



JUSTICE
INSTITUTE
of BC

Security Training Programs
Police Academy

Approved Security Training Policy and Procedure Manual

As governed by the
Private Investigators and Security Agencies Act
and *Regulations* of British Columbia

In effect, January 1, 2007 to December 31, 2007

**© Justice Institute of British Columbia
January 2007**

No reproduction of this manual is permitted, either whole or in part, without the permission of the publisher.

Published by the Justice Institute of British Columbia, Police Academy, 715 McBride Boulevard, New Westminster, BC, V3L 5T4, Canada

Table of Contents

Table of Contents.....	1
Introduction	2
Questions and Contacts	3
PART 1 - Definitions.....	4
PART 2 – Section A: Approved Training Program	5
Certificate of Completion.....	5
PART 2 – Section B: BST 1 Course Equivalency.....	6
Procedure for Course Equivalency.....	6
PART 2 – Section C: Challenge and Exemption	7
Challenge BST 1 Attendance.....	7
Exemption from BST 1 (training and exam)	7
Exemption from BST 2 (training and exams)	8
Procedures for Challenge or Exemption	8
Approved Security Training Process (Security Patrol)	9
PART 3 - Approval of Training Schools.....	10
PART 4 - Standards for Training Schools	13
PART 5 - Standards for Security Instructors	15
Procedures for Instructor Approval.....	16
PART 6 – Section A: Examination and Certification	17
Procedures for Exam Requests	18
Exam Rewrites.....	19
Procedure for Requesting Rewrites	19
PART 6 - Section C: Cheating.....	20
Appendix 'A': Security Patrol Regulation	21
SECURITY PATROL REGULATION	21
Appendix 'B': Schedule of Fees	24
Approved Training Program Fees.....	24
Security School Approval and Course Equivalency Fees	25

Introduction

This manual is designed to serve as a guide to the implementation and maintenance of training standards governed by the *Private Investigators and Security Agencies Act* and *Regulations* of British Columbia. It has been developed by the Justice Institute of British Columbia in conjunction with Security Programs, Police Services Division, Ministry of Public Safety and Solicitor General, and applies to individuals, institutions and security businesses conducting, or wishing to conduct, training that satisfies the mandatory training requirements approved by the *Registrar*, Security Programs.

The *Registrar*, Security Programs, Police Services Division, Ministry of Public Safety and Solicitor General, regulates the security industry in British Columbia. The Police Academy at the Justice Institute of BC is responsible, on behalf of the *Registrar*, for the development, maintenance, and administration of approved security training.

The goal of the Justice Institute of BC is to maintain ethical standards for Approved Security Schools wherein students can expect the highest level of instruction and be confident in obtaining their Certificate of Training upon completion of their course.

Program Coordinator, Security Programs
Police Academy
Justice Institute of British Columbia
715 McBride Boulevard
New Westminster, BC
V3L 5T4

Telephone: (604) 528-5753

Questions and Contacts

Questions regarding the Act or the Regulations may be directed to:

Registrar, Security Programs
Police Services Division
Ministry of Public Safety and Solicitor General
Province of British Columbia
P.O. Box 9217
Station Provincial Government
Victoria, B.C.
V8W 9J1

Security Programs information may be accessed at:

<http://www.pssg.gov.bc.ca/pisa/index.htm>

Contact information for Security Programs may be found at:

<http://www.pssg.gov.bc.ca/contacts/index.htm>

Training institutions or companies wishing to conduct security training are reminded that they may be governed by and may require registration or accreditation under the *Private Career Training Institutions Act*.

Questions regarding the applicability of this Act should be directed to:

Registrar, Private Career Training Institutions Agency (PCTIA)
850-1185 West Georgia Street
Vancouver, B.C.
V6E 4E6
Telephone: 1-800-661-7441
<http://www.pctia.bc.ca/>

Questions regarding the development, maintenance, and administration of approved security training should be directed to:

Program Coordinator, Security Programs
Police Academy
Justice Institute of British Columbia
715 McBride Boulevard
New Westminster, BC
V3L 5T4
Telephone: (604) 528-5753

PART 1 - Definitions

1. The following definitions apply to this policy and procedure manual

“Act” means the *Private Investigators and Security Agencies Act* and all Regulations attached to the *Act*, including the *Security Patrol Regulation*.

“Approved School” or “Approved Training School” means any entity approved by the Registrar for the delivery of an approved training program, either to its own employees or other persons.

“Approved Security Instructor” means a person approved by the Registrar to provide instruction in an approved training program.

“Approved Training” or “Approved Training Program” means approved training program as defined in section 1 of the *Security Patrol Regulation*, and required for issuance of a Security Patrol Licence pursuant to section 2 and section 2.1 of the *Regulation*.

“Auditor” means a person representing the Justice Institute of British Columbia for the purpose of inspecting and auditing Approved Training Schools.

