

**Workforce Development System
Technical Advisory #13-07.11
March 29, 2023**

To: Workforce Development Community
SUBJECT: Security Guard Training Program under the Experience Counts Initiative

PURPOSE

Communicate policies regarding the implementation of security guard training as part of the **Experience Counts Initiative** for veterans. This initiative facilitates the transfer of military skills to the public and private sectors. As part of this initiative, specific training courses provided by the military are credited towards licensure as a security guard in New York State (NYS).

Rescind and replace Workforce Development System Technical Advisory (WDS-TA) #13-07.10 – Experience Counts Initiative for Security Guard Training (September 28, 2021).

POLICY

Career Center staff will inform all veteran customers who complete qualifying training during their military service that their training is partial fulfillment of the requirements for licensure as an unarmed or armed security guard in NYS under the Experience Counts Initiative.

For qualifying veterans choosing to participate in the Experience Counts Initiative, Career Center staff will provide access to additional options for licensure as an unarmed or armed security guard in NYS. This includes the NYS Department of Labor (NYSDOL) Legal Powers and Limitations course in lieu of the required 8-Hour Pre-Assignment Training, and the Federal Emergency Management Agency (FEMA) Emergency Management Institute IS-100.C training in lieu of the required 16-Hour On-The-Job Training.

Note: Additional information on the 8-hour and 16-hour courses is available in the Background section of this WDS-TA.

ACTION

Military Transcript Verification

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Career Center staff will verify satisfactory completion of a qualifying military training course by the inclusion of the military occupation on the DD-214 or a military transcript. Instructions for obtaining military transcripts can be found in **Attachment A – Instructions for Obtaining Military Transcripts.**

Once military training is verified, staff can assist a veteran with participation in the Experience Counts Initiative to become an unarmed or armed security guard.

Experience Counts Security Guard Training

a. Unarmed Security Guard

The NYS Division of Criminal Justice Services (DCJS) has determined that completion of any one (1) of the following trainings, as a part of military service, will be credited toward the 8-Hour Pre-Assignment Training and the 16-Hour On-the-Job Training:

- Air Force Security Specialist Course (*MOS – 3P with anything following it*);
- Army CID Special Agent (*MOS – 31D*);
- Army Combat Engineer (*MOS – 21B/12B*);
- Army Indirect Fire Infantryman (*MOS – 11C*);
- Army Infantryman Course (*MOS – 11B*);
- Army Military Police Course (*MOS – 95B (in conjunction with MP), 31A, 31B*);
- Army Resettlement Specialist aka: Corrections Specialist (*MOS – 31E*);
- Army Small Arms Master Gunner Course (*SAMGC*);
- Naval Corrections Specialist Course (*MOS – 9575*);
- Navy Master-at-Arms Course (*MOS – MA with anything following it*);
- USMC Guard/Security Guard (*MOS – 8151/8156*);
- USMC Infantryman Course (*MOS – 03 with any two numbers following it*);
- USMC Military Police Courses (*MOS – 5811, 5803, 5800*);
- USMC Security Force Close Quarters Battle Team Member (*MOS – 8154*);
- USMC Security Force Guard (*MOS – 8152*);
- USMC Combat Engineer (*MOS – 1371*); or
- USMC Marine Corrections Specialist (*MOS – 5831*).

With any one (1) of the above trainings, the veteran can complete the following two (2) courses in any sequence, at no cost, under the Experience Counts Initiative:

1. The NYSDOL Legal Powers and Limitations course; and

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2. FEMA IS-100.C (Introduction to the Incident Command System) course online.
 - **Note:** Veterans must register for a Student Identification (SID) Number on the [FEMA training website](#) to take the final exam and receive the certificate.

b. Armed Security Guard

Veterans **must** possess a valid NYS pistol permit prior to undergoing training to become an armed security guard.

- Armed security guard applicants must have a valid NYS pistol license pursuant to Penal Law 400.00 and must complete a 47-Hour Firearms Training Course for Security Guards prior to applying for a Special Armed Guard Registration Card. Starting one (1) year from the date of completion of the 47-Hour Firearms Training Course, holders of a Special Armed Guard Registration Card also must annually complete an 8-Hour Annual Firearms Training for Armed Security Guards.

