



Security Guards (SG) Provider Instructions

Security Guards Company/Agency Identifiers: Agencies offering Security Guard training must have a Security Guard unique agency identifier.

How to obtain an identifier?

- * If your Company or Agency has not previously been assigned an SG Agency identifier please submit a formal request to request an agency identifier. This shall be submitted on agency letterhead or Company email with the proper signature indicated on the email to the MPCTC Certification Unit.
- * Forward these requests via email to MPCTC.Certifications@Maryland.gov or U.S. Mail to the attention of the **MPCTC Certification Unit, 6852 4th Street, Sykesville, Maryland 21784**. They may be signed and scanned to the email address.
- * **The agency must designate a minimum of two individuals who are authorized to validate the training and sign the issued certificates at the end of the training.**

Authorized Security Guard Training Providers (Instructors):

- * Training Providers must be Authorized to instruct if they are teaching a topic of instruction longer than (3) hours during any course.
- * These authorizations will be good for period of (4) years, after which you must apply for renewal using the same application.
 - o To renew you must have taught at least one time per year during your previous authorization period.

How to become an Authorized Training Provider:

- * Submit a completed application for SG Authorized Training Provider to the MPCTC Certification Unit via email at MPCTC.Certifications@Maryland.gov or U.S. Mail to address on the application. They may be signed and scanned to the email address.
- * Applications may be found on the "Forms" or "SG Training" pages of MDLE.Net
- * Each Training Provider's credentialing shall be evaluated to ensure that they qualify to be an "Authorized Training Provider".
 - o **Must be a minimum of 21 years of age.**
 - o **May have been** previously certified as an MPCTC Academic Instructor or an SPO Authorized Training Provider. These individuals will be recognized as eligible without any further requirements and they **must be** assigned a Security Guard Authorized Training Provider Identifier to teach a course.
 - o **Any individual with a minimum of (5) years of service as a Security Guard, Military or Police Officer.**
 - o Have attended a Basic or Enhanced Train the Trainer course certified or recognized by MPCTC within the last four years.
- * **Once approved a letter advising of Authorization status and Provider identifier will be forwarded to the provider or agency/company contact. Each Training Provider should maintain a copy of this letter on file for proof of authorization.**

Security Guard Training Program Approvals

- * Agencies will forward their SG Training Programs (initial and in-service) to the MPCTC Certification Unit for evaluation to ensure that the MD State Police Secretary's Approved Training Requirements are met.
- * "Initial Training Program" (ITP) must be **at least (12) hours in duration** and include instructional materials addressing the seventeen (17) Security Guard training objectives. Security Guard Objectives which may be found on MDLE.net at MDLE.net/SecurityGuard.
 - o Prior to presenting any ITP course, an Authorized Training Provider must apply to receive a program assignment number for each course of instruction.
 - o Upon expiration of the course a new number must be acquired using the same procedures.
- * "In-Service Training Program (ISTP) – **eight (8) hours of in-service training is required to renew** your Security Guard License every three years. In-Service Training must include instructional materials/information addressing one or more of the seventeen (17) Security Guard Training Objectives, which may be found on MDLE.net at MDLE.net/SecurityGuard.
 - o Prior to presenting any ISTP course, an Authorized Training Provider must apply to receive a program assignment number for each course of instruction.
 - o In-Service training may be provided in a single 8 hour program or divided into multiple programs equaling, at least, eight hours during the Security Guard's term immediately prior to renewal.

For both types of training, any instructor teaching longer than (3) hours must be an Authorized SG Training Provider even those that are former MPCTC Certified or SPO Training Providers.

How to obtain a course number for my Security Guard Training Program or In-Service Training:

- * Submit a completed application for SG Initial Training Program (ITP) or SG In-Service Training Program (ISTP) to the MPCTC Certification Unit via email at MPCTC.Certifications@Maryland.gov or U.S. Mail to address on the application. They may be signed and scanned to the email address.
- * Applications may be found on the [Forms Page](#) of MDLE.Net, or MDLE.net/SecurityGuard.
 - o The following shall be provided on a separate sheet from the application for all courses:
 - A brief description of the program
 - The training location
 - Names of any and all Training Provider and their Identifiers if applicable (**must have a minimum of one Authorized Training Provider per Program**).
 - A complete list of training objectives and testing method.
 - Special certifications if applicable (i.e. CPR/AED Cards etc.).

If a submitted SG Training Program is in compliance with the Commission's requirements the MPCTC Certification Unit will issue a unique course number which will start with **"G" followed by five (5) numeric numbers**. Each issued "G" program number is valid for three (3) calendar years from the date of issuance. This will allow multiple courses to be presented under the same course number. Any course that was previously approved for an SPO Course or a MPCTC Certified Course may be requested to be converted if it meets the seventeen (17) Security Guard objectives. Upon expiration of the course a new number must be acquired using the same procedures.

Upon successful completion of either an initial (12 hour) or in-service training program the Authorized Training Provider that is the **presenter, overseer, coordinator, etc., will issue each student a Certificate of Completion**. The Certificate of Completion will provide the program "G" number issued by MPCTC, date(s) of training, a statement indicating the named individual successfully completed the course and have the Authorized Training Provider's signature. A copy of the Certificate of Completion shall be included with the Application for SG License and forwarded to the MSP Licensing Division.

All providers holding training must maintain all proofs of training, including lesson plans, practical sign offs and sign in logs and tests given for a minimum of 5 years. Digitizing of these records is acceptable.