certain circumstances where there may be sufficient doubt, the school will reserve the right to require applicants to submit a proof of English proficiency, in the form of:

- A TOEFL (Test of English as a Foreign Language) score of 550 or higher. In such instances, the applicant will be required to present a score no less than that recommended by the test publisher to represent a good command of the English language.
- A good English Language School report verifying completion of course level equivalent to a 550-paper based TOEFL score.
- Wonderlic Basic Skills Test (WBST) with a minimum passing score of 200 verbal and 210 quantitative

## **Notice concerning transferability of credits and credentials earned at our institution**

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The transferability of credits you earn at Bentley-Forbes Security Training Academy is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational programs is also at the exclusive discretion of the institution to which you may seek to transfer. If the certificate you earn at this institution is not accepted at the institution you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution you may seek to transfer to after attending Bentley-Forbes Security Training Academy to determine if your certificate will transfer.

## ACADEMIC POLICIES

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Bentley-Forbes Security Training Academy's attendance policy approximates the expectations found in a work situation. Each student must learn the discipline of regular and prompt attendance and the skills involved in the workplace. When the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job.

### **Attendance**

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Regular and successive attendance is expected of all students enrolled in the school's courses and programs. School staff will counsel any student whenever any absences affect the student's learning and retention of the course materials. A student may be dropped from a course if the number of hours absent (5 consecutive hours without approval) interferes with the student's ability to achieve an acceptable level of competence during the remaining course period.

### **Tardiness**

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Arrival to class on time is expected of all students enrolled in the school's courses. School staff will counsel any student whenever tardiness affects the student's learning and retention of the course materials.

### **Leave of Absence**

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The school's programs and courses are "hour" based, not semester based. It is the policy of the school to allow for a leave of absence in only the most extreme circumstances. To be granted a leave of absence, a student must make a written request to the school. A leave of absence should not exceed one month, and only one leave of absence may be granted during the enrollment period.

### **Drop-Out**

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Bentley-Forbes Security Training Academy wishes that all students enrolled in a course will complete it and benefit from the information and experience they acquire. Students are encouraged to find solutions to obstacles they may face and ensure continued attendance in the course until complete. The school will contact, by telephone, any student who has dropped out of the program to assess the circumstances behind their decision.

### **Grading Policy and Graduation Requirements**

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To remain in good academic standing and receive credit for classes taken, students must maintain an acceptable level of performance through written tests or hands-on evaluation.

Many of the courses are pass/fail; however, some classes are based upon the California State Bureau of Security Investigative Services standardized curriculum. To pass these courses, students must meet any state standards.

P = Pass

F = Fail

I = Incomplete

If not made up within the specified time, an incomplete rating or grade will convert to an "F." (See: Special Grading Circumstances on next page.) If a student withdraws from a course within the first 2 hours, they will receive a "W" (Withdrawal). A grade of withdrawal shows no earned credit.

### **Standards to Measure Academic Progress**

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a) Any past due student on any assigned training may be given a warning notice to bring their assignments current in any respective course.

b) A student with 4 class hours or more past due in a course may be given a probation notice. This probation period is for five days to allow the student to complete any unfinished projects in their course.

c) A student will be put on probation if they do not have a passing grade in a particular course at the time of the evaluation. Each student will be given a probationary opportunity with remedial training. Probation may be terminated if the student cannot pass or complete the required classwork after remedial training.

### **Special Grading Circumstances**

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Incomplete: Students have 30 days to make up an incomplete. If not, their grade will revert to an "F" (failed) and become part of their overall G.P.A. / Pass/ Fail grade.

### **Make-Up Work**

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Make-up work is not provided to students. However, probation will give remedial training to assist students with program completion.

### **Probation**

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Any student with a non-passing grade point average will be put on probation. The student shall be promptly advised of probation status. A student shall be removed from academic probation when the cumulative performance and grade are brought to a passing level.

## STUDENT SERVICES

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Bentley-Forbes Security Training Academy offers student services that enhance the student's learning experience and assist students in preparing for employment. Students are provided with the following services:

### Placement Services

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Bentley-Forbes Security Training Academy does not guarantee employment for its graduates. After completing their studies, the staff assists students in their job searches by offering information on job opportunities, temporary assignments, and guidance in resume preparation and interviewing techniques.

Private security is in very high demand, and virtually all students who receive adequate training will find employment immediately following graduation, based on effort level.

At Bentley-Forbes, we take job placement very seriously, and it is important that our students become employed in their chosen industry. We regularly communicate with many employers in the private security industry and maintain a list of all active job openings. We also call the employers on behalf of our graduates and regularly hold job fairs upon completion of the program.

Upon completion of the programs students will have training that can lead them to professions under the following US Department of Labor Standard Occupational Classification (SOC) codes: 33-0000, 33-1000, 33-1010, 33-1090, 33-1091, 33-1099, 33-3000, 33-3020, 33-3021, 33-3040, 33-3041, 33-3050, 33-9000, 33-9020, 33-9021, 33-9030, 33-9090, 33-9099

### Library and Learning Resources

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Bentley-Forbes Security Training Academy has established a resource center consisting of textbooks and periodicals providing information in various security related and business administration disciplines. The institute subscribes to several journals that expose students and faculty to the latest information in the security industry. In addition, Bentley-Forbes Security Training Academy offers a wide variety of resource material related to general education, including textbooks on cultural diversity, communication, elementary statistics, marketing, organizational behavior, cultural diversity, and public health and safety. A student may sign out books, videos, or C.D.s out for a period of 2 weeks. Books may be renewed only twice. Students are limited to checking out two (2) books at a time. Students are held responsible for any text checked out. All learning resources are available to students at no additional charge.