NYS DCJS has determined that completion of any one (1) of the following trainings, as a part of military service, will be credited toward the 8-Hour Pre-Assignment Training Course, the 16-Hour On-the-Job Training Course, and the 47-Hour Firearms Training Course:

- Air Force Security Specialist Course (*MOS – 3P with anything following it*);
- Army Military Police Course (*MOS – 95B (in conjunction with MP), 31A, 31B*);
- Army Resettlement Specialist aka: Corrections Specialist (*MOS – 31E*);
- Army Small Arms Master Gunner Course (*SAMGC*);
- Naval Corrections Specialist Course (*MOS – 9575*);
- Navy Master-at-Arms (*MOS – MA with anything following it*);
- USMC Military Police Course (*MOS – 5811, 5803, 5800*);
- USMC Security Force Close Quarters Battle Team Member (*MOS – 8154*); or
- USMC Marine Corrections Specialist (*MOS 5831*).

With any one (1) of the above trainings, the veteran can complete the following three (3) courses in any sequence under the Experience Counts Initiative:

1. The NYSDOL Legal Powers and Limitations video course;
2. FEMA IS-100.C (Introduction to the Incident Command System) course online; and
 - **Note:** Veterans must register for a SID Number on the FEMA training website to take the final exam and receive the certificate.
3. 8-Hour Annual Firearms Training for Armed Guards.

The first two (2) courses are offered at no cost. The 8-Hour Annual Firearms Training

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for Armed Guards is available through NYS DCJS-approved [training providers](#) throughout the State and the cost of the course may be covered if the veteran qualifies for Individual Training Account funding. Local areas should make sure these training providers are on the State's [Eligible Training Provider List](#).

- **Note:** A waiver must first be issued by the NYSDOL Central Office Veterans' Program Unit for the veteran to be waived from the 47-Hour Firearms Training and admitted to the 8-Hour Annual Firearms Training. A waiver is obtained by providing proof of qualifying military training completion and a valid NYS Pistol Permit to Ask.vets@labor.ny.gov or by mailing it to:

Deputy Veterans' Program
Administrator
New York State Department of Labor
Building 12, Room 428
W. Averell Harriman State Office
Campus Albany, NY 12240-0099

Veterans whose military training does not result in training credit towards firearms certification will be required to complete the full 47-Hour Firearms Training to obtain an Armed Guard license.

Training in the Career Center

For a veteran to complete the NYSDOL Legal Powers and Limitations course, they must provide photo identification and a military transcript or DD-214 Member 1 or Member 4 copy as proof of qualifying military course completion. Veterans can view the training on Resource Room computers, which may take up to 2 hours and 30 minutes. If needed, Career Center staff can contact the NYSDOL Central Office Veterans' Program Unit for assistance in accessing the Legal Powers and Limitations course materials.

Upon completion of the NYSDOL Legal Powers and Limitations course videos and exam, Career Center staff will make applicable entries into the One-Stop Operating System (OSOS) as outlined in **Attachment B – One-Stop Operating System (OSOS) Instructions for New York State Department of Labor (NYSDOL) Legal Powers and Limitations Course**. Instructions for proctoring the exam can be found in **Attachment C – New York State Department of Labor (NYSDOL) Legal Powers and Limitations Course Instructions**.

Note: The NYSDOL Legal Powers and Limitations course and exam are also available to complete virtually. The veteran must possess their own device to access the virtual materials. Provide the veteran with **Attachment D – Best practices for Veterans Taking the New York State Department of Labor (NYSDOL) Virtual Legal Powers and Limitations Course** as outlined in **Attachment C**.

Career Center staff will retain the Legal Powers and Limitations exam materials for submission to the NYSDOL Central Office Veterans' Program Unit. To protect the

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integrity of the exam, participants are not allowed to keep any testing materials.

The FEMA Emergency Management Institute IS-100.C [training](#) can be completed by the veteran in the Resource Room at the Career Center or any other location.

- **Note:** NYSDOL will accept certificates of completion from previous years if the course listed on the certificate matches the current FEMA IS-100.C title. The veteran will not have to retake the course unless the title changes.

