

# Washington State Criminal Justice Training Commission

## PRIVATE SECURITY HANDGUN INSTRUCTOR CERTIFICATION (2322-1)

Tacoma Police Firing Range  
101 McMurray Avenue  
Tacoma, WA 98422

October 16-20, 2016 (Sunday – Thursday)  
8:00 AM – 5:00 PM

### Student Instructions

**Arrival:** Attendees are to report to class on Sunday, October 16, 2016, at 7:45 AM to the Tacoma Police Firing Range located at 101 McMurray Ave in Tacoma, WA. **Students that did not take the Optional Qualification must come to class ready to shoot the entrance qualification test.**

**Pre Course Work:** Students are advised to practice the skills test prior to attending the course. **Only two** qualification attempts are given to enter the class.

#### **Optional Qualification (OQ):**

Those students that attend the OQ will be charged \$100 to take the qualifications. Those students that successfully pass will be admitted to class without qualifying again on the 1<sup>st</sup> day. Those students that do not pass the OQ after two attempts will be removed from the class without further fees due.

#### **Optional Qualification Date and Location:**

October 1, 2016, 11:00 AM – 2:00 PM

WSCJTC Range

19010 1<sup>st</sup> Ave S

Burien, WA 98148

RSVP Attendance via email to [citregistrar@cjtc.state.wa.us](mailto:citregistrar@cjtc.state.wa.us) by **September 26, 2016.**

#### **Class Entrance Qualification:**

Students that do not attend the OQ must pass the entrance qualification on the Day 1 of class and will be charged the full class fee of \$750. Failing the entrance qualification will result in dismissal from the class. The full class fee of \$750 is non-refundable.

The qualification test is provided to help students practice it can be found at [http://www.cjtc.state.wa.us/administrator/class/2851\\_1.doc](http://www.cjtc.state.wa.us/administrator/class/2851_1.doc)

**Lodging, Travel, and Meals:** Travel and meals will be the responsibility of the attendee or his or her agency. **There will be no reimbursement for expenses.**

**Costs:** \$750. (Students must provide their own weapon and ammunition.) The fee is non-refundable. Students will be invoiced. Do not bring payment to class. If passed Optional Qualification – reduce class fee by \$100.

**Cancellations made after the deadline, or non-cancelled no shows will be charged the full course fee for student non-attendance.**

**Cancellation Deadline: September 26, 2016.**

**Attire & ID Badges:** Suitable clothing for an indoor/outdoor range. Boots are recommended. Updated agency official ID/Instructor ID is recommended while on range. (Badge/ID card)

**Telephone:** Attendees should advise their families and agency of how to reach them at the range in the event of an emergency.

**EMERGENCY ONLY:**

**253-591-5919**

**Attendance:** Certificates of completion will be awarded to those attendees who successfully complete the course in its entirety. **This is an instructor course and absences will not be excused. Please cancel your position in the class if you anticipate missing any part of the school.**

**Liability Release:** All attendees, as a condition of course attendance and participation, will be required to sign a liability release. This form will be provided at the beginning of class.

**Responsibility for Injuries:** Although instructors will at all times maintain a high degree of care for the safety of all persons attending the class, it must be understood that neither the Washington State Criminal Justice Training Commission, nor any of the cooperating agencies can or will assume financial responsibility for injuries or illness suffered as a result of any training received, nor can or will be responsible for any loss to students as a result of damage to their property through fire, theft or other causes. Each attendee must understand that this training is at the attendee's own risk.

**Equipment Needs:** The following equipment is **REQUIRED**

- ∞ Handgun and duty belt with holster, no shoulder holsters.
- ∞ At least three magazines
- ∞ A duty flashlight
- ∞ Eye protection (including clear glasses for night firing)
- ∞ Ear muffs and/or earplugs
- ∞ Weapon cleaning equipment
- ∞ Pencils and pens
- ∞ Plastic red or blue gun
- ∞ A minimum of 10 dummy rounds for semi-automatic pistol
- ∞ Baseball cap
- ∞ Body armor
- ∞ Personal Trauma Kit or Individual First Aid Kit

**Ammo:** The following ammunition is **REQUIRED**  
**Minimum 750 LEAD FREE** rounds for primary handgun (or Full Metal Jacket)

**Documents:** The following document is **REQUIRED**  
Signed WSCJTC waiver form to fill out at the beginning of class.

**Optional:** The following equipment is **recommended**

- ∞ Water bottle
- ∞ Knee pads
- ∞ Elbow pads
- ∞ Concealed carry holsters if own them
- ∞ Shot timer

**Course Work** Score at least 90% on the WSCJTC Instructor pistol course.

**Requirement:** Score at least 80% on the written test.

To successfully complete this course, students will be required to meet all listed requirements, *plus* they will be evaluated on their presentation skills, professionalism, communication, and overall attitude.

**Night Shoot:** There will **NOT** be a separate night shoot; dim light shooting techniques will be incorporated into the normal class schedule.

**Course Format:** This course emphasizes tactics for armed private security guards, investigators, and bail bond recovery agents. The physical demands will be high.

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