## Dismissal Policy

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An important element of the training at Bentley-Forbes Security Training Academy includes the development of professionalism. The high standards maintained in Bentley-Forbes Security Training Academy programs prepare each student to meet the highest expectations of employers. Bentley-Forbes Security Training Academy expects students to always conduct themselves in a socially acceptable manner. Students indulging in the following types of misconduct are subject to immediate dismissal from the premises and/or termination from the program:

- Any dishonesty, including cheating, plagiarism, knowingly furnishing false information to an institution, forgery, alteration, or use of institution identification documents with the intent to defraud.
- Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings, programs, or other school activities.
- Physical or verbal abuse of any person on school premises or at school-sponsored or supervised functions.
- Theft of school property or damage to school premises, or the property of a member of the school community on the school premises.
- Failure to comply with directions of school officials acting in the performance of their duties.
- The use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives, and/or dangerous chemicals on school premises.
- Any violation of federal, state, or local law on school premises or at school sponsored functions.

## Dress for Success

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Professional dress is recommended at all times, and for some programs, specific uniforms are required. When uniforms are required during instruction, they are issued to students at no additional cost. The dress policy was established to enable our students to become comfortable with the apparel expected by most employers who hire our graduates. This policy is part of Bentley-Forbes Security Training Academy's expectations for graduation. Should one not have the proper attire to interview, it is recommended they obtain a suitable professional wardrobe during the early days of training. Students should discuss with their instructor and/or the Placement Office the typical type of clothing one should wear to an interview and on the job. Dressing the part of a successful professional raises our self-esteem and confidence.

Furthermore, employers will occasionally visit the campus, sometimes unannounced; therefore, all students will look their best. Good personal hygiene is required. Hair must be clean and professional in style.

## Student Grievance Procedure

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Students who encounter difficulties, problems, or have complaints should first bring the matter to their instructor's attention. If the instructor cannot resolve the situation, the student will meet with the program director. If the issue is still not fixed, it should be brought to the attention of the chief academic officer for final resolution. Students are always encouraged to verbally communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance addressed to the chief academic officer must be received from the student within 48 hours after the incident occurs.

The procedure is as follows:

- 1) The written grievance must be submitted to the chief academic officer within 48 hours of the incident. The chief academic officer will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the chief academic officer will call a grievance committee hearing within 72 hours of receiving this report.
- 2) All documentation must be submitted with the report, which must be signed and dated by the student. The chief academic officer will chair a committee meeting which will consist of not less than three representatives.

In addition, all persons involved with the incident must be present at the time of the hearing. The committee hears all sides, will immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the committee will be communicated directly. If the decision is unacceptable to the student, the student must send copies of all documents explaining why the decision is unacceptable within 24 hours of the hearing. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

Unresolved complaints may be directed to the following:

Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Sacramento, CA. 95834  
www.bppe.ca.gov, telephone (888) 370-7589, fax (916) 263-1896, or by e-mail to:  
bppe@dca.ca.gov.

Mailing address:

Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818



## **Liability**

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Bentley-Forbes Security Training Academy assumes no responsibility for loss or damage to personal property or for personal injury, which may occur while on the campus grounds.

## **Confidentiality of Student Records**

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All student records are kept on file. Files are confidential and are made available for approved purposes only. In accordance with the Family Educational Rights & Privacy Act of 1974, School will not release educational records to unauthorized persons without prior written consent from a student, a parent, or a legal guardian.

## **Retention of Records**

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As state law requires, Bentley-Forbes Security Training Academy will maintain student records for five years past their graduation date. Student transcripts will be retained indefinitely. Students have a right to access their documents anytime that the institution is open, during regular business hours. Students desiring to view their records may request to see them in the school office during normal business hours or schedule a time to review records convenient to both the student and the school administration. If an appointment is made, it shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon the student's decision. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory, or accrediting agency officials, or upon proper subpoena. A transcript for course work will be issued upon request by the student. Financial payment documents will be kept for at least five years after the completion or withdrawal of the student. The institution reserves the right to issue transcripts for training (proof of training) for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training (proof of training) for which the student has not paid.

## **Transcripts**

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A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The school reserves the right to withhold an official transcript if the student's financial obligation to the school is in arrears or if the student is in arrears on any federal or state student loan obligation. The school also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$10.00 for the second copy. Diplomas and official transcripts of records are available within fifteen (15) days from receiving a written request by the registrar and are subject to processing fees and/or charges.

## **Campus Security**

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Bentley-Forbes Security Training Academy makes the following information available to all institution members: All emergencies occurring at Bentley-Forbes Security Training Academy should be reported immediately to the chief executive officer and/or chief operating officer. All criminal activities happening at the institution should also be reported immediately to the chief executive officer and/or chief operating officer. The institution's policy is that any person within the institution's community witnessing criminal activity is honor-bound to report this activity to the chief executive officer and/or chief operating officer. The chief operating officer must report crime on campus to appropriate police agencies.

## SCHEDULE OF CHARGES

	Hours	Registration	Tuition	Books/Supplies	STRF *	**Total Cost
<b>PROGRAMS OF STUDY</b>					<i>Non-Refundable</i>	
<b>Guard Card 8</b>	<b>8</b>	\$75.00	\$425	INCLUDED	\$0.00	\$500
<b>Security Guard 40</b>	<b>40</b>	\$200.00	\$949.50	INCLUDED	\$0.50	\$1,150
<b>Intermediate Security Program 90</b>	<b>90</b>	\$422.00	\$1,578	INCLUDED	\$1.00	\$2,000
<b>Advance Security Officer 126</b>	<b>126</b>	INCLUDED	\$2,367	\$1533.00	\$2.00	\$3,900

\*\*These are the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.