Fingerprinting

As part of the Experience Counts Initiative, veterans must schedule fingerprinting appointments with IdentoGo by IDEMIA. To schedule an appointment at a convenient location, veterans must call 1-877-472-6915 or visit www.identogo.com and select “New York.” For scheduling purposes, veterans must utilize the required ORI number (**SecGuard**) or Service Code **1545R1**.

Veterans must bring an acceptable form of identification to the appointment (for a list, please visit <https://dos.ny.gov/electronic-fingerprinting>), along with an acceptable form of payment. The fingerprinting fee is subject to bi-annual changes. If local policy allows, and the veteran qualifies, this cost may be covered by supportive services funds. Upon completion of the fingerprinting process, veterans will be given two (2) receipts, one (1) of which must be submitted to the NYSDOL Central Office Veterans’ Program Unit with the completed application packet.

Note: Fingerprint receipts are valid for five (5) months from the date of the fingerprinting. Failure to submit the security guard application within this timeframe will require the veteran to complete the fingerprint process again.

Submission

Career Center staff will collect the required items from the veteran as they are completed. Once all necessary items have been compiled, Career Center staff will send the completed packet to the NYSDOL Central Office Veterans’ Program Unit for review and submission to the NYS Department of State (DOS). The packet must include the items outlined in **Attachment E – Security Guard Application Packet Checklist**.

BACKGROUND

To become an **Unarmed Security Guard** in NYS, the following two (2) initial trainings are required:

1. 8-Hour Pre-Assignment Training – A general introductory course; and
2. 16-Hour On-the-Job Training – A course relevant to the duties of guards, requirements of the work site, and the needs of the business.

To become an **Armed Security Guard** in NYS, the two (2) trainings listed above are

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required plus the **47-Hour Firearms Training Course** detailed in the Action section of this WDS-TA.

INQUIRIES

Please direct any questions to Ask.vets@labor.ny.gov.

ATTACHMENTS

- A. Instructions for Obtaining Military Transcripts
- B. One-Stop Operating System (OSOS) Instructions for New York State Department of Labor (NYSDOL) Legal Powers and Limitations Course
- C. New York State Department of Labor (NYSDOL) Legal Powers and Limitations Course Instructions
- D. Best Practices for Veterans Taking the New York State Department of Labor (NYSDOL) Virtual Legal Powers and Limitations Course
- E. Security Guard Application Packet Checklist

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INSTRUCTIONS FOR OBTAINING MILITARY TRANSCRIPTS

Air Force

- Go to <https://www.archives.gov/>.
- Click “Veterans’ Service Records.”
- Under “Request Military Service Records,” click “Request Service Records Online, by Mail, or by Fax.”
- Under “Looking for records?”, choose one of the options.
- If “Start Request Online” is chosen, a new box will open. Choose “Make a new request.” Answer the questions and submit.
- If any other options are chosen, it will take you to the “Request Veteran Records” page. Choose to make a new request or check the status of an existing request. Answer the questions and submit.
- If “Mail or Fax Form” is chosen, you will be taken to the “Request Military Personnel Records Using Standard Form 180” page.
- Click “Download form SF-180 to mail or fax your request.” Print, complete and mail the form to the address listed for your branch of service.
 - Requests are processed 10 – 15 days after receipt.

Army, Coast Guard, Marine Corps and Navy

- Go to <https://jst.doded.mil/jst/>
 - If you do not already have an account, click on “Register.”
 - If you have an active Common Access Card (CAC), you can log in using the “CAC Login” feature.
- Click on “Transcripts” at the top of the page and select “1. Transcript” for an unofficial transcript.
- Official Transcripts can be ordered through the “Official Transcript Request” option on the same page.

ONE-STOP OPERATING SYSTEM (OSOS) INSTRUCTIONS FOR NEW YORK STATE DEPARTMENT OF LABOR (NYSDOL) LEGAL POWERS AND LIMITATIONS COURSE

Upon completion of the NYSDOL Legal Powers and Limitations course:

- Click the Activity button at the bottom of the OSOS page;
- Click the L1 Staff Assisted Individualized folder;
- Click the “Short Term Pre-Vocational Skills” folder;
- Click the Short-term Pre-Vocational Skills to Prepare for Employment or Training [LX Enrolling] activity; and
- Enter an OSOS comment indicating that the training was provided under the Experience Counts Security Guard program.

