

**State of Illinois Department of Financial and Professional Regulation  
119 – Private Security Contractor**

**119 - Private Security Contractor Examination Requirements**

**Please read the following instructions carefully. Failure to follow the instructions will result in your not being scheduled for examination.**

**Applicants applying based on experience:**

**Documents to be Submitted:**

**Verification of Employment/Experience (VE-SAC)** attesting to three (3) years experience out of the five (5) years immediately preceding examination application as a full-time manager for a licensed private security contractor agency;

**OR**

**Verification of Employment Private Security Contractor (VE-PSF)** attesting to a minimum of three (3) years experience out of the five (5) years immediately preceding examination application as a full-time manager of a proprietary security force of 30 or more persons registered with the Illinois Department of Financial and Professional Regulation;

**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 as a full-time supervisor for an in-house security unit for a corporation having 100 or more employees, for a military police or related security unit in any of the armed forces of the United States, or in a law enforcement agency of the federal government, a state, or a state political subdivision which shall include full-time experience as a supervisor with a state's attorney's office or a public defender's office thereof, approved by the Department (in the case of military police experience, applicant should submit a copy of DD214).

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

**BACCALAUREATE DEGREE - POLICE SCIENCE, 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 police science 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 associated degree program.

**Verification of Employment/Experience (VE-SAC)** attesting to one (1) year experience out of the five (5) years immediately preceding examination application as a full-time manager for a licensed private security contractor agency;

**OR**

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**Verification of Employment Private Security Contractor (VE-PSF)** attesting to a minimum of one (1) year experience out of the five (5) years immediately preceding examination application as a full-time manager of a proprietary security force of 30 or more persons registered with the Illinois Department of Professional Regulation;

**OR**

**Verification of Employment Experience – Detective Security Contractor (VE-DSC)** attesting to one (1) years' experience out of the five (5) years immediately preceding examination application as a full-time supervisor for an in-house security unit for a corporation having 100 or more employees, for a military police or related security unit in any of the armed forces of the United States, or in a law enforcement agency of the federal government, a state, or a state political subdivision which shall include full-time experience as a supervisor with a state's attorney's office or a public defender's office thereof, approved by the Department (in the case of military police experience, applicant should submit a copy of DD214).

**ASSOCIATE DEGREE - POLICE SCIENCE, RELATED FIELD, OR BUSINESS**

**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 police science 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 associated degree program.

**OR**

**Verification of Employment/Experience (VE-SAC)** attesting to two (2) years experience out of the five (5) years immediately preceding examination application as a full-time manager for a licensed private security contractor agency;

**OR**

**Verification of Employment Private Security Contractor (VE-PSF)** attesting to a minimum of two (2) years experience out of the five (5) years immediately preceding examination application as a full-time manager of a proprietary security force of 30 or more persons registered with the Illinois Department of Financial and Professional Regulation;

**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 as a full-time supervisor for an in-house security unit for a corporation having 100 or more employees, for a military police or related security unit in any of the armed forces of the United States, or in a law enforcement agency of the federal government, a state, or a state political subdivision which shall include full-time experience as a supervisor with a state's attorney's office or a public defender's office thereof, approved by the Department (in the case of military police experience, applicant should submit a copy of DD214).

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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 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:**

**ED**

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

**VE-DSC**

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

**VE-PSF**

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

**VE-SAC**

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