- Total charges for the program Guard Card 8 for students completing on-time in 2024: **\$500.00**  
Additional charges may be incurred if the program is not completed on time.
- Total charges for the program BSIS Firearms Security Program 2 for students completing on-time in 2022: **\$800.00**
- Total charges for the program Guard Card 40 for students completing on-time in 2024: **\$1,150.00**  
Additional charges may be incurred if the program is not completed on time.
- Total charges for the program Guard Card 90 for students completing on-time in 2024: **\$2000.00**  
Additional charges may be incurred if the program is not completed on time.
- Total charges for the program Advanced Security Officer 126 for students completing on time in 2022: **\$3,900.00**

\*The STRF fee is collected at the rate of \$2.50 per \$1000.00 of total program charge

## **\*Student Tuition Recovery Fund**

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"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school." Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education,

1747 N. Market Blvd., Ste 225 Sacramento, CA. 95834, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, the location of the institution, or an educational program offered by the institution was closed or discontinued. You did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 days before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 days before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has been unable to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or another monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four

(4) Year period unless the period has been extended by another law act. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## CANCELLATION AND REFUND POLICY

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### Students Right to Cancel

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You have the right to cancel the enrollment agreement you sign for a course of instruction, including any unused/ unopened equipment, such as unused/ unopened books, materials, and supplies, or any other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the academy shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any form, and however expressed; it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given a notice of cancellation form with this enrollment agreement on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days, unopened/unused, following the date of your notice of cancellation. Suppose you fail to return this equipment, including books, or other materials, in good condition (unopened/unused) within 30 days. In that case, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money you paid, less any deduction for equipment, not timely returned in good condition (unopened/unused), within 45 days after your notice of cancellation is received. Any used or opened books and supplies may not be returned for credit under any circumstances.

**PROCEDURE TO CANCEL:** Cancellation occurs when you give written notice of cancellation to the director of student services at **7943 Woodley Ave Van Nuys, CA 91406** **Phone:** You can do this by mail, email, in person. The notice, if mailed, should be sent to 7943 Woodley Ave Van Nuys, CA 91406 and is effective by the postmark date. This notice does not need to take any particular form; it only needs to state that you wish to cancel.

### Student Withdrawal, Refund Policy

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The student has the right to withdraw from a program of study at any time and pay only for tuition, reflective of the amount of time the student was enrolled. Suppose the student withdraws before completing the program of study in which they are registered. In that case, the academy determines whether the student is eligible for a refund of monies paid based on a pro-rata calculation formula up until the student has been enrolled for sixty percent (60%) of

the scheduled hours of the program. Should the number of scheduled hours during the student's enrollment in the program exceed sixty percent (60%) of the total hours in the program, the academy shall have earned and will retain 100 percent of the institutional charges assessed to the student, as explained on page one of the enrollment agreement.

If the student withdraws from their program of study after the deadline for the student's right to cancel the agreement has passed, and the student is entitled to a refund per the pro-rata calculation mentioned above, the academy will issue such repayment to the student less than a registration fee \$100.00, within 45 days. The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro-rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. Please give written notice of withdrawal to the director of student services at **7943 Woodley Ave Van Nuys, CA 91406 Phone: (818) 827-7142** You can do this by mail, email, in person. The notice, **if mailed, should be sent to 855 Aviation Drive, Camarillo, CA. 93010** and is effective by the postmark date. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a registration fee, within 45 days following your withdrawal. You are obligated to pay only for rendered educational services and unreturned materials or equipment.

## PROGRAMS

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### Security Guard 8 Clock Hours

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The student will review the Weapons of Mass Destruction video (2015) by the Bureau of Security Investigative Services and complete a workbook with activities. The workbook has activities that include filling in the blank, true and false questions, and multiple choice.

After completing this program, the student will be able to perform the following:

- ✓ Conduct emergency procedures
- ✓ Understand the importance of ethics and professional conduct
- ✓ Make observations and write reports concerning security incidents
- ✓ Understand terrorism awareness (WMD)
- ✓ Understand the fundamentals of personal security

Course Num.	Course Name	Clock
<b>BSIS</b>	<b>LEVEL I POWER TO ARREST COURSES</b>	
BF 1101	Powers to Arrest	4 Hours
BF 1102	Weapons of Mass Destruction & Terrorism Awareness	4 Hours
	<b>LEVEL II MANDATORY COURSES</b>	<b>8 hours</b>

Requirements for Completion: Students must complete mandatory classes. Due to the course's short length, combined with BSIS regulations, 100% attendance is required to complete the course. Should a student miss a portion of the instruction for any reason, the school will make best efforts to remediate that student on time; otherwise, the student may attend subsequent courses to make up the work.

### Security Guard 40 Clock Hours

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The objective of the Security Guard program is to provide students with the basic training requirements necessary to work as unarmed security guards within the state of California. This program follows the standards prescribed by section 7583.6 (b) of the business professions code. The purpose of this program is to obtain the minimum required training required under section 7583.6 (b) of the business professions code for unarmed security guards in the state of California. Upon completion of the 40-hour program, students will be qualified to work as unarmed security guards in California, in addition to areas of loss prevention, event security, hotel security, restaurant, building, and front desk security.



After completing this program, the student will be able to perform the following:

- ✓ Conduct emergency procedures
- ✓ Understand the importance of ethics and professional conduct
- ✓ Make observations and write reports concerning security incidents
- ✓ Perform crime and accident prevention techniques and accident scene protection
- ✓ Understand terrorism awareness (WMD)
- ✓ Identify entrepreneurship opportunities in the private security industry
- ✓ Understand the importance of public and interagency relations
- ✓ Understand the fundamentals of personal security
- ✓ Demonstrate interpersonal and professional communication skills

Course Num.	Course Name	Clock Hours
	<b>LEVEL I POWER TO ARREST COURSES</b>	
BF 1101	Powers to Arrest	4 Hours
BF 1102	Weapons of Mass Destruction & Terrorism Awareness	4 Hours
	<b>LEVEL II MANDATORY COURSES</b>	
BF 2101	Public Relations (Community & Customer)	4 Hours
BF 2102	Observation & Documentation	4 Hours
BF 2103	Communication and its Significance	4 Hours
BF 2104	Liability and Legal Aspects	4 Hours
	<b>LEVEL II ELECTIVE COURSES</b>	
	16 hours of Electives courses	16 Hours
	<b>40 Hour Course      2 WEEK TRAINING COURSE</b>	<b>40 Hours</b>

Requirements for Completion: Students must complete mandatory classes and then take elective hours. Due to the course's short length, combined with BSIS regulations, 100% attendance is required to complete the course. Should a student miss a portion of the instruction for any reason, the school will make best efforts to remediate that student on time; otherwise, the student may attend subsequent courses to make up the work.