“Basic Standards Training 1” means the same as Level 1 Training Course as defined in section 1 of the *Security Patrol Regulation* and is a component of the Approved Training Program.

“Basic Standards Training 2” means the same as Level 2 Training Course as defined in section 1 of the *Security Patrol Regulation* and is a component of the Approved Training Program.

“Certificate of Completion” means the certificate issued by the Justice Institute of British Columbia, pursuant to section 3 of the *Security Patrol Regulation*, indicating successful completion of an Approved Training Program.

“Examination Invigilator” means a person representing the Justice Institute of British Columbia for the purpose of supervising and monitoring an examination required as part of an Approved Training Program.

“Program Coordinator” means a person representing the Justice Institute of British Columbia for the purpose of coordinating all Security Training Programs.

“Registrar” means a person appointed under the *Public Service Act* as registrar for the purpose of the *Private Investigators and Security Agencies Act*.

“Regulations” mean the Regulations pursuant to the *Private Investigators and Security Agencies Act*, unless otherwise stated.

PART 2 – Section A: Approved Training Program

1. Subject to an exemption or course equivalency, the following approved training program is required for persons seeking a security patrol licence as required pursuant to sections 2 and 2.1 of the *Security Patrol Regulation*:
 - a) **Basic Standards Training 1** (BST 1) - Security Patrol Training
 - b) **Basic Standards Training 2** (BST 2) - Security Patrol Personal Safety Training
2. The content of Basic Standards Training 1 and Basic Standards Training 2 shall be determined by documented course training standards approved by the Registrar, and held by the Justice Institute of B.C.
3. A person shall not be eligible for Basic Standards Training 2 prior to successfully completing Basic Standards Training 1.

Certificate of Completion

4. A Certificate of Completion may not be issued to an individual unless that person has successfully completed an approved training program at an approved training school as described in of PART 2, Section A, paragraph 5, of this manual.
5. Successful completion of an approved training program requires the student to:
 - In relation to BST 1**
 - a) attend an approved BST 1 course and achieve a mark of not less than 60% in the written exam; or
 - b) complete a training course or program deemed equivalent to BST 1 delivered by a person or entity qualified to provide that training program as approved by the registrar upon recommendation by the Justice Institute of BC; or
 - c) apply for and receive permission from the Justice Institute of BC to challenge attending BST 1 based on previous training or work experience, in which case the student is required to write the BST 1 exam and achieve a mark of not less than 60%, or
 - d) apply for and receive an exemption from BST 1 as determined by the Justice Institute of BC and approved by the Registrar; **and**
 - In relation to BST 2**
 - a) attend an approved BST 2 course and pass the demonstration performance evaluation and achieve a mark of not less than 60% in the BST 2 written exam, or
 - b) apply for and receive an exemption from BST 2 as determined by the Justice Institute of BC.

PART 2 – Section B: BST 1 Course Equivalency

1. An approved school may apply to the Justice Institute of BC to have a course determined to be equivalent to BST 1.
2. The Justice Institute of BC may determine a course to be equivalent to BST 1 where it is satisfied that the course:
 - a) meets all the learning objectives identified in the Justice Institute of BC BST 1 course training standards; or
 - b) is in conformity with the training requirements for security guards set down by the Canadian General Standards Board (CGSB) in Appendices A and C of standard CAN/CGSB-133.1-99 (Security Guards and Security Guard Supervisors), and it is qualified and listed by the Canadian General Standards Board as being in conformity with those training requirements.
3. For the purposes of 2 a) above, the British Columbia Auxiliary/Reserve Program is deemed to be course equivalent to BST 1.
4. For the purposes of 2 a) above, the Justice Institute of BC's Gaming Security Officer training program is deemed to be equivalent to BST 1 and BST 2.

Procedure for Course Equivalency

5. An Approved School may apply to have a course determined to be equivalent to BST 1 by completing and submitting the approved application form, which may be obtained from the Justice Institute of BC. Application forms are available on our website at the JIBC website under Security Training Programs. An application fee will apply.
6. The application must be accompanied by:
 - a) copies of all instructional and student materials which make up the course; and
 - b) a course training standard; and
 - c) if CGSB compliant, documentation which establishes that the course has been and continues to be qualified and listed by the Canadian General Standards Board as being in conformity with Appendices A and C of standard CAN/CGSB-133.1-99 (Security Guards and Security Guard Supervisors).