Upon completion of the Legal Powers and Limitations exam:

- Click the L1 Staff Assisted Individualized folder;
- Click the “Testing” folder;
- Click “Test Administration [LX Enrolling]” activity; and
- Enter a comment in OSOS:
 - If participant passes, state the test was provided under the Experience Counts Security Guard program and they obtained a passing score; or
 - If participant does not achieve a passing score, state the test was provided under the Experience Counts Security Guard program and they failed to obtain a passing score; and
 - If possible, also note the participant’s intentions, e.g., “plans to retake the exam on DATE,” or “has elected not to retake the exam.”

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NEW YORK STATE DEPARTMENT OF LABOR (NYSDOL) LEGAL POWERS AND LIMITATIONS INSTRUCTIONS

As part of the Experience Counts Program, staff will present five (5) videos and proctor the exam for the NYSDOL Legal Powers and Limitations course. This exam consists of 47 multiple choice questions and may be retaken as often as necessary.

- First, determine whether the participant has already completed the NYSDOL Legal Powers and Limitations course. If this has been completed, the “Short Term Pre-Vocational Skills to Prepare for Employment or Training” activity and comments will exist in their One-Stop Operating System (OSOS) record (**see Attachment B – One-Stop Operating System (OSOS) Instructions for NYSDOL Legal Powers and Limitations Course** for details).
 - Note: If the Legal Powers & Limitations course videos have already been viewed, move on to the procedures for proctoring the exam below.

Listed below is the procedure for viewing the course videos in person:

- Confirm the participant’s identity. A valid New York State (NYS) Driver’s License, NYS Learner’s Permit, NYS Non-Driver Identification, or U.S. Passport can be used for this purpose. Locate the security guard videos and transcripts in this folder: \\dol-smb\dol_shared\DOL0A1FS1\Dews-Data\dews-public\Veterans Program\Experience Counts\Security Guard Training Videos & Transcripts. If you cannot access these materials, email Ask.vets@labor.ny.gov for assistance.
- Before playing the first video, please make all participants aware of these rules:
 - Participants cannot take notes;
 - They must be available for the entirety of all videos;
 - The video is not interactive; participants will need to open each section of the video;
 - If a participant requests a break, staff must pause the video. Do not close the video as this will cause the video to auto play from the beginning once it is reopened;
 - You must watch the participants for the entirety of all videos; this is to protect the integrity of the exam; and
 - The exam will be completed separately after participants have watched all the videos.

Listed below is the procedure for proctoring the course exam in person:

- First determine whether the participant has already completed the NYSDOL Legal Powers and Limitations course exam. If this has been completed, the “Test Administration [LX Enrolling]” activity and comments will exist in their OSOS record (see **Attachment B** for details).

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- Note: If the Legal Powers & Limitations course videos and exam have already been viewed, move on to the next step in the application process as outlined in the [Experience Counts Flow Chart](#). Otherwise move on to the exam instructions that follow.
- Ensure that all participants do not have access to calculators, cell phones, computers, or notes. Participants may not talk or help each other. Participants must be spaced at least one (1) seat apart, if the room allows for this.
- Enter the participant's Name and OSOS NY# in the appropriate fields on the Final Exam – Legal Powers & Limitations.
- The participant must enter their responses on the answer sheet included with the exam. They may write on the test, but it will not be counted as an answer.
- Compare the answers to the answer key provided. If the participant correctly answered 33 or more questions, they have passed the exam.
- If the participant fails the exam, they may elect to take the exam again, or they may take the full training again.
- Once the exam is passed, attach the answer sheet to the exam, and securely store the completed exam until the participant completes the other required parts of the application process. This needs to be submitted to the NYSDOL Central Office Veterans' Program Unit along with the other required documents to complete the security guard application process for the participant.
- To maintain the integrity of the exam questions, participants are not allowed to keep any testing materials, including exam questions, or completed answer sheets.
- Upon exam completion, record the "Test Administration [LX Enrolling]" activity and comments in the participant's OSOS record (see **Attachment B** for details).

