



# WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

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## **PRIVATE SECURITY / PRIVATE INVESTIGATOR/BAIL BOND RECOVERY AGENT GUIDELINES FOR FIREARMS CERTIFICATION – (8 HOUR)**

### **STUDENT GUIDELINES**

- 1) To apply for armed status an applicant must meet the following qualifications:
  - Be at least 21 years of age and possess a valid and current unarmed license.
  - Attend an eight-hour Firearms Certification training course by a WSCJTC certified firearms instructor. The current list of instructors is available online.
  - Qualify with the weapon(s) to be used during the course of duty.
  - Submit CJT forms 729, 730, 731 and the correct processing fee of \$100 to WSCJTC.
  - Receive an electronic certificate of completion from WSCJTC.
- 2) The security company's designated agent or training manager contacts a certified firearms instructor to schedule an eligible applicant to complete an approved eight hour course of instruction in safe gun handling and testing prescribed by the Commission.
- 3) The approved Study Guide and a current list of certified firearms instructors are available on the Commission's website located at [www.cjtc.state.wa.us](http://www.cjtc.state.wa.us) under Private Security or Bail Bond Recovery Agent. The application forms for firearms certification is located in the Guide.
- 4) Upon completion of training, make a copy of the application packet for your records and submit the original documents to the WSCJTC as directed on the forms.
- 5) Visit the WSCJTC website regularly for updates in the program.
- 6) Monitor the expiration date of your license to assure a smooth transition for annual renewal.

### **INSTRUCTOR GUIDELINES**

The instructor is expected by the Commission to follow these guidelines:

- ◆ The instructor must adhere to the Study Guide provided by the Commission and ensure that the material is adequately covered -- It is not enough to merely administer the tests.

- ◆ Deviations from the Study Guide are at the instructor's risk and are not approved.
- ◆ The entire eight-hour course need not be taught in one day, but the instructor must document the actual hours and days of instruction.
- ◆ Individuals who fail any of the tests may be re-tested at the discretion of the instructor. It is the responsibility of the student to be sufficiently prepared.
- ◆ The written test may be administered in segments as each unit is taught, or as a whole at the end of instruction. The use of the Study Guide and notes by participants is allowed during the first 8-hour training class **only**. *Students are expected to know this information with their annual renewal.* The instructor should use the test as an opportunity to clarify any issues with which the participants are having problems.
- ◆ The written test must be completed and signed in ink by the participant.
- ◆ Think safety first when demonstrating stance, weapon handling, and range qualification. For the protection of all:
  1. Adhere to the four basic safety rules. (See Study Guide)
  2. Safely manage the ratio of range personnel to the number of customers being tested.
  3. Use eye protection.
  4. Use hearing protection (muffs or plugs).
  5. Use a dummy gun when demonstrating stance procedure.
  6. All shooters must wash their hands before eating, smoking, or chewing.
- ◆ Instructors must keep copies of the attendance roster. It is not necessary to keep copies of individual test sheets but do keep a record of qualifying scores.
- ◆ The Commission will review the application packet to determine compliance with state guidelines.

## **TARGET REQUIREMENTS**

- ◆ The target used for all courses of fire is the B-27 silhouette.
- ◆ The B-29 reduced size silhouette target may be used at 50 feet as a substitute for firing the 25 yard shots on the full size B-27.

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Any comments/questions pertaining to WSCJTC Firearms Certification please email: [registrar@cjtc.state.wa.us](mailto:registrar@cjtc.state.wa.us).

Any comments/questions pertaining to DOL Armed Guard/Private Investigator/Bail Bond Recovery Agent Licensing call 360-664-6611.