PART 2 – Section C: Challenge and Exemption

Challenge BST 1 Attendance

1. An individual may apply to the Justice Institute of BC for permission to challenge attendance in a BST 1 course.
2. The Justice Institute of BC may permit an applicant to challenge the BST 1 attendance where the applicant can document that he or she has, **in the preceding five years**:
 - a) successfully completed an approved BST 1 equivalent course as determined by the Justice Institute of BC; or
 - b) successfully completed a classroom-based Canadian security guard, private security, or peace officer training course of not less than 40 hours duration, from a recognized entity authorized to provide that training program and that meets all the learning objectives identified in the Justice Institute of BC BST 1 course training standards; or
 - c) successfully completed a Canadian security guard training course that has been qualified and listed by the Canadian General Standards Board as being in conformity with the training requirements set out in Appendices A and C of Standard CAN/CGSB-133.1-99 (Security Guards and Security Guard Supervisors); or
 - d) has been continuously employed full-time for a period not less than one year as a security guard, security officer, security supervisor, security manager in Canada where training and experience can be verified; or
 - e) has been continuously employed part-time, working no less than 20 hours per week for a period of not less than 2 years, as a security guard, security officer, security supervisor, security manager in Canada where training and experience can be verified; or
 - f) has served as a regular, auxiliary, or reserve peace officer or police officer, in Canada.

Exemption from BST 1 (training and exam)

3. An individual may apply to the Justice Institute of BC for permission to be exempt from Basic Standards Training 1.
4. The Justice Institute of BC may permit an applicant to be exempt from BST 1 training where the applicant can document that he or she has, **in the preceding three years**:
 - a) has served as a regular, auxiliary, or reserve peace officer or police officer, in Canada; or
 - b) successfully completed a peace officer or police officer training program recognized by a Canadian Provincial or Federal government authority where the

training program has included content to a minimum of 40 hours of instruction, and meets the course training standards set by BST 1 curriculum.

5. PART 2 - Section A, 5(1)(d) of this manual will apply to applicants exempted from BST 1.

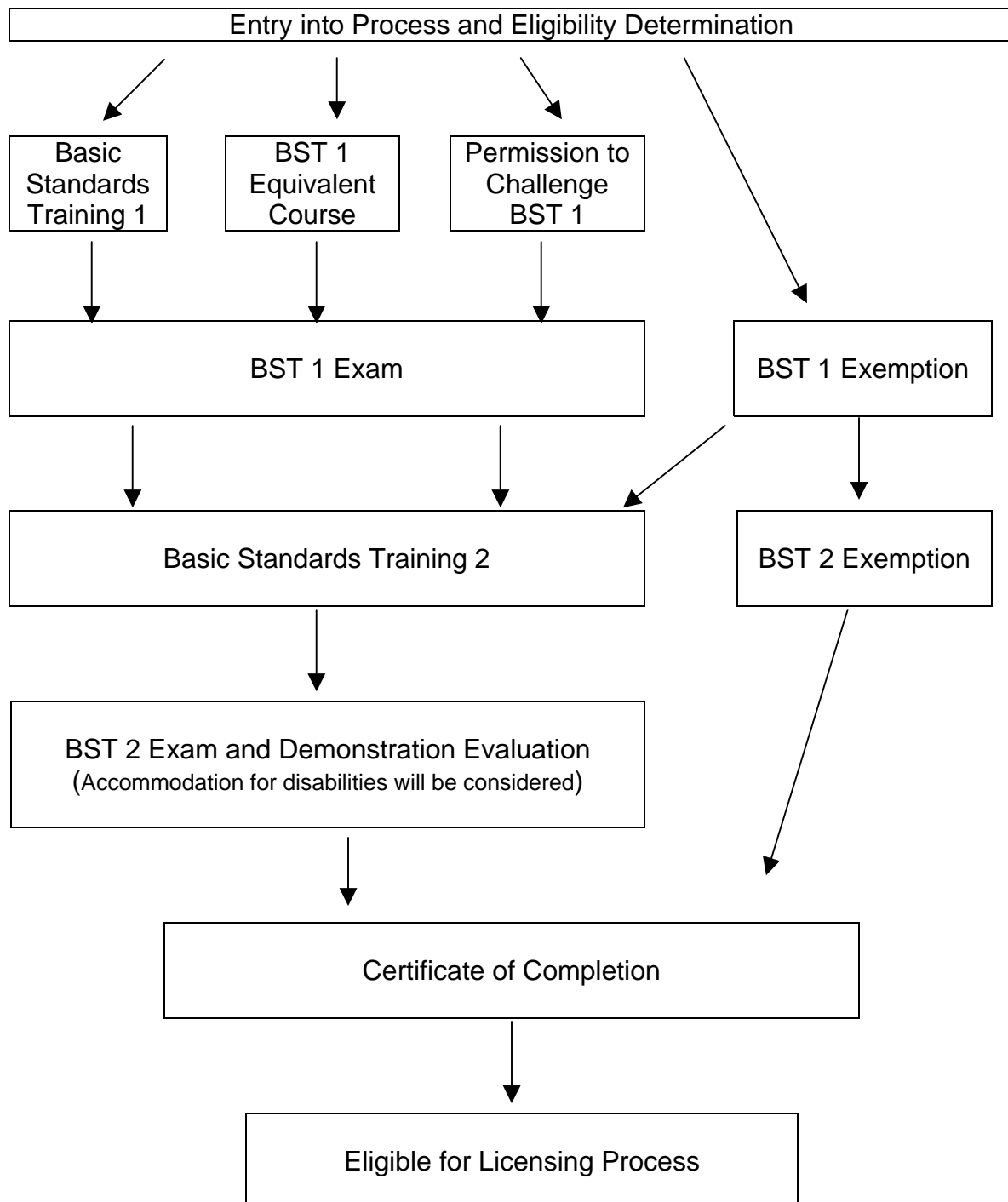
Exemption from BST 2 (training and exams)

