115 – Class A Private Detective Examination Requirements

Please read the following instructions carefully. Failure to follow these instructions will result in you not being scheduled for an examination.

Applicants applying based on experience:

Documents to be Submitted:

Verification of Employment Experience-Detective (VE-DET) attesting to three (3) years’ work experience out of the five (5) years immediately preceding examination application working full-time for a licensed private detective agency as a registered private detective employee; as a full-time investigator for a licensed attorney; for an in-house investigative unit for a corporation having 100 or more employees, or for any of the armed forces of the United States;

OR

Verification of Employment Experience-Detective Security Contractor (VE-DSC) attesting to three (3) years’ experience out of the five (5) years immediately preceding examination application employed as a full-time investigator in a law enforcement agency of the federal government, a state, or a state political subdivision which shall include full-time experience as an investigator with a state's attorney's office or a public defender's office thereof, approved by the Department.

Applicants applying based on education and experience:

BACCALAUREATE DEGREE - LAW ENFORCEMENT, OR RELATED FIELD, OR BUSINESS

Documents to be Submitted:

Illinois Education Certification Form (ED) must be completed by a school official and have school seal affixed. If school has no seal, Supporting Document ED must be notarized. If you have completed a non-degree military training program in law enforcement or a related field credit shall be given for one of the 3 years of the required experience if it is determined that such training is substantially equivalent to that received in an associate degree program.

OR

Verification of Employment Experience-Detective (VE-DET) attesting to one (1) year work experience out of the five (5) years immediately preceding examination application working full-time for a licensed private detective agency as a registered private detective employee or as a full-time investigator for a licensed attorney; for an in-house investigative unit for a corporation having 100 or more employees or for any of the armed forces of the United States;

OR
Verification of Employment Experience-Detective Security Contractor (VE-DSC) attesting to one (1) year experience out of the five (5) years immediately preceding examination application employed as a full-time investigator in a law enforcement agency of the federal government, a state, or a state political subdivision, which shall include full-time experience as an investigator with a state's attorney's office or a public defender's office thereof, approved by the Department.

**Applicants Applying Based On Education And Experience:**

ASSOCIATE DEGREE - LAW ENFORCEMENT, OR RELATED FIELD, OR BUSINESS

Documents to be Submitted:

**Illinois Education Certification Form (ED)** must be completed by a school official and have school seal affixed. If school has no seal, Supporting Document ED must be notarized. If you have completed a non-degree military training program in law enforcement or a related field credit shall be given for one of the 3 years of the required experience if it is determined that such training is **substantially equivalent** to that received in an associate degree program.

**OR**

**Verification of Employment Experience-Detective (VE-DET)** attesting to two (2) years’ work experience out of the five (5) years immediately preceding examination application working full-time for a licensed private detective agency as a registered private detective employee or as a full-time investigator for a licensed attorney; for an in-house investigative unit for a corporation having 100 or more employees or for any of the armed forces of the United States;

**OR**

**Verification of Employment Experience-Detective Security Contractor (VE-DSC)** attesting to two (2) years’ experience out of the five (5) years immediately preceding examination application employed as a full-time investigator in a law enforcement agency of the federal government, a state, or a state political subdivision which shall include full-time experience as an investigator with a state's attorney's office or a public defender's office thereof, approved by the Department.

In lieu of the experience requirement(s) described above, alternative experience may be accepted such as, working as a full-time manager for a private alarm contractor agency licensed in another state, or for a private alarm contractor agency in a state that does not license such agencies, if the experience is **substantially equivalent** to that gained working for an Illinois licensed private alarm contractor agency.
All Supporting Documents are due at the CTS office no later than ONE (1) week following the registration deadline.

If your supporting documents are not received within a week of the deadline, you will be scheduled for the next available examination once your documentation is received and approved.

Supporting Documents should be mailed to:

Continental Testing Services
P.O. Box 100
LaGrange, IL 60525

Please see the links below for the required supporting documents:

VE-DET
https://www.continentaltesting.net/downloads/VE-DET.pdf

VE-DSC
https://www.continentaltesting.net/downloads/VE-DSC.pdf

ED
https://www.continentaltesting.net/downloads/IL_CERT_ED.pdf