### **Security Guard 90 Clock Hours**

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The objective of the Security Guard program is to provide students with the basic training requirements necessary to work as unarmed security guards within the state of California. This program follows the standards prescribed by section 7583.6 (b) of the business professions code. The purpose of this program is to obtain the minimum required training required under section 7583.6 (b) of the business professions code for unarmed security guards in the state of California. Upon completion of the 90-hour program, students will be qualified to work as unarmed security guards in California, in addition to areas of loss prevention, event security, hotel security, restaurant, building, and front desk security.

After completing this program, the student will be able to perform the following:

- ✓ Conduct emergency procedures
- ✓ Understand the importance of ethics and professional conduct
- ✓ Make observations and write reports concerning security incidents
- ✓ Perform crime and accident prevention techniques and accident scene protection
- ✓ Understand terrorism awareness (WMD)
- ✓ Identify entrepreneurship opportunities in the private security industry
- ✓ Understand the importance of public and interagency relations
- ✓ Understand the fundamentals of personal security
- ✓ Demonstrate interpersonal and professional communication skills

BF 1101	Powers to Arrest	4 Hours
BF 1102	Weapons of Mass Destruction (W.M.D.) & Terrorism	4 Hours
	<b>LEVEL II MANDATORY COURSES</b>	
BF 2101	Public Relations (Community & Customer)	4 Hours
BF 2102	Observation & Documentation	4 Hours
BF 2103	Communication and its Significance	4 Hours
BF 2104	Liability and Legal Aspects	4 Hours
	<b>LEVEL II ELECTIVE COURSES</b>	
BF 3103	Evacuation Procedures	4 Hours
BF 3104	Officer Survival	4 Hours
BF 3105	Advanced Arrests, Search & Seizure	4 Hours
BF 3106	Access Control	4 Hours
BF 3107	Trespass	4 Hours
BF 3108	Advanced Criminal Laws	4 Hours
BF 3110	Handling Difficult People	4 Hours
BF 3111	Workplace Violence	4 Hours
BF 3112	Chemical Agents	4 Hours
BF 3113	Preserving the Incident Scene	4 Hours
BF 3114	Crowd Control	4 Hours
BF 3119	Radio Procedures	4 Hours
BF 3120	BSIS's Certified Course in Firearms Training	14 Hours
BF 3125	Active Shooter FBI Review	4 Hours
	90 Hour Course <b>FOUR WEEK TRAINING COURSE</b>	<b>90 Total Hours</b>

Requirements for Completion: Students must complete mandatory classes and then take elective hours. Due to the course's short length, combined with BSIS regulations, 100% attendance is required to complete the course. Should a student miss a portion of the instruction for any reason, the school will make best efforts to remediate that student on time; otherwise, the student may attend subsequent courses to make up the work.

### **Advanced Security Officer 126 Clock Hours**

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The Advanced Security Officer program trains civilians to achieve the highest level of knowledge and preparation available in Southern California in the field of private security. Students will learn via lectures, interaction, quizzes, and written exams. Students will also benefit from hands-on practice shooting their firearm in the gun range with live rounds and using the baton, handcuffs, pepper spray, and stun gun. Upon completion of the 126-hour program, students will be qualified to work in professions including but not limited to security officers, armed security officers, bodyguards or executive protection agents, associate private investigators, security directors, consultants, loss prevention, vehicle patrol, and alarm response officers, etc.

After completing this program, the student will be able to perform the following

- ✓ Conduct emergency procedures
- ✓ Understand the importance of ethics and professional conduct
- ✓ Demonstrate proper techniques using the handcuffs, pepper spray, stun gun and firearm
- ✓ Make observations and write reports concerning security incidents
- ✓ Conduct security duties regarding fire detection, suppression, and life safety
- ✓ Perform crime and accident prevention techniques and accident scene protection
- ✓ Understand terrorism awareness (WMD)
- ✓ Identify entrepreneurship opportunities in the private security industry
- ✓ Demonstrate employability skills in the private security industry
- ✓ Understand the importance of public and interagency relations
- ✓ Demonstrate courtroom procedures
- ✓ Understand the fundamentals of personal security
- ✓ Demonstrate interpersonal and professional communication skills
- ✓ Perform traffic and crowd control
- ✓ Have an awareness of violence in the workplace

Requirements for Completion:

Due to the course's short length, combined with BSIS regulations, 100% attendance is required to complete the course. Should a student miss a portion of the instruction for any reason, the school will make best efforts to remediate that student in a timely manner; otherwise, the

student may attend subsequent courses to make up the work. There is a strict policy on exam scores:

- 1) Guard Card Level 1 Exam – 45 Questions – Must achieve 100% to pass
- 2) Pepper Spray / Tear Gas Exam – 25 questions – Must achieve 70% to pass
- 3) Stun Gun / Taser Exam – 31 questions – Must earn 70% to pass
- 4) Handcuffing Exam – 30 questions – Must earn 70% to pass
- 5) Guard Card Level 3 Exam – 65 questions – Must achieve 70% to pass
- 6) Exposed Firearms Exam – 76 questions – Must earn 70% to pass
- 7) Exposed Firearms (Practical Application) – 200/250 on the shooting range
- 8) BSIS Firearms (Practical Application) – 200/250 on the shooting range
- 9) BSIS Exam – 54 questions – Must earn 70% to pass
- 10) Baton Exam – 32 questions – Must achieve 70% to pass