6. The Justice Institute of BC may permit the applicant to be exempt from BST 2 where the applicant can document that he or she has, **in the preceding 3 years**:
 - a) has served as a regular, auxiliary, or reserve peace officer or police officer, in Canada, **and** certified in arrest and control tactics during that time; or
 - b) successfully completed a peace officer or police officer training program recognized by a Canadian Provincial or Federal government authority where the training program has included content to a minimum of 24 hours of instruction in arrest and control tactics, and meets the course training standards set by BST 2 curriculum.

Procedures for Challenge or Exemption

7. An individual who wishes to apply for permission to challenge or be exempted from BST 1, and/or apply for an exemption from BST 2, must complete and submit the approved application form that may be obtained from the JIBC. All documentation of employment and training must accompany the application form. Application forms are available on the JIBC website under Security Training Programs. An application fee will apply.
8. The Justice Institute of BC will notify all applicants in writing if they have been granted permission to Challenge attendance at BST 1, or be Exempted from either BST 1 or BST 2, or both.
9. An applicant who is granted permission to Challenge attendance at a BST 1 course, before receiving a Certificate of Completion, will be required to:
 10. write the BST 1 Exam and achieve a mark of not less than 60%; and
 11. attend and successfully complete the BST 2 course
 12. For the purposes of paragraph C above, the BST 1 Exam may be written at the same time as the applicant writes the BST 2 Exam. To accommodate this process, all successful Challenge applicants will advise the Program Coordinator, Security Training Programs, Justice Institute of BC, details of their registration for a BST 2 course by submitting the approved application form.

Approved Security Training Process (Security Patrol)



PART 3 - Approval of Training Schools

1. Private or public training institutions, or security businesses as defined in the *Private Investigators and Security Agencies Act*, wishing to provide training to satisfy the approved training program requirements established by the *Act* and *Regulations* must be approved as a training school by the Justice Institute of BC on behalf of the Registrar.
2. Training schools seeking approved training school status shall be subject to an audit by the Justice Institute of BC prior to the issuance of a certificate of approval.
3. Approved training schools seeking a biennial licence renewal shall be subject to an audit by the Justice Institute of BC prior to the renewal of a certificate of approval.
4. The following requirements shall apply to requests for approved training school status by new training schools and approved training schools seeking a biennial licence renewal:
 - a) approved training schools shall maintain the standards described in PART 4 of this manual; and
 - b) provide documentary proof of current registration with the BC Private Career Training Institutions Agency (PCTIA); or
 - c) a signed letter of verification setting forth the basis on which the organization has been determined to be exempt from the definition of a career training agency as set out in the *Private Career Training Institutions Act* (SBC 2003 c.79) and related Regulations, and exempt therefore from the registration requirement for career training institutions set out under Section 7 of that Act.
5. Renewal of approval shall only be considered where an approved training school shall have been continuously approved. If approval of a training school shall cease for any reason training schools must apply for new approval.
6. Where the legal ownership of an approved training school changes in any manner, the approval status shall be subject to re-application, including completion of a renewal application form, prior to continuing to offer mandatory security training.
7. An approved training school may not register students and/or receive fees from students at any location other than the location designated by the school to the Justice Institute of BC as its primary place of business for the delivery of the approved training program.
8. Where a school wishes to establish more than one location at which it may register students and/or receive fees from students, it shall be necessary for the school to seek and obtain separate approval for each such additional location as a "satellite operation." The approval and renewal of satellite operations are subject to fees separate from the fees paid for the approval and renewal of a school's main location. A satellite operation may not be owned by anyone other than the owner(s) of the school's main location.

