

**State of Illinois Department of Financial and Professional Regulation
124 - Private Alarm Contractor**

124 - Private Alarm Contractor Examination Requirements

Please read the following instructions carefully. Failure to follow these instructions will result in you not being scheduled for an examination.

Applicants applying based on experience:

Documents to be Submitted:

Verification of Employment/Experience (VE-SAC) attesting to three (3) years' experience during the five (5) years immediately preceding the application working as a full-time manager for a licensed private alarm contractor agency or working for a government, one of the armed forces of the United States, or private entity that inspects, reviews, designs, sells, installs, operates, services, or monitors alarm systems that, in the judgment of the Board, satisfies the standards of alarm industry competence.

Applicants applying based on education and experience:

An individual who has received a 4-year degree or higher in electrical engineering or a related field from a program approved by the Board or a business degree from an accredited college or university shall receive credit for 2 years of experience. Supporting document **Illinois Education Certification Form (ED)** must be completed by a school official or have school seal affixed. If school has no seal, supporting **ED** document must be notarized.

OR

An individual who has successfully completed a national certification program approved by the Board shall receive credit for one (1) year of experience. A copy of the national certification program certificate must accompany the application as proof of successful completion of the program.

In lieu of the experience requirement(s) described above, alternative experience may be accepted such as, working as a full-time manager for a private alarm contractor agency licensed in another state, or for a private alarm contractor agency in a state that does not license such agencies, if the experience is **substantially equivalent** to that gained working for an Illinois licensed private alarm contractor agency.

All Supporting Documents are due at the CTS office no later than ONE (1) week following the registration deadline.

If your supporting documents are not received within a week of the deadline, you will be scheduled for the next available examination once your documentation is received and approved.

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Mail Supporting Documents to:

Continental Testing Services
P.O. Box 100
LaGrange, IL 60525

Please see the links below for the required supporting documents:

Illinois Education Certification Form (ED)

https://www.continentaltesting.net/downloads/IL_CERT_ED.pdf

Verification of Employment/Experience (VE-SAC)

<https://www.continentaltesting.net/downloads/VE-SAC.pdf>