



# **COURSE CATALOG**

Guardian Security Training offers the New York State mandated General Topics Security Courses in their entirety; which include the 8 Hour Pre-Assignment training course, 16 Hour On- the- Job training course, 8 Hour Annual In-Service (Security and Armed Security) course and the 47 Hour Armed Security Guard training course.

### **Our Mission...**

To provide quality safety and security educational programs for individuals and companies. To ensure that every student that enrolls in one of our training programs will have the knowledge, confidence, and character to assume responsibilities as a security guard.

### **Code of Conduct**

The Code of Conduct is applicable to all persons on school property or attending a school training class or function.

Guardian Security Training staff are committed to promoting an environment conducive to learning and as such all students who enroll in our classes must be orderly and respectful.

All staff and students will maintain a climate of mutual respect and dignity.

All staff will establish clear lines of communication with students during training session, and encourage students to do the same.

### **Non-Discrimination Policy**

Guardian Security Training is committed to equal opportunity in educational programs, admissions, and employment. It is our policy to provide equal opportunity for all students and staff; and to prohibit discrimination based on race, religion, national origin, age, sex (including Pregnancy), disability; color or sexual preference. Title VII of the Civil Rights Act of 1964, as amended.

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## **Admission Process**

### **Web Enrollment**

All Students may enroll in a Class by contacting Guardian Security Training via e-mail at **info@gstny.com**, and request an Enrollment Agreement accompany by our school catalog. The student will be given a schedule appointment date to meet with the school Director, complete enrollment agreement, before being enrolled in a training class.

### **Phone Enrollment**

All Students may enroll in a class by contacting Guardian Security Training by Phone and requesting a schedule of next available training date of the course of interest. The student will be given a schedule appointment date to meet with the school Director, complete and enrollment agreement, before being enrolled in a training class. Guardian Security Training can be reached at (631) 351-6473

### **Mail-In**

All Students may enroll in a class by contacting Guardian Security Training by Mail and requesting a schedule of the next available training date of the course of interest. The student will be given a schedule appointment date to meet with the school Director, complete an enrollment agreement, before being enrolled in a training class.

The address is: 150 Motor Parkway, Suite LL20, Hauppauge, NY 11788

## Courses Offered

The security guard training courses are required by NYS General Business Law Article 7-A, section 89-n

**8 Hour Pre-Assignment Training Course for Security Guards . . . . . \$50 / Veterans - \$45**

This is an 8 hour course required by New York State as the first step in obtaining a security guard registration card from the New York State Department of State. The course provides the student with a general overview of the duties and responsibilities of a security guard. Topics covered in this course include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct. Students must achieve a minimum passing score of 70% on the examination in order to successfully complete the course.

**16 Hour on-the- Job Training Course for Security Guards . . . . . \$100 / Veterans - \$90**

This is a 16 hour course that must be completed within 90 days of employment as a security guard. The course provides the student with detailed information on the duties and responsibilities of a security guard. Topics covered in this course include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, ethics and conduct, incident command system, and terrorism. Students must achieve a minimum passing score of 70% on the examination in order to successfully complete the course.

**8 Hour Annual In-Service Training Course for Security Guards . . . . . \$50 / Veterans - \$45**

This is an 8 hour course that must be completed within 12 calendar months from completion of the 16 Hour On-the-Job Training Course for Security Guards, and annually thereafter. The course is structured to provide the student with updated and enhanced information on the duties and responsibilities of a security guard. Topics include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct. Students must achieve a minimum passing score of 70% on the examination in order to successfully complete the course.

**47 Hour Annual In-Service Training Course for Security Guards . . . . . \$700 / Veterans - \$665**

This New York State Certified Firearms Course is for a registered security guard who wish to carry a firearm in the course of their duties. This course includes seven hours of classroom instruction in the Use of Force (NYS Penal Law Art. 35) followed by a written examination, and 40 hours on the firing range followed by weapons qualification. It is a comprehensive program, teaching the basic safety rules, fundamentals of shooting, tactical shooting, care and cleaning. Also covered in weapon handling is shotgun and rifle. Each participant will have to obtain a minimum of 70% on all shooting exercises and written testing.

**8 Hour Annual In-service for Armed Guards. . . . . . \$100**

Holders of an Armed Guard Registration Card, must annually complete an 8-Hour Annual In-service Training Course for Armed Security Guards. Topics include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct. Part of the course will cover the proper use of force including deadly physical force (NYS Penal Law Art. 35). In order to successfully complete this course students must achieve a minimum passing score of 70% on the examination, followed by weapons qualification.

### **Course Pricing**

Upon completion of the school enrollment agreement, whereas course classes are rendered and completed all applicable school fees will be collected, subject to full payment from the student to the schools instructor as outlined in the course pricing listed above. Fees are payable in the form of cash or money order (no personal checks). A printed and signed receipt will be issued for all fee transactions.

### **Completion Requirements**

A student is required to be present 100% of the time during the time of instruction. Completion of the requested course will not be given a certificate of completion without student participation and in full attendance. Based on the nature of the course the student may be tested and be made to meet testing requirements as outlined by New York State Division of Criminal Justice Services. When all criteria are full-filled then the student will be given a certificate of completion.