9. Certificates of approval shall display an expiry date of not more than two years after the date of issue and must be renewed in order for the training provider to retain the status of an approved training school.
10. Current certificates of approval shall be prominently displayed in the place of business of the training school and at each satellite operation.
11. Approved schools seeking to have their status renewed shall apply to the Justice Institute of BC in writing, accompanied by the renewal fee, no later than ninety (90) days prior to the expiry date of their current certificate of approval in order to ensure unbroken continuation of approval
12. Results of audits conducted by the Private Career Training Institutions Agency may, in accordance with the provisions of the *Private Career Training Institutions Act*, be released to the JIBC.
13. Approved training schools may be audited at any time by an Auditor assigned by the Justice Institute of BC, including on receipt of a complaint from a member of the public or for the maintenance of approval requirements.
14. Audits of training may include inspections of training premises and course materials, student records, and may also include interviews with current and/or past instructors, students and staff.
15. Where, in the opinion of the Justice Institute of BC, training standards have not been met by an approved training school, the Program Coordinator shall inform the applicant and the Registrar in writing of the reasons for the deficiencies.
16. Failure to adhere to any of the policies or procedures for the administration of mandatory security training in BC shall be considered cause for revocation of approval at the direction of the Registrar.

Procedures for Approval of Training Schools

17. Training schools seeking approved training school status must apply in writing, in the prescribed form, to the Justice Institute of BC. The application for approval must be accompanied by the following documents, where applicable:
 - a) proof of registration with PCTIA, or a letter of verification of exemption from PCTIA registration requirements; and
 - b) documentary verification of corporate identity of the training school; and
 - c) a security patrol business license; and
 - d) the associated application fee.
18. Upon receipt of the completed request for approval, the Justice Institute of B.C. shall:
 - a) forward a copy of the completed application form to the Registrar; and
 - b) determine the extent to which the approval requirements have been met.

- c) Determination may be subject to a Criminal Record check for all listed Principles of the school.
19. When it has been determined that these requirements have been met pursuant to paragraph B above, the Program Coordinator, Security Training Programs, Police Academy, Justice Institute of BC, shall;
- a) issue an approval number; and
 - b) issue a certificate of approval in the approved form; and
 - c) forward the certificate to the Registrar for signature; and
 - d) recommend to the Registrar that the named training school be permitted to offer the approved training courses described on the certificate.
20. Where, in the opinion of the Justice Institute of B.C., training standards have not been met by an entity seeking approved training school status, the Program Coordinator shall inform the applicant in writing of the reasons for the deficiency and the steps necessary to correct any deficiencies.
21. Upon completion of an audit, the Justice Institute of B.C. shall determine the extent to which the approval requirements have been met. When it has been determined that these requirements have been maintained, the Program Coordinator shall issue a new certificate of approval, advise and recommend to the Registrar that the named training school be permitted to receive approved training school status as described on the certificate.
22. Where a school wishes to conduct training at a location other than one listed as part of the initial school approval application, whether on a temporary or on-going basis, an application for the intended new location must be submitted to the Justice Institute of BC. Training may not be conducted at any new location unless written approval has been received from the Justice Institute of BC.

PART 4 - Standards for Training Schools

1. Intended training schools wishing to deliver the approved training program to meet the requirements of the *Private Investigators and Security Agencies Act* must adhere to the following training standards and standards of practice:
 - a) **Instructional Staff**

All instructors used to deliver the approved training program must be approved security instructors prior to providing instruction. (refer to PART 5 – Standards for Security Instructors)
 - b) **Training Facilities**

Buildings and classrooms used by approved training schools shall maintain an adequate space per student in order to facilitate instruction, shall be adequately furnished and lit, and shall include necessary protective equipment for Basic Standards Training 2 instruction.
 - c) **Training Documents and Lesson Plans**

Approved training schools shall maintain and use the approved lesson plan documents for the delivery of training supplied for that purpose.
 - d) **Training Materials**

Approved training schools shall ensure that sufficient copies of student resource materials are available for all students enrolled in training. No charge shall be made for this material over and above the initial cost of tuition.
 - e) **Student and Course Records**

Approved training schools shall maintain adequate records of student involvement in training, including the following:

 - i. Full legal name and date of birth;
 - ii. Photocopies of picture identification
 - iii. Current address and telephone number;
 - iv. Security employer, if applicable;
 - v. Dates of training course;
 - vi. Hours of student attendance;
 - vii. Student Agreement to include information regarding the licensing process and requirements including the requirement under section 6 of the ‘Act’ requiring English language proficiency.
 - viii. Scores of any internal examinations conducted;
 - ix. Student examination outcomes; and
 - x. Disbursement of any Certificates of Completion.
 - f) Training schools shall also maintain adequate records of approved training courses conducted, including the following:
- i. Name of course(s);
 - ii. Course delivery dates;
 - iii. List of instructors and courses delivered by each instructor;
 - iv. Students attending course, whether or not course completed; and
 - v. Copies of any internal examinations used.

