

**State of Illinois Department of Financial and Professional Regulation  
115 – Class A Private Detective**

**115 – Class A Private Detective 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-Detective(VE-DET)** attesting to three (3) years' work experience out of the five (5) years immediately preceding examination application working full-time for a licensed private detective agency as a registered private detective employee; as a full-time investigator for a licensed attorney; for an in-house investigative unit for a corporation having 100 or more employees, or for any of the armed forces of the United States;

**OR**

**Verification of Employment Experience-Detective Security Contractor (VE-DSC)** attesting to three (3) years' experience out of the five (5) years immediately preceding examination application employed as a full-time investigator in a law enforcement agency of the federal government, a state, or a state political subdivision which shall include full-time experience as an investigator with a state's attorney's office or a public defender's office thereof, approved by the Department.

**Applicants applying based on education and experience:**

**BACCALAUREATE DEGREE - LAW ENFORCEMENT, OR RELATED FIELD, OR BUSINESS**

**Documents to be Submitted:**

**Illinois Education Certification Form (ED)** must be completed by a school official and have school seal affixed. If school has no seal, Supporting Document **ED** must be notarized. If you have completed a non-degree military training program in law enforcement or a related field credit shall be given for one of the 3 years of the required experience if it is determined that such training is **substantially equivalent** to that received in an associate degree program.

**OR**

**Verification of Employment Experience-Detective(VE-DET)** attesting to one (1) year work experience out of the five (5) years immediately preceding examination application working full-time for a licensed private detective agency as a registered private detective employee or as a full-time investigator for a licensed attorney; for an in-house investigative unit for a corporation having 100 or more employees or for any of the armed forces of the United States;

**OR**

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**Verification of Employment Experience-Detective Security Contractor (VE-DSC)** attesting to one (1) year experience out of the five (5) years immediately preceding examination application employed as a full-time investigator in a law enforcement agency of the federal government, a state, or a state political subdivision, which shall include full-time experience as an investigator with a state's attorney's office or a public defender's office thereof, approved by the Department.

**Applicants Applying Based On Education And Experience:**

**ASSOCIATE DEGREE - LAW ENFORCEMENT, OR RELATED FIELD, OR BUSINESS**

**Documents to be Submitted:**

**Illinois Education Certification Form (ED)** must be completed by a school official and have school seal affixed. If school has no seal, Supporting Document **ED** must be notarized. If you have completed a non-degree military training program in law enforcement or a related field credit shall be given for one of the 3 years of the required experience if it is determined that such training is **substantially equivalent** to that received in an associate degree program.

**OR**

**Verification of Employment Experience-Detective(VE-DET)** attesting to two (2) years' work experience out of the five (5) years immediately preceding examination application working full-time for a licensed private detective agency as a registered private detective employee or as a full-time investigator for a licensed attorney; for an in-house investigative unit for a corporation having 100 or more employees or for any of the armed forces of the United States;

**OR**

**Verification of Employment Experience-Detective Security Contractor (VE-DSC)** attesting to two (2) years' experience out of the five (5) years immediately preceding examination application employed as a full-time investigator in a law enforcement agency of the federal government, a state, or a state political subdivision which shall include full-time experience as an investigator with a state's attorney's office or a public defender's office thereof, approved by the Department.

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.

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**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.**

**Supporting Documents should be mailed to:**

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

Please see the links below for the required supporting documents:

**VE-DET**

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

**VE-DSC**

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

**ED**

**[https://www.continentaltesting.net/downloads/IL\\_CERT\\_ED.pdf](https://www.continentaltesting.net/downloads/IL_CERT_ED.pdf)**