

**INSTRUCTIONS FOR APPROVAL  
OF A 40-HOUR FIREARM TRAINING COURSE**

The following materials must be submitted with your application for approval of a 40-hour firearm training course.

I. Copy of curriculum/course outline detailing:

A. Content covered in 20-hours of classroom instruction:

1. The law of arrest, search and seizure as it applies to private security;
2. Civil and criminal liability for acts related to private security;
3. The use of force;
4. Arrest and control techniques;
5. The elements of offenses under the Criminal Code of 2012 directly related to the protection of persons and property;
6. The law on private security forces and on reporting to law enforcement agencies;
7. Fire prevention, fire equipment, and fire safety;
8. The procedures for report writing;
9. Civil rights and public relations;
10. The identification of terrorists, acts of terrorism and terrorist organizations, as defined by federal and State statutes.

B. The number of hours devoted to each of the above content areas.

II. Study Materials:

- A. List of study materials that are used; the location of the materials (i.e., given to students, available in library, etc.); the number of copies available to students.

III. Description of Policies and Procedures for the maintenance of trainee records:

1. Names
2. Dates of enrollment and completion
3. Attendance

IV. Copy of curriculum/course outline detailing 20 hours of firearm training instruction.

A. Classroom instruction

1. The content covered in classroom instruction
2. The number of hours devoted to each content area

B. Supervised Range Instruction

1. The practice learning experience included in the range instruction:
  - a. double-action shooting
  - b. combat shooting
  - c. positioning
  - d. distances
2. Number of rounds required for training and qualifying for double-action firing and for various distances.
3. Description of range and equipment utilized in training, including length of the range, whether indoor or outdoor range, type of ammunition and grain, type of barricades, type of range and target used.
4. Number of hours devoted to range training.
5. Description of the minimum score required for trainees to qualify on the range upon completion of training.

V. Description of safety procedures utilized in range training including the procedure for handling non-compliance on part of trainees and for inspecting and maintaining the safety of the range.

VI. Copy of the final written examination used to evaluate trainees on classroom material; outline of content the examination is designed to test; and a description of the grading and the established score for passing of the examination.

VII. Description of Policies and Procedures for the maintenance of trainee records:

1. names
2. dates of enrollment and completion
3. attendance

VIII. Name and the description of the location of the firing range utilized in the course. Indicate whether the firing of live ammunition is permitted in the area and source of this information. Provide the name, address and telephone number of the owner of the range. If you are contracting with a person for use of a firing range, indicate whether you have a formal agreement to utilize the range.

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 447/1 et. seq. (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

# APPLICATION FOR REGISTRATION AS A 40-HOUR FIREARM TRAINING COURSE

RETURN APPLICATION TO:  
STATE OF ILLINOIS  
DEPARTMENT OF FINANCIAL AND  
PROFESSIONAL REGULATION  
ATTN: DIVISION OF PROFESSIONAL  
REGULATION  
320 West Washington Street, 3rd Floor  
Springfield, Illinois 62786

Carefully follow all steps outlined on the INSTRUCTIONS FOR MAKING APPLICATION for 40-HOUR FIREARM TRAINING COURSE. In addition, note the following:

- A. Type or print legibly using black ink only.      B. The registration fee is **NOT REFUNDABLE**.

### PART I: Application Category Information

1. PROFESSION NAME <b>40-Hour Firearm Training Course</b>	2. PROFESSION CODE <u>  1  </u> <u>  0  </u> <u>  2  </u>	3. LICENSURE METHOD <b>NON-EXAM</b>	4. FEE <b>\$100.00</b>
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### INSTRUCTIONS

1. Submit a copy of the course outline, study materials, firearm final examination, and other supporting materials specified in the attached instructions for course approval. If the entity is a corporation, limited liability company or other legal entity provide a copy of the filed documents from the Illinois Secretary of State.
2. Upon approval of the firearm training course by the Department, the Firearm Instructor shall submit a Certificate of Completion of Firearm Training form to the Department for each student who completes the course. This will generate a Certificate of Training issued by the Department to the student.
3. The firearm training course requirement is waived for an individual approved by the Department as a Firearm Instructor. The Firearm Instructor shall, upon application to the Department, be issued a Certificate of Completion of Firearm Training.
4. If Firearm Instructors have not been approved by the Department, submit or have the instructor(s) submit a Firearm Instructor application to the Department for approval.

### PART II: Applicant Identifying Information

1. NAME OF ENTITY OFFERING COURSE(S) - Print name exactly as you wish it to appear on certificate.			2. BUSINESS TELEPHONE (Include Area Code)	
			3. FEIN	
4. BUSINESS STREET ADDRESS	5. CITY	6. COUNTY	7. STATE	8. ZIP CODE
9. DATE COURSE(S) START	10. NAME OF AUTHORIZED AGENT TO RECEIVE CORRESPONDENCE		11. E-MAIL ADDRESS OF AUTHORIZED AGENT (REQUIRED)	

12. COURSE INSTRUCTOR(S)	
TYPE OF COURSE	NAME OF REGISTERED FIREARM INSTRUCTOR
<b>FIREARM COURSE</b>	REGISTERED FIREARM INSTRUCTOR NUMBER <b>263-</b>

13. NAME OF FIRING RANGE TO BE USED				
14. FIRING RANGE STREET ADDRESS	15. CITY	16. COUNTY	17. STATE	18. ZIP CODE

### PART III: Certifying Statement

Under penalties of perjury, I declare that I have examined this application and to the best of my knowledge it is true, correct and complete.

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date

**I UNDERSTAND THAT FEES ARE NOT REFUNDABLE.** My signature above authorizes the Department of Financial and Professional Regulation to reduce the amount of this check if the amount submitted is not correct. I understand this will be done only if the amount submitted is greater than the required fee hereunder, but in no event shall such reduction be made in an amount greater than \$50.