### **Refund Policy**

A 100% refund will be available should a student need to cancel prior to class beginning. If the instructor should need to cancel a course date prior to class beginning, a 100% refund will be given (unless an agreed rescheduled date is made). Students will be entitled to a 100% refund any time prior to the start of instruction. If a course is divided between two four-hour days, students will be entitled to a 50% refund if the student cancels before the start of the second four-hour block of instruction. For the 16-hour OJT course: Students will be entitled to a 50% refund if the student cancels before the start of the second eight-hour block of instruction. If the instruction is divided between four four-hour sessions, the refund schedule shall be 75%, 50% and 25%. 47 hour firearms course: Student will be entitled to an 85% refund if the cancellation occurs after the initial deadly physical force training begins, but before instruction begins for the firearms handling, safety, proficiency, and qualification component of the course. No refund is owed if the student cancels after the above cited firearms handling component instruction has begun. A DCJS approved security guard training school cannot assess any non-refundable registration fees, cancellation fees, or deposits.

### **Tuition Refund Process**

If a tuition refund is requested and all criteria are met as outlined in the refund policy, the instructor will be given 3 days from the date of refund request to refund the students money. Refunds will be issued in the form, of cash and a receipt of such transaction will be signed by both the student and the instructor.

### **Attendance Policy**

Students need to be present 100% of the course instruction to be eligible for course completion.

### **Complaint Procedure**

If for any reason you should have questions, concerns or complaints that you feel the schools instructor cannot resolve please call the Division of Criminal Justice Service (DCJS) @ (518) 457-2667.

**Student Receipt of Services**

An acknowledgment of payment is hereby made by both parties shown below for the following course (s):

Specify course name: \_\_\_\_\_ Amount Received: \_\_\_\_\_

Specify course name: \_\_\_\_\_ Amount Received: \_\_\_\_\_

Specify course name: \_\_\_\_\_ Amount Received: \_\_\_\_\_

Specify course name: \_\_\_\_\_ Amount Received: \_\_\_\_\_

Total Received: \_\_\_\_\_

**Student Information**

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**School Information**

Guardian Security Training, School Director: Matthew D. Seifer

School Director Signature \_\_\_\_\_ Date \_\_\_\_\_

A copy of this receipt will be given to the student and a copy to be kept on file with

Guardian Security Training, Inc.  
150 Motor Parkway, Suite LL20, Hauppauge, NY 11788



# **GUARDIAN SECURITY TRAINING**

## **Enrollment Agreement**

The enrollment agreement is the contract signed between the student and Guardian Security Training. The agreement specifies the conditions under which Guardian Security Training will provide instruction to the student. It also specifies all costs a student must pay in order to enroll in a specific training course or program. A copy of the completed enrollment agreement will be given to the student upon enrollment.

Courses offered (course checked will be considered agreed upon course to be given):

- \_\_\_\_\_ 8 Hour Pre-Assignment Training Course for Security Guards (course fee \$50.00 / \$45.00 for Veterans)
- \_\_\_\_\_ 8 Hour Annual In-Service Training Course for Security Guards (course fee \$50.00 / \$45.00 for Veterans)
- \_\_\_\_\_ 8 Hour Annual In-Service Training Course for Armed Security Guards (course fee 100.00)
- \_\_\_\_\_ 16 Hour On-the-Job Training Course for Security Guards (course fee \$100.00 / \$90.00 for Veterans)
- \_\_\_\_\_ 47 Hour Firearms Training Course for **Armed Security Guards\*\***(course fee \$700.00 / \$665.00 for Veterans)
- \_\_\_\_\_ Combo Pricing for 8 hour Pre-Assignment and the 16 hour OTJ course's - \$135.00 (Advanced registration required)

**\*\*Student is responsible for ammunition / having a valid New York pistol permit**

**Cash, Money Order, Credit Card and Pay Pal** are offered as payment for services rendered (no personnel checks).

### **Refund Policy**

A 100% refund will be available should a student need to cancel prior to class beginning. If the instructor should need to cancel a course date prior to class beginning, a 100% refund will be given (unless an agreed rescheduled date is made). Students will be entitled to a 100% refund any time prior to the start of instruction. If a course is divided between two four-hour days, students will be entitled to a 50% refund if the student cancels before the start of the second four-hour block of instruction. For the 16-hour OJT course: Students will be entitled to a 50% refund if the student cancels before the start of the second eight-hour block of instruction. If the instruction is divided between four four-hour sessions, the refund schedule shall be 75%, 50% and 25%. 47 hour firearms course: Student will be entitled to an 85% refund if the cancellation occurs after the initial deadly physical force training begins, but before instruction begins for the firearms handling, safety, proficiency, and qualification component of the course. No refund is owed if the student cancels after the above cited firearms handling component instruction has begun. A DCJS approved security guard training school cannot assess any non-refundable registration fees, cancellation fees, or deposits.

### **Student Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip code \_\_\_\_\_ Phone # \_\_\_\_\_

It is at this time (name) \_\_\_\_\_ on the (month/date/year) \_\_\_\_\_ has agreed to the above listed course to be taken at Guardian Security Training with Matthew D. Seifer as their Security Instructor.

By my signature, I (student) agree to the conditions of this agreement. I also verify that I have read and received a copy of this agreement and the school catalog.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

School Director Name: Matthew D. Seifer

School Director Signature \_\_\_\_\_ Date \_\_\_\_\_