	Powers to Arrest	4 Hours
BF 1102	Weapons of Mass Destruction (W.M.D.) & Terrorism Awareness	4 Hours
	<b>LEVEL II MANDATORY COURSES</b>	
BF 2101	Public Relations (Community & Customer)	4 Hours
BF 2102	Observation & Documentation	4 Hours
BF 2103	Communication and its Significance	4 Hours
BF 2104	Liability and Legal Aspects	4 Hours
	<b>LEVEL II ELECTIVE COURSES</b>	
BF 3101	Work Skills, Resumes and Interview Skills	4 Hours
BF 3102	Employer Policies & Orientation	4 Hours
BF 3103	Evacuation Procedures	4 Hours
BF 3104	Officer Survival	4 Hours
BF 3105	Advanced Arrests, Search & Seizure	6 Hours
BF 3106	Access Control	4 Hours
BF 3107	Trespass	4 Hours
BF 3108	Advanced Criminal Laws	6 Hours
BF 3110	Handling Difficult People	4 Hours
BF 3111	Workplace Violence	4 Hours
BF 3112	Chemical Agents	6 Hours
BF 3113	Preserving the Incident Scene	4 Hours
BF 3114	Crowd Control	6 Hours
BF 3115	Driver Safety	4 Hours
BF 3116	Supervision	4 Hours

BF 3117	Courtroom Demeanor	4 Hours
BF 3118	Parking & Traffic Control	4 Hours
BF 3119	Radio Procedures	4 Hours
BF 3120	BSIS's Certified Course in Firearms Training	14 Hours
BF 3123	CA POST Use of Force	2 Hours
BF 3124	CA POST First Responders Mental Illness	2 Hours
BF 3125	Active Shooter FBI Review	2 Hours
	<b>126 Hour Course      6 Week Training Course</b>	<b>126 Hours</b>

## Course Descriptions

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### LEVEL I      POWER TO ARREST COURSE DESCRIPTIONS

Objective: To familiarize and instruct the individual on the training topics delineated at Business and Professions Code section 7583.7, including, without limitation, legal aspects, techniques, liability, and company requirements relating to the arrest of an individual. The training will utilize the Department of Consumer Affairs' Power to Arrest Training Manual and include lectures, discussion, exercises, and a test written by hand or computer app.

Objective: To familiarize and instruct the individual on the subject matter and observation skills required to identify and report precursor activities to a terrorist event, react appropriately, report the occurrence of a terrorist event, and remain safe while helping control the scene after a terrorist event. The training will utilize the Department of Consumer Affairs' Weapons of Mass Destruction & Terrorism Awareness for Security Professionals course consisting of a Digital Video Disk (DVD), Student Workbook, and Facilitator Manual.

### LEVEL II      MANDATORY COURSES DESCRIPTIONS

Objective: To familiarize and instruct the individual in basic skills and provide a standard body of knowledge in the performance of security guard work. All courses shall include information and subject matter pertaining to the outline provided. Additionally, all classes shall consist of written material, lectures, or exercises to assure that the individual comprehends the presented subject. Every newly licensed or employed security guard shall complete two of the mandatory courses within thirty (30) days from the day the guard's registration card is issued (8 hours) or the day the guard begins employment. The remaining two mandatory courses, each consisting of four (4) hours of instruction, shall be completed within the first six (6) months from the day the guard registration card is issued or the day the guard begins employment as a security guard. Pursuant to Business and Professions Code Section 7583.6 (b), the following outline includes subjects that shall be taught, and the maximum number of hours allowed to complete the Mandatory Courses.

### LEVEL III      ELECTIVE COURSE DESCRIPTIONS

Objective: To familiarize and instruct the individual in basic employer requirements relating to the performance of guard duties. Additionally, to provide the employer and the individual with the opportunity to select additional course work to improve the skills and knowledge of the individual. The listed courses should include written materials, lectures, and exercises. The hours listed are the maximum number of hours that will be accepted as part of the 16 hours of elective training mandated by the Business and Professions Code section 7583.6. Every newly licensed security guard shall complete a minimum of eight (8) hours of elective courses within thirty (30) days from the day the security guard's registration card is issued or the day the guard begins employment. An additional eight (8) hours of elective courses shall be completed within the first six (6) months from the day the security guard's registration card is issued or the day the guard begins employment. Pursuant to Business and Professions Code Section 7583.6 (b), the following outline includes subjects that shall be taught and the maximum number of hours that will be allowed for completion of the elective courses.

## LEVEL I POWER TO ARREST COURSES

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The Power to Arrest Course consists of four (4) hours of training in both of the following two (2) subjects:

### **BF 1101. Powers to Arrest**

**4 hours**

Objective: To familiarize and instruct the individual on the training topics delineated at Business and Professions Code section 7583.7, including, without limitation, legal aspects, techniques, liability, and company requirements relating to the arrest of an individual. The training will utilize the Department of Consumer Affairs' Power to Arrest Training Manual and include lectures, discussion, exercises, and role-playing.

1. Overview of Power to Arrest Manual and subject matter.
2. Definition of arrest and discussion on the implications to the subject, the guard, and the company.
3. Lecture/discussion on escalation and de-escalation techniques in the use of force.
4. Lecture/discussion in the use of restraint techniques and their implications.
5. Discussion of trespass laws and implications of enforcement.
6. Completion of the Power to Arrest Training Manual Test with 100% score in accordance with the Manual's Administering Instructions.

### **BF 1102 Weapons of Mass Destruction (W.M.D.) & Terrorism Awareness**

**4 hours**

Objective: To familiarize and instruct the individual on the subject matter and observation skills required to identify and report precursor activities to a terrorist event, react appropriately, report the occurrence of a terrorist event, and remain safe while helping control the scene after a terrorist event. The training will utilize the Department of Consumer Affairs' Weapons of Mass Destruction & Terrorism Awareness for Security Professionals course consisting of a Digital Video Disk (DVD), Student Workbook, and Facilitator Manual.

1. Introduction and overview of the training.
2. The Role of a Security Officer.
3. The Nature of Terrorism.
4. Weapons of Mass Destruction.
5. Coordinating and Sharing of Critical Information.

