



Private Security Certified Firearms Instructor Program Policies – Form PS02

The WSCJTC policies listed below are required to be a PS Certified Firearms Instructor.

- Email: PSPI@cjtc.wa.gov
- All classes will now occur in specific months:
 - March: PS Handgun Instructor Cert/Recert
 - Spring or Fall: Shotgun, Rifle, and Level 1 Scoped Rifle Instructor for LE/PS*
 - October: PS Handgun Instructor Cert/Recert
 - *Blended with law enforcement instructors as scheduled

GENERAL PROGRAM INFORMATION

1. PS Certified Firearms instructor status is a three year certification status. All instructors will be subject to audit during their active status.
2. Instructor class challenges are not be permitted. All instructor applicants must take the 44-HR certification course in its entirety prior to taking any additional PS certified instructor courses.
3. All PS Certified Firearms instructors must maintain current certifications. Status waivers are not allowed. Instructors will be removed from the directory until they successfully complete a recertification course.
4. All instructors are identified as ***“Private Security Certified Handgun, Shotgun, or Rifle Instructor for WSCJTC”*** based on credentialing and the use of WSCJTC logo is prohibited from promotional materials. Active instructors are approved to link to the WSCJTC website.

INSTRUCTOR APPLICANTS

1. Applicants for the Private Security Handgun Instructors Certification Course (#2322) have the option of doing their live-fire Entrance Qualification at a scheduled “Optional Qualification” (#2328) held a few weeks prior to the start of the certification course. The applicant will have only two attempts to qualify at that time. If the applicant fails to qualify, they will NOT be allowed to enter the course. The applicant will forfeit any fees paid for the “Optional Qualification” attempt. Applicants will NOT have the opportunity to qualify again on Day 1 of the certification class.
2. Applicants that do not choose to participate in “Optional Qualification” day will have only two attempts to successfully complete the Instructor Entrance Qualification on the morning of Day 1 of the certification course. Applicants that successfully complete the course of fire will be allowed to continue the course. Any applicants that fail to qualify at that time will NOT be allowed to continue the course and will forfeit the entire class fee.
3. All instructor applicants are subject to background check.
4. All instructor applicants will be required to review WAC 139-37 that provides program guidelines as an active PS Certified Firearms Instructor for WSCJTC.
5. All instructor applicants will review and sign applicable program policy forms while at the PS Handgun Instructor Certification course.

RECERTIFICATION

1. Active instructor status expires every three years.
2. Prior to instructor status renewal PS Certified Firearms Instructors must successfully complete the two day recertification course. Instructors that are unable to pass a PS Certified Firearms Instructor Recertification qualification during an Instructor recertification class will have 30 days to complete successful qualification (consisting of two attempts to qualify). This retest must be scheduled with Master Trainer Lead or Assistant Master Trainer Lead or Assistant Master Trainers to complete. If the qualification is not successful the instructor's credentials will be cancelled.
3. Individuals can reapply for a later recertification class and will be required to take the recertification in its entirety.
4. Students are responsible to cover any costs associated with a retest attempt. If the student does not complete the attempt within 30-days they will have to take the course in its entirety at the next available date. The individual will be removed from the program until they can recertify.
5. Active instructors that do not successfully complete the recert course, or have their instructor status lapse will be removed from the active instructor directory until they successfully complete the recert course.

PS Certified Firearms Instructor Policies Acknowledgement – Form PS02

I have read and understand the program policies.

Printed Name	
Address	
City, State ZIP	
Phone	
Work Email	
Alternate Email	

Signature: _____

Date: _____