

PROGRAM COMMUNICATION

WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION



TO: Private Security Certified Firearms Instructors
FROM: Tisha Tyler, Program Manager *THT*
SUBJECT: Eligibility to participate in the firearms certificate qualifications/courses.
DATE: 5/25/2023

This memo is to provide clarity and direction regarding eligibility to participate in the firearms certificate qualifications/courses; as well as updated information regarding Form 727 - PS Firearms Certificate Training Roster.

The information provided below outlines the requirement of all instructors to verify eligibility to participate in the firearm(s) certificate process for the private security, private investigator, and bail bond recovery agents seeking their licensing through the Washington State Department of Licensing (WA DOL).

Special Note:

- RCW 18-165, 170, & 185 are specific to the WA Department of Licensing.
- WACs 139-30, 33, 35 are specific to the WA State Criminal Justice Training Commission.

Private Security (PS)

If an applicant is not employed by a private security company, they are not eligible to participate in the firearms certificate process/qualification.

- [Chapter 139-30 WAC](#) outlines Private Security
- [RCW 18-170-050](#) paragraph (2) requires all firearms carried by armed private security guards in the performance of their duties must be owned or leased by the employer and, if required by law, must be registered with the proper government agency.
- [WAC 139-30-010](#) – requires any **licensed private security guard** desiring to be licensed as an armed private security guard by the department [WA DOL] shall, as a precondition of being licensed as an armed private security guard, obtain a firearms certification from the commission [WSCJTC].
- [WAC 139-30-015](#) – outlines the firearms certificate application process. I would like to call your attention to paragraph (1) (c) (ii) which requires the applicant to possess a valid and current private security guard license.

Given the above information, PS Certified Handgun Instructors are required to verify any student attending your:

- 1) **Renewal Course**
 - a. has an active and valid armed guard license, in hand, from the company sponsoring their participation.
- 2) **Initial Course**

- a. has an active and valid unarmed guard license, in hand, from the company sponsoring their participation.

Private Investigator (PI)

If an applicant is not employed by a private investigation company or does not have a valid PI license issued by WA DOL, they are not eligible to participate in the firearms certificate process/qualification.

- [Chapter 139-35 WAC](#) outlines Private Investigators
- [RCW 18.165.040](#) paragraph (1)(a) explains any PI seeking an armed license must to be licensed private investigator as a minimum requirement.
- [WAC 139-35-010](#) – requires any **licensed private investigator** desiring to be licensed as an armed private security guard by the department [WA DOL] shall, as a precondition of being licensed as an armed private security guard, obtain a firearms certification from the commission [WSCJTC].
- [WAC 139-35-015](#) – outlines the firearms certificate application process. I would like to call your attention to paragraph (1) (c) (ii) which requires the applicant to possess a valid and current private investigator license.

Given the above information, PS Certified Handgun Instructors are required to verify any student attending your:

1) Renewal Course

- a. has an active and valid armed PI license, in hand, from the company sponsoring their participation.

2) Initial Course

- a. has an active and valid PI license, in hand, from the company sponsoring their participation.

Bail Bond Recovery Agent (BBRA)

BBRA's are eligible to participate in the firearms certificate qualification if they have their concealed carry in hand.

- [Chapter 139-33 WAC](#) outlines Bail Bond Recovery Agents
- [RCW 18.185.250](#) outlines the minimum requirements to obtain a bail bond recovery agent license. I'd like to call your attention to paragraph (9)(a) – have a current license or equivalent permit to carry a concealed pistol.
- [WAC 139-33-010](#) – requires any **licensed bail bond recovery agent** desiring to use a firearm while working as a bail bond recovery agent shall, as a precondition of being licensed, obtain a firearms certification from the commission [WSCJTC].
- [WAC 139-33-015](#) – outlines the firearms certificate application process. In 2014, when this language was adopted, it was overlooked that a BBRA must have a firearms certificate to obtain their BBRA license under RCW 18.185.250; therefore, this language will need to be reviewed.

Eligibility to participate in the firearms certificate qualifications/courses.

Page 3 of 3

05/25/2023

- A WAC change can take up to a year or longer; therefore, I am authorizing a BBRA to participate in the firearms certificate qualification if they have their concealed pistol license in hand.

Given the above information, PS Certified Handgun Instructors are required to verify any student attending your:

1) Renewal Course

- a. has an active and valid BBRA license in hand.

2) Initial Course

- a. has an active and valid concealed pistol license in hand.

Form 727 - PS Firearms Certificate Training Roster (05-2023)

This required form has been updated to reflect these requirements. Effective July 1, 2023, any outdated forms will be returned to the instructor for resubmission.

Form 727 must be submitted within 72 hours of completion of the course; illegible forms will not be processed and will be returned for resubmission.

Should you have any questions, please contact me directly at tisha.tyler@cjtc.wa.gov or (206) 779-5381.



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 within 72 hours of completion of every training.
 - 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	
<p>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 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.</p>		
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.