## LEVEL II MANDATORY COURSES

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Objective: To familiarize and instruct the individual in basic skills and provide a common body of knowledge in the performance of security guard work. All courses shall include information and subject matter pertaining to the outline provided. Additionally, all courses shall include written material, lectures, or exercises to assure that the individual comprehends the subject matter presented. Every newly licensed or employed security guard shall complete two of the mandatory courses within thirty (30) days from the day the guard's registration card is issued (8 hours) or the day the guard begins employment. The remaining two mandatory courses, each consisting of four (4) hours of instruction, shall be completed within the first six (6) months from the day the guard registration card is issued or the day the guard begins employment as a security guard. Pursuant to Business and Professions Code Section 7583.6 (b), the following outline includes subjects that shall be taught and the maximum number of hours that will be allowed for completion of the Mandatory Courses.

### **BF 2101 Public Relations (Community & Customer)**

**4 hours**

1. Recognizing Gender & Racial Harassment & Discrimination
2. Respect:
3. Stereotyping
4. Attitude
5. Verbal Skills / Crisis Intervention
6. Introduction to Diversity
7. Substance Abuse & Mental Illness
8. Ethics & Professionalism
9. Appearance
10. Command Presence
11. Proper Conduct

### **BF 2102 Observation & Documentation**

**4 hours**

1. Report Writing
2. English as a Second Language
3. Observation and Patrol Techniques
4. Asking Appropriate Questions
5. Observing Suspects / Suspicious Activity

### **BF 2103 Communication and its Significance**

**4 hours**

1. Internal
2. Protocols Pursuant to Contract (Who to Contact & When)
3. Radio / Monitors
4. Other Technology
5. External
6. Emergency / First Responders
7. Medical Personnel
8. Police / Sheriff / Other Enforcement
9. City Services / Government Services

### **BF 2104 Liability and Legal Aspects**

**4 hours**

1. Personal / Contractor / Employer
2. Criminal, Civil, Administrative

3. BSIS Code & Regulations
4. Role of a Security Guard

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## LEVEL III ELECTIVE COURSES

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Objective: To familiarize and instruct the individual in basic employer requirements relating to the performance of guard duties. Additionally, to provide the employer and the individual with the opportunity to select additional course work to improve the skills and knowledge of the individual. The listed courses should include written materials, lectures, and exercises. The hours listed are the maximum number of hours that will be accepted as part of the 16 hours of elective

Training mandated by the Business and Professions Code section 7583.6. Every newly licensed security guard shall complete a minimum of eight (8) hours of elective courses within thirty (30) days from the day the security guard's

The registration card is issued, or the day the guard begins employment. An additional eight (8) hours of elective courses shall be completed within the first six (6) months from the day the security guard's registration card is issued or the day the guard begins employment. Pursuant to Business and Professions Code Section 7583.6 (b), the following outline includes subjects that shall be taught and the maximum number of hours that will be allowed for completion of the elective courses.

**BF 3101 Work Skills, Resumes and Interview Skills** **4 Hours**

1. Resume
2. Cover Letters
3. Interviewing
4. Communication
5. Professional Appearances
6. Job Searching Tools

**BF 3102 Employer Policies / Orientation** **4 Hours**

1. Employer Reports / Paperwork
2. Reporting Processes / Procedures
3. Tax Forms, Health Forms, Etc.
4. Uniforms
5. Work Schedules
6. Other Internal Policies, Processes, and Procedures
7. Employer Use of Force Policy

**BF 3103 Evacuation Procedures** **4 Hours**

1. Emergency Procedures Related to Life / Safety and Acts of Nature
2. Working Knowledge of Evacuation Routes
3. Stairs
4. Elevators
5. Doors
6. Power Outage
7. Specific Points of Contact



<b>BF 3104 Officer Safety</b>	<b>4 Hours</b>
<ol style="list-style-type: none"> <li>1. Threat Assessment</li> <li>2. Subject Contact</li> <li>3. Safety Awareness</li> <li>4. Blood Borne Pathogens</li> <li>5. Environmental / Hazardous Materials</li> </ol>	
<b>BF 3105 Advanced Arrests, Search &amp; Seizure</b>	<b>6 Hours</b>
<ol style="list-style-type: none"> <li>1. PC 836, 837 &amp; the Differences</li> <li>2. US Constitution &amp; Amendments Impacting Guard Responsibilities</li> <li>3. Loss Prevention</li> <li>4. Merchant Law</li> <li>5. Use of Force</li> </ol>	
<b>BF 3106 Access Control</b>	<b>4 Hours</b>
<ol style="list-style-type: none"> <li>1. Identification Procedures</li> <li>2. Electronic Use / CCTV</li> <li>3. Non-electronic procedures</li> </ol>	
<b>BF 3107 Trespass</b>	<b>4 Hours</b>
<ol style="list-style-type: none"> <li>1. Open Land</li> <li>2. Private Property</li> <li>3. Private Building</li> <li>4. Public Property</li> <li>5. Places of Public Accommodation/Public Access</li> </ol>	
<b>BF 3108 Laws, Codes, Regulations and Ordinances</b>	<b>2 Hours</b>
<ol style="list-style-type: none"> <li>1. Specific to Post Assignment</li> </ol>	
<b>BF 3109 First Aid / CPR</b>	<b>4 Hours</b>
<p>Equipment: American Red Cross Defibrillator Training Devices, C.P.R. Prompt Manikins, disposable plastic gloves, face guards, and bandages (issued at no additional charge)</p> <ol style="list-style-type: none"> <li>1. American Red Cross Courses</li> <li>2. American Heart Association Courses</li> <li>3. Automatic Defibrillator Devices (AED's)</li> </ol>	
<b>BF 3110 Handling Difficult People</b>	<b>4 Hours</b>
<ol style="list-style-type: none"> <li>1. Communications</li> <li>2. Conflict Management</li> <li>3. Speaking Constructively</li> <li>4. Valuing Diversity</li> <li>5. Negotiating</li> </ol>	

6. Verbal Diffusion

**BF 3111 Workplace Violence** **4 Hours**

1. Detecting Unusual Behavior / Warning Signs
2. Worker to Worker
3. Client to Customer
4. Supervisor to Subordinate
5. Anger Management
6. Valuing Diversity
7. Personal Security
8. Reporting

**BF 3112 Chemical Agents** **6 Hours**

Equipment: training pepper spray canisters and belt holders (issued at no additional charge)

