



Private Security – Firearms Certificate Training Roster

Private Security Guards, Private Investigators, Bail Bond Recovery Agents

- Instructors are required to **email** completed rosters to pspi@cjtc.wa.gov as soon as possible upon completion of meeting requirements.
 - See Page 2 for required document naming; if named improperly, form will be returned.
- ONLY** PS Certified Firearms Instructors for WSCJTC can complete this roster form. Instructors **Sign** and **Date** roster.
- Forms should be typed; illegible or incomplete forms will be returned.

Check One (only **ONE** Class Type per Roster)

<input type="checkbox"/> 8-hour Firearms Certificate Initial Training (DOL <i>Unarmed Security Guard (PS), Private Investigator (PI), or CPL (BBRA)</i>)				<input type="checkbox"/> Qualification ONLY		
<input type="checkbox"/> 4-hour Firearms Certificate Renewal Training (DOL <i>Armed License Number REQUIRED for renewal</i>)						
	Last Name, First Name Email address	DOL License # as above.	Agency (and Branch if Multiple Locations) (No Acronyms)	Firearm Make/Model	Firearm Caliber	Score (Min 294)
1						
2						
3						
4						
5						

Training Information

Date of Training	City Training Held In	Range Name
Instructor Email	Additional Instructor Names	
By my signature below, I hereby attest that I have reviewed WACs 139-30-015, 139-35-015, and 139-33-015 as well as the program correspondence dated 05/25/2023 & 11/21/2023 regarding eligibility to participate in the firearms certificate process. Furthermore, I have visually inspected the security guard card; private investigator license; or for BBRA, a concealed pistol license.		
Instructor Printed Name	Instructor Signature (Must be handwritten)	Date
Class Notes:		

Instructions for submitting this form to the WSCJTC:

All forms are to be emailed in a PDF format using the following naming:

- **Initial** – Initial Roster – Instructor Name – Date of Qualification:
 - *Initial Roster – Tyler - 8-13-2022*
- **Renewal** – Renewal Roster – Instructor Name – Date of Qualification:
 - *Renewal Roster – Tyler - 9-1-2022*
- **Qualification Only** – Qualification Roster – Instructor Name – Date of Qualification:
 - *Qualification Roster – Tyler - 9-15-2022*

Please note, if forms are submitted in any format other than PDF, named incorrectly, incomplete, or illegible, they will not be processed and returned for resubmission.

For questions, please contact pspi@cjtc.wa.gov.