



ONONDAGA COMMUNITY COLLEGE  
CENTRAL NEW YORK POLICE ACADEMY

## SECURITY GUARD TRAINING

**8 Hour Pre-Assignment Training Course for Security Guards (Tuition is \$75)** – This is an 8 hour course required by New York State as the first step in obtaining a security guard registration card from the New York State Department of State. The course provides the student with a general overview of the duties and responsibilities of a security guard. Topics covered in this course include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct. All students must attend 100% of the 8hr course, and pass an examination for successful completion of this course.

√	Term	Section Name	Day	Date of Class	Time	Location	Reg Deadline
	CE17FA	POL.ce-016-001	Wed & Thurs	<b>September 6-7, 2017</b>	5:30-9:30pm	OCC – Mulroy Hall, TBD	9/5/17
	CE17FA	POL.ce-016-002	Mon & Tues	<b>October 2-3, 2017</b>	5:30-9:30pm	OCC – Mulroy Hall, TBD	9/29/17
	CE17FA	POL.ce-016-003	Mon & Tues	<b>November 20-21, 2017</b>	5:30-9:30pm	OCC – Mulroy Hall, TBD	11/17/17
	CE17FA	POL.ce-016-004	Mon & Tues	<b>December 18-19, 2017</b>	5:30-9:30pm	OCC – Mulroy Hall, TBD	12/15/17

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**Course Fee: \$75**

**PAYMENT OPTIONS INCLUDE: ONLINE** ([www.pay.sunyocc.edu](http://www.pay.sunyocc.edu)), **VIA CHECK** (Payable to OCC; Mailed w/form), **OR YOU WILL BE BILLED BY THE OCC STUDENT ACCOUNTS OFFICE**

Methods of Registration:

- ◆ Register online: visit our website @ [pstc.sunyocc.edu](http://pstc.sunyocc.edu); click on *Security Guard Training*.
- ◆ Or complete the registration form and fax to 315-498-2522 or mail it to:  
CNY Police Academy @ OCC  
Mawhinney Hall, M280Q  
4585 West Seneca Turnpike  
Syracuse, NY 13215

Please note the following:

- You are registered upon our receipt of your application; *we do not send registration confirmation.*
- You must be pre-registered for a class, *we do not accept walk-ins.*
- No certificates will be issued if payment has not been received prior to class date. Instructor will NOT accept payment
- To avoid financial responsibility, you must drop the class prior to the start of class. Failure to attend class does not negate financial responsibility. Payment options include: Check / Money Order (payable to OCC), paying online ([www.pay.sunyocc.edu](http://www.pay.sunyocc.edu)), or paying in person at Student Accounts Office.

**CENTRAL NEW YORK POLICE ACADEMY AT ONONDAGA COMMUNITY COLLEGE**

4585 West Seneca Turnpike, M280Q, Syracuse, NY 13215

Phone: 315-498-6042 \* Fax: 315-498-2522

**Security Guard Training – FAX/MAIL IN FORM**

**8 Hour Pre-Assignment Training Course for Security Guards - \$75**

Check (✓) the section you are registering for:

√	Term	Section Name	Day	Date of Class	Time	Location	Reg Deadline
	CE17FA	POL.ce-016-001	Wed & Thurs	September 6-7, 2017	5:30-9:30pm	OCC – Mulroy Hall, TBD	9/5/17
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	CE17FA	POL.ce-016-004	Mon & Tues	December 18-19, 2017	5:30-9:30pm	OCC – Mulroy Hall, TBD	12/15/17

**COMPLETE THIS FORM AND FAX TO (315) 498-2522 OR MAIL TO ADDRESS ABOVE**

**PAYMENT OPTIONS INCLUDE: ONLINE (www.pav.sunvocc.edu), VIA CHECK (Payable to OCC; Mailed w/form), OR YOU WILL BE BILLED BY THE OCC STUDENT ACCOUNTS OFFICE**

PLEASE PRINT:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip

County of Residence: \_\_\_\_\_ Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female

New York State Resident: \_\_\_\_\_ YES \_\_\_\_\_ NO U.S. Citizen: \_\_\_\_\_ YES \_\_\_\_\_ NO

Home Telephone ( ) \_\_\_\_\_ Cell/Work Phone ( ) \_\_\_\_\_

Social Security #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ OCC ID# \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
OPTIONAL IF KNOWN REQUIRED

Email address: \_\_\_\_\_

Have you registered at O.C.C before?  YES  NO If YES, name previously registered under \_\_\_\_\_

Ethnicity: (circle one---optional)

Black/African American Euro-Ethnic/White North Amer. Indian/AK  
 Asian/Pacific Island Latino/ Puerto Rican Other \_\_\_\_\_

**ALL STUDENTS: Please read and sign the following Financial Responsibility Agreement:**

By registering for classes at Onondaga Community College, I acknowledge and agree that I am at least 18 years of age or the parent/legal guardian of a student under the age of 18. I am financially responsible for all charges related to my registration. I understand that if I decide not to attend the courses, which I am registering for, that it is my responsibility to drop the course(s) prior to the scheduled start time to avoid any financial liability. I understand that I will be registered when Onondaga Community College receives my registration form and that I will not receive a registration confirmation. I understand that I will not receive a certificate of completion until OCC receives my payment for this class.

**I hereby apply for registration, and certify that all information I have given to be true and correct. I agree to obey all rules and regulations of Onondaga Community College.**

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only: _____ Initials _____ Date Employee Signature: _____
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