Listed below is the procedure for scheduling the course virtually in Microsoft TEAMS:

- First determine whether the participant has already completed the NYSDOL Legal Powers and Limitations course. If this has been completed, the "Short Term Pre-Vocational Skills to Prepare for Employment or Training" activity and comments will exist in their OSOS record (see **Attachment B** for details).
 - Note: If the Legal Powers & Limitations course videos have already been viewed, move on to the procedures for proctoring the exam. Otherwise move to the next step.
- The virtual course videos and exam can only be offered to one veteran at a time.
- Send the following email to the participant:
 - Good Morning/Afternoon,
 Welcome to the virtual Legal Powers and Limitations course. We are excited to offer you the ability to view the course videos and take the subsequent exam virtually. This session will take approximately 2 hours for the video portion and

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approximately 30 minutes for the exam.

You must be available for the entirety of the course (with the exceptions of bathroom breaks) and the camera must stay on for the entirety of the course. The exam questions will be given verbally, and you will have the choice of providing your answers in the chat, or verbally.

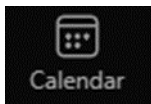
If you need special accommodations, please let us know and we will try to accommodate.

Failure to comply with the rules in place will have you removed from the course. You may reschedule the course for another day.

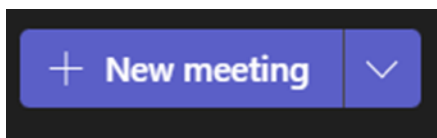
You will receive a separate email with an invite link to a Microsoft TEAMS meeting. Please choose the “Join on Web” option when entering the meeting. You will need to enter the meeting ID and password when prompted.

Thank you.

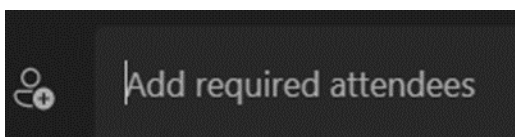
- Attach **Attachment D – Best practices for the New York State Department of Labor (NYSDOL) Virtual Legal Powers and Limitations Course** to the email above.
- Next, send the Microsoft TEAMS link to the veteran following these steps:
- In Microsoft TEAMS you will need to select Calendar from the panel on the left-hand side of your screen.



- Then you will select new meeting at the top right of your screen.



- In the new meeting window, you will enter the veteran’s email address as a required attendee.




- Schedule the meeting for 2 hours and 30 minutes.
- Click save to send the link to the veteran. A calendar item will be created in Outlook as well.

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Listed below is the procedure for viewing and sharing the course videos virtually in Microsoft TEAMS:

- Confirm the participant’s identity. A valid NYS Driver’s License, NYS Learner’s Permit, NYS Non-Driver Identification, or U.S. Passport can be used for this purpose.
- You will find the videos and transcripts in this folder: \\dol-smb\dol_shared\DOL0A1FS1\Dews-Data\dews-public\Veterans Program\Experience Counts\Security Guard Training Videos & Transcripts. If you cannot access these materials, email Ask.vets@labor.ny.gov for assistance.
- Before sharing and playing the first video, please make the participant aware of these rules:
 - Participant cannot take notes;
 - They must be available for the entirety of all videos; and
 - The participant must be on camera at all times with the exception of allowed breaks.
- To share videos:
 - Share your screen with the participant by clicking on the screen share button  on the top of the screen next to the leave button.
 - Be sure to check the box to share computer sound.
 - The videos are not interactive; staff will need to open each section of the videos.
 - If a participant requests a break, staff must pause the video. Do not close the video as this will cause the video to auto play from the beginning once it is reopened.
 - You must watch the participant for the entirety of all videos; this is to protect the integrity of the exam.
 - The exam will be completed separately after the participant has watched all the videos.

Listed below is the procedure for administering the course exam virtually in Microsoft TEAMS:

- First determine whether the participant has already completed the NYSDOL Legal Powers and Limitations course. If this has been completed, the “Test Administration [LX Enrolling]” activity and comments will exist in their OSOS record (see **Attachment B** for details).
 - Note: If the Legal Powers & Limitations course videos and exam have already been viewed move on to the next step in the application process as outlined in the Experience Counts Flow Chart. Otherwise move on to the exam instructions that follow.

