



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
	CE18SP	POL.ce-016-002	Wed & Thurs	<b>May 23 &amp; 24, 2018</b>	5:30-9:30pm	OCC – Mulroy Hall, R126	5/22/18
	CE18SU	POL.ce-016-001	Wed & Thurs	<b>June 13 &amp; 14, 2018</b>	6:00-10:00pm	OCC – Mulroy Hall, R126	6/12/18
	CE18SU	POL.ce-016-002	Wed & Thurs	<b>July 11 &amp; 12, 2018</b>	6:00-10:00pm	OCC – Mulroy Hall, R126	7/10/18
	CE18SU	POL.ce-016-003	Wed & Thurs	<b>August 22 &amp; 23, 2018</b>	5:30-9:30pm	OCC – Mulroy Hall, R126	8/21/18

---

**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.
- **Security Guard Course Refund Policy:** Students will receive 100% refund if course is dropped prior to start. If course is divided into two (2) days, the student will receive a 50% refund is requested prior to start of second day.

