

## Annual Training Requirements to Renew Licenses

### Continuing Education for Private Investigators (Reminder of Hours)

On July 1, 2004, at the request of the private investigation industry, the minimum continuing education (CE) hours for private investigators increased from four (4) hours per year to eight (8) hours per year from an approved source. The year referred to is your individual licensing years. For example: If a license is issued or renewed on July 1, 2006 then between July 1, 2006 to July 1, 2007 eight (8) hours of CE is required and between July 1, 2007 and July 1, 2008, eight (8) additional hours of CE is required.

### Continuing Education for Security Guards (NEW)

Effective November 1, 2005, at the request of the security industry, CLEET was given the authority under Title 59 § 1750.3B.4, to establish minimum requirements for a mandatory continuing education program for all licensed security guards. Rules became effective July 1, 2006 requiring security guards to complete a minimum of four (4) hours of continuing education training from an approved source, each year to maintain their license.

### **Where can you get continuing education?**

Continuing Education (CE) hours can be obtained through several sources including:

1. College hours (15 training hours per college credit)
2. Approved entities, such as county, state, federal associations. Examples are: Oklahoma Medical Association, Oklahoma Department of Mental Health, American Red Cross, Indigent Defense, Oklahoma Bar Association, District Attorney's Association, American Society of Industrial Security (ASIS), American Association of Fraud Investigators, National Association of Legal Investigators, Arson Investigator's Association.
3. Related courses conducted by Technology Centers, Nationally & Internationally recognized Associations, private schools, Oklahoma Private Investigator's Association (OPIA); and
4. All other training approved by CLEET. For approval to conduct training, sponsors must:
  - a. Submit a written request for program accreditation to CLEET (Instructions and forms are available on our web site. See web site information at the end of this document)
  - b. Provide course outline, and course objectives;
  - c. Provide Resume for Instructors; and
  - d. After training, submit a roster of attendees, including, social security numbers, course title, date(s)of training, location, training hours, and instructor, to CLEET.

Costs for the training are the responsibility of the individual, however several security agencies have indicated they will obtain approval to conduct training for little or no cost to their employees. Firearms re-qualification does not count towards mandate continuing education. Firearms training with legal update, etc., would count. Completion of training courses required for initial licensing will satisfy the continuing education requirements for the first year of an initial license.

### **Summary of Training requirements:**

<u>Type of License:</u>	<u>Continuing Education Needed:</u>
USG (Unarmed security guard)	4 hrs. per licensing year (licenses issued on or after 11/1/05)
ASG (Armed security guard)	4 hrs. per licensing year (licenses issued on or after 11/1/05)
UPI (Unarmed investigator)	8 hrs. per licensing year (licenses issued on or after 7/1/04)
API (Armed investigator)	8 hrs. per licensing year (licenses issued on or after 7/1/04)
AGI (Armed guard and investigator)	8 hrs. per licensing year (licenses issued on or after 7/1/04)

***(Note: The issue date on your regular license (with photograph) is 2 years before the expiration date shown on the license.)***