1. Tear Gas Use and Effects
2. Pepper Spray Use and Effects
3. Airborne Chemical Agents
4. Water-Borne Chemical Agents

**BF 3113 Preserving the Incident Scene** **4 Hours**

1. Identifying Evidence
2. Care and Handling of Evidence
3. Securing the Immediate Area
4. Legal Issues to Evidence Tampering and/or Removal
5. Witness/Participant Identification

**BF 3114 Crowd Control** **6 Hours**

1. Controlling Boisterous Celebrations
2. Handling Disputes
3. Confronting Conflicts Constructively
4. Planning for Civil Disobedience / Disturbances
5. Labor Actions, Disputes, Workplace Stoppages

**BF 3115 Driver Safety** **4 Hours**

1. Cars
2. Bicycles
3. Golf Cart

**BF 3116 Supervision** **4 Hours**

1. Roles and Responsibilities
2. Legal Liability

**BF 3117 Courtroom Demeanor**

**4 Hours**

**BF 3118 Parking / Traffic Control**

**4 Hours**

**BF 3119 Radio Procedures**

**4 Hours**

Equipment: Motorola 2 Way Radios (issued at no additional cost)

**BF 3120 BSIS's Certified Course in Firearms Training**

**14 Hours**

Equipment: 100 Rounds of Ammo, B27 Paper Targets, disposable ear protection, safety goggles, belts with holsters and magazines, Ruger P95 gun or Glock 40 caliber guns or Glock 9mm guns (issued to students at no additional cost)

**BF 3121 BSIS's Certified Course in Baton Training**

**4 Hours**

Equipment: 28-inch form practice baton, foam striking bag (issued to students at no additional cost)

**BF 3122 CCW Training – Close Quarters Combat**

**2 Hours**

1. Concealed Draws
2. Concealed Carries with Holster
3. Tactical Reloads
4. Executive Protection Carry

**BF 3123 CA. POST Use of Force**

**2 Hours**

This training program aims to provide law enforcement/Security with a depth of understanding and confidence in applying the laws regarding the use of force. This training will increase officers' effectiveness in recalling and articulating the totality of the circumstances under which the force was used.

**BF 3124 CA. POST First Responders Guide to persons with Mental Illness**

**2 Hours**

Upon reviewing this training program, officers will better understand the laws covering mental health, identify common factors affecting those suffering from mental health emergencies, and be better prepared to conduct a mental health investigation. This training will assist with going beyond simply identifying someone having a mental health crisis and taking them to a mental health facility. Officers will recognize their important role in aiding persons affected by mental health crises and how to best handle these calls to avoid unnecessary return calls and reduce the potential for confrontations.

**BF 3125 FBI Active Shooting Review**

**2 Hours**

This report, produced by the F.B.I.'s Office of Partner Engagement, encompasses statistical data regarding 333 active shooter incidents in the United States between 2000 and 2019.

Note: Equipment-handcuffs with keys, handcuff cases (issued to students at no additional charge)

## Requirements for Licensure

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A security guard must have in their possession a valid security guard registration or a screen print of the Bureau's approval from the Bureau's website at [www.bsis.ca.gov](http://www.bsis.ca.gov), along with valid photo identification, before working as a security guard. Licensed private patrol operators employ security guards to protect persons or property and prevent theft. To be eligible to apply for a security guard registration, you must:

- Be at least 18 years old
- Undergo and pass a criminal history background check through the California Department of Justice (D.O.J.) and the Federal Bureau of Investigation (F.B.I.)
- Complete a 40-hour course of required training. Any private patrol operator or a Bureau-certified firearm training facility may administer the training and exam.

Date of completion	Training Hours Needed
Prior to applying or being assigned to a post	8 Hours
Training required within the first month	16 Hours
Training required within the first six months	32 Hours
<b>TOTAL HOURS</b>	<b>40 HOURS</b>

To speed up the security guard application and fingerprinting process, the following steps should be followed:

STEP 1 The security guard must have received the eight (8) hour "Power to Arrest" training and passed the examination.

STEP 2 The security guard applicant, private patrol operator, or the training facility must submit the security guard application online at

[http://www.bsis.ca.gov/forms\\_pubs/online\\_services/online\\_licensing.shtml](http://www.bsis.ca.gov/forms_pubs/online_services/online_licensing.shtml). The online application will be sent electronically to the Bureau.

Security Guard Application Fee-\$55.00 PLUS Online Convenience Fee-\$ 1.00 TOTAL-\$56.00

STEP 3 The security guard applicant must submit fingerprints electronically using Live Scan. You must only use the Security Guard Live Scan form downloaded from the Bureau's website or obtained from the Bureau. The Bureau's Live Scan form contains the correct coding to ensure that the Bureau receives the F.B.I. and D.O.J. responses. Department of Justice Fingerprint Fee - \$32.00 Federal Bureau of Investigation Fingerprint Fee-\$17.00 TOTAL-\$49.00 Live Scan site locations are available at <http://ag.ca.gov/fingerprints/publications/contact.php>.

Note: Live Scan sites may charge a Live Scan submission processing fee. The Bureau does not set the fee amount.

STEP 4 Once the Bureau has received the online application and criminal history clearances, and the cleared security guard will appear on the Bureau's website. The security guard, private patrol operator, or training facility can verify the Bureau's approval by checking the Bureau's "Verify a License" at

[http://www2.dca.ca.gov/pls/wllpub/wllqryna\\$lcev2.startup?p\\_qte\\_code=G&p\\_qte\\_pgm\\_code](http://www2.dca.ca.gov/pls/wllpub/wllqryna$lcev2.startup?p_qte_code=G&p_qte_pgm_code)

=2420. Once the security guard registration has been cleared and appears on the Bureau's website, a screen-print from the website may be used as an interim security guard registration. The security guard can then be placed on assignment. The actual security guard registration will be mailed to the applicant and received in 10 to 15 business days.

