

Please fill in the required information on the form below. In order to process your application, ALL parts of this form must be completed. Incomplete forms will be returned.

Please indicate the course you are seeking instructor approval for:  BST  AST

\*\*see *Requirements for Instructor Approval* on Pg. 3

### Section I – Personal Information

Last Name	First Name	Middle Name

Gender  M  F      Date of Birth     /   /    
Y Y Y Y      M M      D D

<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Telephone Number	Email Address

Mailing Address

### Section II – Education (Describe your formal educational background, including the location and name of institutions attended. Supporting documentation must be attached such as a transcript or other official student record)

### Section III - Employment Experience (Record of Employment must be attached)

Security Industry: <input style="width: 50px; height: 30px;" type="text"/> <input style="width: 50px; height: 30px;" type="text"/> <small style="margin-left: 20px;">Years      Months</small>	Police Officer: <input style="width: 50px; height: 30px;" type="text"/> <input style="width: 50px; height: 30px;" type="text"/> <small style="margin-left: 20px;">Years      Months</small>
BST Certificate # <input style="width: 50px; height: 30px;" type="text"/>	
Peace Officer: <input style="width: 50px; height: 30px;" type="text"/> <input style="width: 50px; height: 30px;" type="text"/> <small style="margin-left: 20px;">Years      Months</small>	Military Service in Security/Law Enforcement <input style="width: 50px; height: 30px;" type="text"/> <input style="width: 50px; height: 30px;" type="text"/> <small style="margin-left: 20px;">Years      Months</small>

**Section IV - Instructor Development Training** (If you have not completed formal training in instructional methods, please indicate any experience you have had in the delivery of instruction. Documentation must be attached.)

Course Title:

Institution:

*\*\*Course Outline should be attached*

Course Length (hours):  Institution Reference Contact:   
(name, phone #, email)

Describe your instruction experience:

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**Section V - Instructor Experience** (Name the entity(s) -Corporation, Agency, Organization, School, College) you have instructed for in field(s) of Security, Criminal Justice and/or Law Enforcement.

Entity	<input type="text"/>	Dates	<input type="text"/>
Entity	<input type="text"/>	Dates	<input type="text"/>
Entity	<input type="text"/>	Dates	<input type="text"/>
Entity	<input type="text"/>	Dates	<input type="text"/>

**Section VI – Declaration**

I give my permission to the Justice Institute of B.C. to release my name and telephone number to those requesting general information on or a listing of B.C. approved Security Instructors.

Yes  No

Applicant Declaration: This declaration must be completed and signed by the Applicant.

I hereby declare that the information provided in this application is true to the best of my knowledge and belief. I understand that any omission or inaccuracy may be deemed sufficient reason to deny approval. I understand that the Ministry of Public Safety & Solicitor General or the Justice Institute of B.C. may ask for additional information/documentation.

Signature

Date

**OFFICE USE ONLY- do not write in this space**

Approval Date       Approved for:  BST  AST  
Instructor Registration Number         Certificate Number

# Approved Security Training Instructor Approval

Instructors applying to conduct training at approved training schools for the instruction of Basic Security Training and Advanced Security Training must satisfy the approved security training instructor requirements established by the JIBC and by the Registrar.

## **Procedure**

Applications shall be submitted in the prescribed form and must be accompanied by a non-refundable application fee of \$283.50 (GST included), in the form of a **certified cheque or money order made out to the Justice Institute of BC**. Personal cheques will not be accepted. Mail or deliver the completed application & fee to:

Security Training Programs,  
Justice & Public Safety Division  
Justice Institute of BC  
715 McBride Boulevard  
New Westminster, BC V3L 5T4

If you have any questions regarding the instructor approval application, email [jpsd@jibc.ca](mailto:jpsd@jibc.ca) for assistance. Approval as a security instructor does not supersede any requirements to be registered by any other government licensing authority.

## **Requirements for Instructor Approval**

Individuals seeking approval to instruct either BST or AST must meet the below listed **minimum standards for Security Instructors**:

<b>BST</b>	<b>AST</b>
<p>Instructors applying to conduct training at approved training schools for the instruction of Basic Security Training must have:</p> <ul style="list-style-type: none"> <li>• Official documentation of successful completion of a recognized training program in Effective Presentations, or Instructional Techniques, or equivalent (i.e. BC Teaching Certificate, NCCP Coaching Certification, BCIT Effective Presentations, Adult Education Course, etc. – certificate required <b>or</b></li> <li>• Record of Employment documenting a minimum of 100 instructional hours <b>and</b> level of experience in the delivery of instruction; and</li> <li>• security related employment experience – hold a Justice Institute of BC ‘Certificate of Training Completion’ for BST or be eligible for exemption.</li> <li>• Applicants must have been employed as a Security Professional, Law Enforcement or Peace Officer for at least one year within the last 5 years. Records of employment and licensing documentation must be supplied.</li> </ul>	<p>Instructors used by training schools for the instruction of Advanced Security Training, in addition to the standards set out for a BST instructor, must provide documentation of a combination of physical training experience such as, but not restricted to:</p> <ul style="list-style-type: none"> <li>• Applicants must have been employed as a Security Professional, Law Enforcement or Peace Officer for at least 3 years within the last 5 years. Records of employment and licensing documentation must be supplied.</li> <li>• Instructional certification in one of the following governmentally instructed control tactics training systems whose curriculum has been approved by the Justice Institute. I.e.: BC Force Response Options Instructor Course (BC FROIC). DT Instructor, Modern Warrior, NLETC DT Instructor, Monadnock DT Instructor, etc.)</li> <li>• Competitive sport coaching experience (NCCP)</li> <li>• Combative sport and/or martial arts background</li> <li>• Demonstrated interest in Officer Safety, Arrest &amp; Control Tactics, Use of Force Training (taken relevant course(s); active in training days; scenario role-player; etc.) <b>and</b></li> <li>• <b>must have successfully completed the JIBC Advanced Security Training Instructor’s course</b></li> <li>• Produce a physician’s certificate indicating the capacity for full participation without limitation in all scheduled Course activities</li> </ul> <p>*Instructors must be recertified every 3 years. Recertification requires application, attendance and evaluation in a one day recertification course.</p>

\*Each application will be evaluated on its own merit; reasons for non-approval will be provided.

\*All instructional staff used to deliver approved training programs shall be approved and registered with the Justice Institute of BC prior to conducting training.