- g) Student and course records shall not be destroyed as long as the school acts as a provider of approved training. Student records must be available for inspection at any time. If a training school ceases to provide approved training, student records shall be delivered to the Justice Institute of B.C.
2. Approved training schools must deliver the approved training program in English and in accordance with the course training standards including material content, learning objectives, and course length as follows:
 - a) BST 1 or equivalent, shall not be delivered in less than 40 hours of face to face instruction or 5 days on line; and
 - b) BST 2 or equivalent, shall not be delivered in less than 24 hours of instruction.
 - c) Training will be delivered in accordance with employment standards and not longer than 10 hour days.
 3. Approved training schools are required to distribute Certificates of Completion issued by the Justice Institute of BC to their students who successfully complete the approved training program. These certificates are the sole property of the student and shall not be withheld for any reason. No further charges to the student for the certificate are permitted.
 4. Approved training schools shall use only the following phrase in relation to their approval as a training school in any advertising or promotional material:

“Approved to provide security patrol training by the Province of British Columbia, Security Programs, Police Services Division, Ministry of Public Safety and Solicitor General”

PART 5 - Standards for Security Instructors

1. Instructors used by approved training schools for the instruction of Basic Standards Training 1 must have:
 - a) Documentation of successful completion of a recognized training program in effective presentation skills or instructional skills, or
 - b) documentation of a minimum of 100 instructional hours and level of experience in the delivery of instruction; and
 - c) security related employment experience – hold a Justice Institute of BC 'Certificate of Training Completion' for BST 1&2 or be eligible for exemption.
2. Instructors used by training schools for the instruction of Basic Standards Training 2, in addition to the requirements set out in PART 5, paragraph 1 (a), (b) and (c), must have:
 - a) a combination of physical training experience;
 - b) minimum of one year security-related employment experience; and
 - c) must have successfully completed a Basic Standards Training 2 instructor's course.
3. For the purposes of PART 5, paragraph 2(a) physical training experience includes:
 - a) instructional certification in one of the following commercially or governmentally instructed control tactics training systems whose curriculum has been submitted to and approved by the Justice Institute
 - i. Justice Institute of British Columbia, Police Academy, Physical Training Instructor Understudy Program
 - ii. Police Safety Systems
 - b) Coaching credentials in a sport at a minimum of level two in the national coaching certification program as recognized by the governing amateur athletic association for that sport; or
 - c) ranking in an organized martial arts training systems approved by the Justice Institute:
4. For the purposes of PART 5, paragraph 1(c) security-related employment experience requires:
 - a) Instructor candidates must have a minimum of one year of service as a security employee, peace officer or police officer as defined by the *Private Investigators and Security Agencies Act*, within the last 5 years
5. For the purposes of PART 5, paragraph 2(b) security-related employment experience requires:

- a) Instructor candidates must have a minimum of three years of service as a security employee, peace officer or police officer as defined by the *Private Investigators and Security Agencies Act*, within the last 5 years
6. All instructional staff used to deliver approved training programs shall be approved and registered with the Justice Institute of BC prior to conducting training.

Procedures for Instructor Approval

7. Applications for instructor approval and registration are available on the JIBC website under Security Training Programs, shall be submitted in the prescribed form and accompanied by the appropriate **non-refundable** application fee.
8. The Program Coordinator, Security Training Programs, shall, where the application for instructor approval meets the qualification, issue an instructor approval number and recommend to the Registrar that the named instructor be permitted to instruct in an approved training program. Upon receipt of this approval, the Program Coordinator shall forward to the instructor a letter confirming his or her certificate of approval and registration in the approved form.
9. The Program Coordinator, Security Training Programs, shall, where the application for instructor approval does not meet the qualification, forward to the applicant a letter indicating the reasons for non-approval and the steps necessary to correct any deficiencies.

PART 6 – Section A: Examination and Certification

1. Approved training schools shall schedule a completion examination at the conclusion of an approved training course.
2. Requests for examinations shall be made to the Justice Institute of BC not later than fourteen (14) days prior to the date for which the examination is requested in order to assist in providing timely exam scheduling.
3. Approved training schools requesting examinations are responsible for the provision of adequate examination facilities, including desk space and individual seating for all students; a minimum of one meter between students in all directions. A maximum of 15 students will be examined per session, less where space prohibits.
4. Students must write their first exam at the school where they received instruction, or at the Justice Institute of BC.
5. Examination invigilators will ensure the identification of students attending the exam sitting by comparing the identification with student records. Students must produce one of the following types of identification for inspection at the time of the examination:
 - a) Valid B.C. or other Provincial Driver License or B.C. Identification Card; or
 - b) Valid Canadian passport; or
 - c) Valid Citizenship identification with photo; or
 - d) Valid Military or police identification; or
 - e) Other valid government-issued identification with the photograph of the bearer.
5. Students who do not produce one of the above noted types of identification will not be entitled to participate in the exam sitting. Students may be required to produce more than one piece of identification.
6. Students must place their identification visibly on desk space during the examination.
7. Approved training schools are responsible for the approved examination fee for each attendee at an exam sitting. The Justice Institute of BC shall issue an invoice for examination fees to the approved training school, where the examination sitting is being held. Non-payment of examination fees may result in denial of future examination services.
8. Certification of training shall be documented by the issuance of a Certificate of Completion by the Justice Institute of B.C. to persons successfully completing the examination process pursuant to PART 2 – Section A, paragraph 5 of this manual.