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- Ensure that the participant does not have access to calculators, cell phones, computers, or notes.
- Open the Multiple Choice Answers PowerPoint found [here](#) and share with the participant.
- This is extremely important: **DO NOT** screen share the questions.
- Open the Questions PowerPoint found [here](#). Remember to open this document on a separate screen from the one you are presenting on.
 - Note: If you do not have a second monitor, you will need to print out the Questions PowerPoint and read each question to the participant.
- Open the Gradebook for Legal Powers & Limitations Exam and enter the participant's Name and OSOS NY# in the appropriate fields.
- Read the questions to the participant; they may provide the answers verbally or within the meeting chat.
- Record the participant's responses in Column B of the Gradebook for Legal Powers & Limitations Exam.
- The answer key is provided within the Gradebook. If the participant correctly answers 33 or more questions, they have passed the exam.
- If the participant fails the exam, they may elect to take the exam again, or they may take the full training again.
- After all exam questions have been answered, disable screen sharing by:
 - Hovering the mouse near the top center of your presentation screen and select stop presenting when the ribbon drops down; or
 - Clicking on the stop sharing button at the top right of your TEAMS meeting window.
- Once the exam has been passed save the Gradebook in a separate file under the participant's name.
- The Gradebook needs to be submitted to the NYSDOL Central Office Veterans' Program Unit along with the other required documents to complete the security guard application process.
- To maintain the integrity of the exam, participants are not allowed to keep any testing materials, including exam questions, or completed answer sheets.
- Upon exam completion, record the "Test Administration [LX Enrolling]" activity and comments in the participants OSOS record (see **Attachment B** for details).
- If the participant asks for proof of their grade, send the following email:
 - Good Morning/Afternoon,
 Congratulations, you received a passing score of (insert Score) % on the Legal Powers & Limitations course exam! The exam was a requirement for the

Experience Counts Program. Your Security Guard application packet is put together as you complete the required steps in the application process. No certificate of completion for this exam will be issued, this information will be forwarded to the NYS Department of State along with your completed application packet. If you have any questions, please let us know.

Thank you.

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BEST PRACTICES FOR VETERANS TAKING THE NEW YORK STATE DEPARTMENT OF LABOR (NYSDOL) VIRTUAL LEGAL POWERS AND LIMITATIONS COURSE

1. Join early – aim for 5 minutes before the meeting start time, if possible, to leave time for troubleshooting any unforeseen issues that may arise.
2. The course videos and exam will be conducted using Microsoft TEAMS.
3. You do not need to have TEAMS installed on your computer or mobile device.
4. You will receive a separate email with an invite link to a TEAMS meeting. Please choose the “Join on Web” option when entering the meeting. You will need to enter the meeting ID and password when prompted.
5. Find a quiet space without interruptions or background noise.
6. Your camera must be on at all times positioned to be at eye level if possible – specifically take note of the angle of your laptop screen if using the built-in camera.
7. Have a plain background or use a Virtual Background.
8. Have good lighting on your face so you can be seen clearly.
9. Mute your microphone when not talking.
10. Try to avoid talking over or at the same time as the presenter.
11. To maintain the integrity of the course refrain from doing other tasks like checking emails, looking at your phone, etc.
12. When taking the exam, provide your answers in A, B, C or D format. For True/False questions please respond with “True” or “False.”
13. Failure to comply with any of the above guidelines will result in removal from the course.

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SECURITY GUARD APPLICATION PACKET CHECKLIST

Name:

OSOS NY#

- Unarmed Armed
- Proof that a qualifying military training course has been completed – (DD-214; Member 1 or 4 or Military Training Transcript)
- Proof of passing the Legal Powers and Limitations exam (the exam questions and participant answer sheet)
- Proof that the FEMA Emergency Management Institute IS-100.C training has been completed (copy of training certificate)
- As long as the name of the course on the certificate matches the name of the current FEMA course we can accept a FEMA certificate that was completed in previous years.
- Proof of fingerprinting (vendor receipt) – fingerprints are only valid for five (5) months after the date on the receipt
- Completed Employee Statement and Security Guard Application
- Application fee: \$36 money order or cashier's check payable to: *The NYS Department of State*

Additional Items for armed security guard application only:

- Copy of certificate: 8-hour Annual Firearms Training for Armed Guards (see Technical Advisory)
- Proof of valid NYS Pistol Permit

Completed packets must be mailed to:

Deputy Veterans' Program Administrator
 New York State Department of Labor
 Building 12, Room 428
 W. Averell Harriman State Office
 Albany, NY 12240-0099

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