



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 | Registration Deadline |
|---|--------|----------------|--------------|--------------------------------|-----------------|----------------------------|-----------------------|
| | CE17SP | POL.ce-016-001 | Mon, Tues | April 17 & 18, 2017 | 5:30- 9:30pm | OCC – Mulroy Hall, R126 | 4/14/17 |
| | CE17SU | POL.ce-016-001 | Sat | June 3, 2017 | 8:30- 5:00pm | OCC – Mulroy Hall, R126 | 6/1/17 |

Course Fee: \$75

PAYMENT OPTIONS INCLUDE: ONLINE (www.pav.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; click on *Security Guard Training*.
- ◆ Or complete the form the registration form and fax it 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.pav.sunyocc.edu), or paying in person at Student Accounts Office.

CENTRAL NEW YORK POLICE ACADEMY AT ONONDAGA COMMUNITY COLLEGE

4585 West Seneca Turnpike, 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 | Registration Deadline |
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COMPLETE THIS FORM AND FAX TO (315) 498-2522 OR MAIL TO ADDRESS ABOVE

PAYMENT OPTIONS INCLUDE: ONLINE (www.pay.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:** _____

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