9. The Canadian General Standards Board standard for Security Guards and Security Guard Supervisors requires completion of the Basic Standards Training 1 examination with a mark of not less than seventy-five (75) percent. Certificates of Completion will reflect if a student has received a mark consistent with CGSB certification.
10. A person who, after attending a Basic Standards Training 2 course and successfully completing the written examination is unable to complete this course solely because of permanent injury or disability may be issued a Conditional Licence by the Registrar, subject to a reporting of the nature of the injury and demonstration of appropriate course completion. Persons who wish to apply to the Registrar for conditional licensing, must produce a certificate from a competent medical practitioner. This certificate must indicate the name of the examinee and the reason the physical activities or demonstration examination cannot be completed. The original certificate is forwarded to the Justice Institute of BC attached to a copy of the Basic Standards Training 2 "Practical Demonstration Performance Marking Sheet" completed by the instructor for that person.
11. Upon notice to the Justice Institute of BC by an approved training school that a student has completed Basic Standards Training 1 and attended and successfully completed the written examination for Basic Standards Training 2 only, the Justice Institute of BC shall complete a "Notice of Partial Training Completion" in the approved form and forward a copy of the medical certificate to the Registrar.
12. Persons with *bona fide* learning disability may be eligible for an accommodation appropriate for written examinations. Examination accommodations are intended to respond to the assessed limitations of an otherwise qualified student with a disability. Consistent with Provincial policy regarding students with disabilities, examinations will be provided with appropriate modifications to ensure that evaluation reflects achievement rather than reflecting the impact of disability. This may include examinations delivered orally or with extended time. Provincial policy requires that additional costs resulting from examination accommodation be borne by the Justice Institute of B.C., however the cost of assessment is the responsibility of the student.

Procedures for Exam Requests

13. Requests for examination by schools shall be made in writing using the "Request for Examination" form. Forms can be located on the JIBC website under Security Training Programs:
14. The Justice Institute of BC will confirm examination scheduling with the requesting school. On the confirmed examination date, an examination invigilator assigned by the Justice Institute of BC will supervise and monitor the written completion of approved training examinations.

15. Exam results will only be released to approved training schools and not to individual students. Approved training schools are responsible for informing students of their individual exam results.
16. Certificates of Completion will be issued by the Justice Institute of BC for students successfully completing the exam and will be forwarded to the approved training school where the exam was held and shall be distributed individually to students named therein by the approved training school.

Exam Rewrites

1. A student who fails an approved BST exam on the first attempt may apply to rewrite the approved BST exam up to two more times.
2. A student who fails an approved BST exam on three successive attempts will not be permitted to write the exam again unless and until he or she applies for and receives permission to do so from the Justice Institute of BC.
3. In order to obtain permission to rewrite a BST exam after having failed on three successive attempts, a student must supply documentary verification that he or she has, subsequent to his or her third failure:
 - a) attended or re-attended a face-to-face course to which that exam pertains; and
 - b) taken the Standardized Language Proficiency Index (LPI) test and attained a mark at Essay Level 4 or higher.
4. Subject to paragraph 3 in this Section, a student who failed the BST 1 exam on three successive attempts and completed BST 1 or a recognized BST 1 equivalent course by a delivery method other than face-to-face, the student is required to subsequently attend a face-to-face delivery of the BST 1 course or a BST 1 equivalent course.
5. Subject to paragraph 3 in this Section, a student who has successfully challenged attending BST 1 and subsequently failed the exam on three successive attempts, the student is required to attend a face-to-face BST 1 course, or a recognized BST 1 equivalent course.
6. No student may write an approved BST exam more than three times without the express permission of the Justice Institute of BC as described in this Section.

Procedure for Requesting Rewrites

7. Approved training schools requesting permission for previously unsuccessful students to rewrite an approved BST examination at the Justice Institute of BC shall be made in writing using the "Request for Examination Rewrite" form. An application fee will apply. Forms can be located on the Justice Institute of BC website at:
 - a. <http://www.jibc.bc.ca/police/main/PrivateSecurityProgram/TrainingSchoolsandInstructors/SecuritySchoolForms.htm>

8. The Justice Institute of BC will confirm permission to rewrite and provide the requesting school with information for their student(s) to attend a regularly scheduled exam sitting.

PART 6 - Section C: Cheating

1. A student will be deemed to have cheated on a written exam where it has been determined that he or she has:
 - a) referred to any written material or informational media other than the exam itself; and/or
 - b) communicated with any person other than the exam invigilator; and/or
 - c) deliberately looked at the answer sheet of another student during the course of an exam.
2. In determining if a student has cheated on an exam as stated in PART 6, Section C, 1, the observations and subsequent decision of the exam invigilator is final.
3. Where a student is determined to have cheated on a written exam, the following will apply:
 - a) the exam will not be marked;
 - b) the exam fee will still apply;
 - c) the student will be requested to leave the exam location;
 - d) the student will be issued with a written notification of failure from the Justice Institute of BC; and
 - e) the student will not be permitted to rewrite the exam.

