119 - Private Security Contractor Examination Requirements

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

Applicants applying based on experience:

Documents to be Submitted:

Verification of Employment/Experience (VE-SAC) attesting to three (3) years experience out of the five (5) years immediately preceding examination application as a full-time manager for a licensed private security contractor agency;

OR

Verification of Employment Private Security Contractor (VE-PSF) attesting to a minimum of three (3) years experience out of the five (5) years immediately preceding examination application as a full-time manager of a proprietary security force of 30 or more persons registered with the Illinois Department of Financial and Professional Regulation;

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 as a full-time supervisor for an in-house security unit for a corporation having 100 or more employees, for a military police or related security unit in any of the armed forces of the United States, or in a law enforcement agency of the federal government, a state, or a state political subdivision which shall include full-time experience as a supervisor with a state's attorney's office or a public defender's office thereof, approved by the Department (in the case of military police experience, applicant should submit a copy of DD214).

Applicants applying based on education and experience:

BACCALAUREATE DEGREE - POLICE SCIENCE, 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 police science 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 associated degree program.

Verification of Employment/Experience (VE-SAC) attesting to one (1) year experience out of the five (5) years immediately preceding examination application as a full-time manager for a licensed private security contractor agency;

OR
Verification of Employment Private Security Contractor (VE-PSF) attesting to a minimum of one (1) year experience out of the five (5) years immediately preceding examination application as a full-time manager of a proprietary security force of 30 or more persons registered with the Illinois Department of Professional Regulation;

OR

Verification of Employment Experience – Detective Security Contractor (VE-DSC) atesting to one (1) years’ experience out of the five (5) years immediately preceding examination application as a full-time supervisor for an in-house security unit for a corporation having 100 or more employees, for a military police or related security unit in any of the armed forces of the United States, or in a law enforcement agency of the federal government, a state, or a state political subdivision which shall include full-time experience as a supervisor with a state's attorney's office or a public defender's office thereof, approved by the Department (in the case of military police experience, applicant should submit a copy of DD214).

ASSOCIATE DEGREE - POLICE SCIENCE, RELATED FIELD, OR BUSINESS

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 police science 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 associated degree program.

OR

Verification of Employment/Experience (VE-SAC) attesting to two (2) years experience out of the five (5) years immediately preceding examination application as a full-time manager for a licensed private security contractor agency;

OR

Verification of Employment Private Security Contractor (VE-PSF) attesting to a minimum of two (2) years experience out of the five (5) years immediately preceding examination application as a full-time manager of a proprietary security force of 30 or more persons registered with the Illinois Department of Financial and Professional Regulation;

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 as a full-time supervisor for an in-house security unit for a corporation having 100 or more employees, for a military police or related security unit in any of the armed forces of the United States, or in a law enforcement agency of the federal government, a state, or a state political subdivision which shall include full-time experience as a supervisor with a state's attorney's office or a public defender's office thereof, approved by the Department (in the case of military police experience, applicant should submit a copy of DD214).
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 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:

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

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

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

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