STEP 5 Security guards placed on assignment must keep the following documents with them:

1. A valid security guard registration or a screen print of the Bureau's approval will be obtained from the Bureau's website.
2. A valid photo identification.
3. The Bureau will continue to accept the following: Submit your completed security guard application, a \$50 registration fee, and a Security Guard Live Scan form signed by the Live Scan operator, including the A.T.I. number. A \$32 D.O.J. fingerprint processing fee, \$17 F.B.I. fingerprint processing fee, and Live Scan site processing fee must be paid at the Live Scan site. Send your application package to the Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002. Applications for registration as a security guard are available from private patrol operators or training facilities certified by BSIS.

#### *FIREARM PERMIT*

You may not carry a gun on duty without a valid firearm permit or a screen print of the Bureau's approval obtained from the Bureau's website. Also, a firearm permit issued by the Bureau does not authorize you to carry a concealed weapon. You may not carry a concealed weapon on duty without a Concealed Weapons Permit (C.C.W.) issued by local authorities, nor carry a caliber handgun not listed on your firearm permit. To apply for a firearm permit, you must:

- Be a U.S. citizen or have permanent legal alien status.
- Pass a course in the carrying and use of firearms. The 14-hour (8 hours classroom, 6 hours range) training course covers moral and legal aspects, firearms nomenclature, weapon handling, shooting fundamentals, emergency procedures, and range training. The course must be given by a Bureau-certified firearms training instructor at a Bureau-certified training facility. Written and range exams are administered at the end of the course. The training facility determines the costs of training. For a list of certified training facilities, call (916) 322-4000.
- Submit a firearm permit application, pay the \$100 application fee, and submit a Security Guard Registration w/Firearm Permit Live Scan form signed by the Live Scan site operator, including the A.T.I. number. A total of \$87 fingerprint/live scan fee (\$38 Firearm Eligibility application, \$32 D.O.J. fingerprint processing fee, \$17 F.B.I. fingerprint processing fee) and Live Scan site processing fee must be paid at the Live Scan site. Send your application package to the Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002.

You may submit both a guard registration application and a firearm permit application at the same time to the Bureau along with a \$155 fee.

A BSIS Security Guard registrant seeking an initial BSIS Firearms permit must pass an assessment for the purpose of determining whether he/she possesses, at the time of the

assessment, appropriate judgement, restraint, and self-control to carry a firearm while on duty, within the six months preceding the date the application is submitted to the Bureau.  
(BPC Sections 7583.23 and 7583.47)

Note: A firearms qualification card expires two years from the date it was issued. An applicant must re-qualify four times during the life of the permit: twice during the first year after the date of issuance and twice during the second year. Requalification's must be at least four months apart.

**TEAR GAS PERMIT:**

The law requires those who wish to carry tear gas on duty to complete a training course approved by the Department of Consumer.

**BATON PERMIT:**

To carry a baton on duty, you must be a registered security guard and complete an eight-hour training course from a certified instructor.

**BYRNA NON-LETHAL FORCE:**

Pepper ball CO2 Less Lethal handheld unit.

**Ownership**

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Bentley-Forbes Security Training Academy is a dba of Bentley-Forbes Security Training Academy, Inc., a California Corporation.

**Administrative Control**

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Daryl Williams  
CA. POST Police Academy Instructor  
SWAT Certified Operator  
Security Consultant  
C.P.R./First Aid/AED Instructor  
BSIS Firearm Instructor  
BSIS Baton Instructor  
N.R.A. Law Enforcement Firearm Instructor  
Private Investigator  
Police/Sheriff Firearm Instructor  
Cert. Exec. Dignitary Protection Instructor  
Cert. Officer-Involved Shooting O.I.C.  
Cert. Baton/Mace/Taser Instructor  
Cert. Special Team Leadership  
Cert. Active Shooter Responder Instructor  
Ret. Sheriff Lieutenant (R)  
Ret. Deputy Police Chief (R)  
Ret. Reserve Police Officer (R)

Chief Executive Officer

Daryl Williams

Chief Academic Officer/Chief Operating Officer  
Chief Accounting/Student Services/Custodian of Records

K. Cole Atty: Policy Review former Federal Attorney  
I. Wade Employment Attorney at Law  
M. Parker Atty: Policy Review  
D. Salmon Admin

## **Faculty**

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All faculty members have a minimum of three years of experience in their field of instruction. All attend continuing education programs in teaching methodology and professional development.

### D. Williams

Active Sheriff Deputy Investigator ICAC  
Active Reserve Sheriff Deputy Training Division/Patrol  
Active Police Reserve Officer Training/Patrol  
Active Police Reserve Officer  
CACFoundation President CEO  
Retired Deputy Police Chief  
Retired Reserve Officer  
BSIS/Law Enforcement Firearm Instructor  
BSIS Baton Instructor  
Police Academy Certified Instructor  
Active Shooter Instructor  
Certified SWAT Officer  
Pepper Spray/CN/CS Instructor  
Private Investigator

## ACADEMIC CALENDAR 2024

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The school has an open enrollment period, and start dates are assigned upon the number of students enrolled.

- January 1-8 New Year's Day
- January 15 Martin Luther King Jr. Day
- February 14 Ash Wednesday
- February 19 Presidents Day
- March 17 St. Patrick's Day
- March 29 Good Friday
- April 1 Passover
- April 15 Tax Day
- May 5 Cinco de Mayo
- May 27 Memorial Day
- June 14 Flag Day
- June 19 Juneteenth
- July 4 Independence Day
- July 10 Military Recruitment Day
- August 5-9 School Closed Review Funding Programs
- September 4 Labor Day
- October 1-4 Rosh Hashana
- October 10-11 Yom Kippur
- October 9 Columbus Day
- October 31 Halloween
- November 4-5 Election Day
- November 11 Veterans Day
- November 28 Thanksgiving

\* Winter Break will be from December 22, 2023, to January 8, 2024

I have received a copy of the school catalog containing the rules, regulations, course completion requirements, and costs for the specific course I have enrolled in.

Print Name:
Signature:
Last 5 digits of Social Security Number