Appendix A: Security Patrol Regulation

B.C. Reg. 114/96

Deposited April 26, 1996

O.C. 551/96

effective June 1, 1996

Private Investigators and Security Agencies Act

SECURITY PATROL REGULATION

[includes amendments up to B.C. Reg. 141/97]

Definition

1 In this regulation:

"approved training program" means

(a) a training program consisting of both of the following courses provided by the Justice Institute of British Columbia:

(i) the Basic Standards Training Course – Level 1;

(ii) the Basic Standards Training Course – Level 2, or

(b) a training program that the registrar is satisfied is

(i) an equivalent training program to that referred to in paragraph (a), and

(ii) provided by a person or entity that is as qualified to provide that training program as the Justice Institute of British Columbia is to provide the training program referred to in paragraph (a);

"Level 1 Training Course" means

(a) the Basic Standards Training Course — Level 1 provided by the Justice Institute of British Columbia, or

(b) a course that the registrar is satisfied is

(i) an equivalent course to that referred to in paragraph (a), and

(ii) provided by a person or entity that is as qualified to provide that course as the Justice Institute of British Columbia is to provide the course referred to in paragraph (a);

"Level 2 Training Course" means

- (a) the Basic Standards Training Course — Level 2 provided by the Justice Institute of British Columbia, or
- (b) a course that the registrar is satisfied is
 - (i) an equivalent course to that referred to in paragraph (a), and
 - (ii) provided by a person or entity that is as qualified to provide that course as the Justice Institute of British Columbia is to provide the course referred to in paragraph (a).

[am. B.C. Regs. 114/96, s. 1; 141/97, Sch. s. 1.]

Applicant for new licence must complete training

2 A security patrol licence must not be issued to an individual unless the individual has successfully completed an approved training program before the licence is issued.

Renewal of licences

- 2.1** A security patrol licence must not be renewed unless the licensee
- (a) has successfully completed an approved training program, or
 - (b) has been licensed and employed as a security patrol throughout the one year period immediately preceding the date on which this regulation comes into force and
 - (i) has successfully completed the Level 2 Training Course, and
 - (ii) has written a qualification examination approved by the registrar that relates to the material covered by the Level 1 Training Course and obtained a mark satisfactory to the registrar in that examination.

[en. B.C. Reg. 141/97, Sch. s. 2.]

Certificate of completion

3 (1) For the purposes of sections 2 and 2.1 (a), an individual has successfully completed an approved training program when each person or entity providing a training course included in the training program issues to that individual a certificate of completion in respect of that training course in a form approved by the registrar.

(2) For the purposes of section 2.1 (b) (i), an individual has successfully completed the Level 2 Training Course when a person or entity approved by the registrar to administer the examination issues to that individual a certificate of completion in respect of that training course in a form approved by the registrar.

[am. B.C. Regs. 114/96, s. 3; 141/97, Sch. s. 3.]

Certificate to be produced on request

4 An individual who claims to have successfully completed an approved training program must produce the certificates of completion in respect of that program when requested to do so by the registrar.

[Provisions of the *Private Investigators and Security Agencies Act*, R.S.B.C. 1996, c.374, relevant to the enactment of this regulation: section 31 (1) and (2)]

Copyright (c) 2004: Queen's Printer, Victoria, British Columbia, Canada

Appendix B: Schedule of Fees

Approved Training Program Fees

Service or Product	Fee
Application for Eligibility to Write Challenge Exam for BST 1 Application for Exemption from BST 1	\$125
Application for Exemption from BST 2	\$125
Supplementary Set of BST 1 and BST 2 Instructional Materials	\$650
Instructor Approval	\$250
BST 1 Workbook	\$25
BST 2 Workbook	\$15
BST 1 and/or BST 2 Exam	\$50
Application for Eligibility to Rewrite Exam	\$50
Letter of Confirmation of Certification	\$35

Security School Approval and Course Equivalency Fees

Type of School:		Security guard companies who provide BST 1 and BST 2 training to that companies employees only	Public Post-Secondary Institutions (community colleges, school boards)	Private for-profit Training Schools including security guard companies who sell BST 1 and BST 2 training
NEW School Approval Fee (includes BST 1 and BST 2 licensing)	Main Campus	\$1200	\$1500	\$2000
	Satellite Campus	\$500	\$500	\$500
Biennial School Renewal Fee (includes BST 1 and BST 2 licensing)	Main Campus	\$850	\$1050	\$1250
	Satellite Campus	\$500	\$500	\$500
Registration of BST 1 Equivalent Course		\$600	\$600	\$600