



# ***Able Center for Training***

## ***Course Catalog***

### ***Nassau Location***

510 Hempstead Turnpike  
West Hempstead, New York 11552

### ***Suffolk Location***

709 West Jericho Turnpike  
Huntington, New York 11743

Phone: 866-225-3697

[ACTraingNY.com](http://ACTraingNY.com)

Email: [Info@ACTraingNY.com](mailto:Info@ACTraingNY.com)



The following mandated New York State general topics security courses are offered by Able Center for:

*8 Hour Pre-Assignment training course.*

*16 Hour On- the- Job training course.*

*8 Hour Annual In-Service (Security and Armed Security).*

*8 Hour Annual In-service for Armed Security Guards*

*47 Hour Annual In-Service Training Course for Armed Security Guards.*

### **Mission Statement**

To prepare each student for real world application of the duties and responsibilities of a security guard. Safety and compliance, as well as knowledge of the law, is of utmost importance.

### **Code of Conduct**

Students will be expected to be respectful to all staff and fellow students. The following rule applies; act civil and treat others as you would want to be treated.

### **Non-Discrimination Policy**

Able Center for Training fully complies with. Title VII of the Civil Rights Act of 1964, as amended. Discrimination based on race, religion, national origin, age, sex (including Pregnancy), disability; color or sexual preference is strictly prohibited.



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## **Admission Process**

### **Online Enrollment:**

Students are able to enroll in a Class by visiting [www.actrainingny.com](http://www.actrainingny.com). Please follow prompts and register as instructed.

### **Additional Enrollment Options:**

For those without access to the internet, phone enrollment can be completed by calling 866-225-3697. Additionally enrollment applications (available on website) can be printed, filled out and submitted via USPS to Able Center for Training 510 Hempstead Turnpike Suite 212, West Hempstead, NY 11552.



## **Security Unarmed Security Guard Courses Offered**

The security guard training courses are required by NYS General Bus. Law Article 7-A, section 89-n

### **8 Hour Pre-Assignment Training Course for Security Guards: \$55**

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. The passing of an examination is required for successful completion of this course.

**Combo Pricing for 8 hour Pre-Assignment and the 16 hour OTJ course's: \$140.00**  
(Price reduction applied after registration of 16 Hour on-the-Job Training Course)

### **16 Hour on-the-Job Training Course for Security Guards: \$95**

This is a 16 hour course that must be completed within 90 days of employment as a security guard. The course provides the student with detailed information on 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, ethics and conduct, incident command system, and terrorism. The passing of an examination is required for successful completion of this course.

### **8 Hour Annual In-Service Training Course for Security Guards: \$55**

This 8-hour course is developed by the security guard training school and must be completed to maintain and renew a security guard registration card. The course is structured to provide the student with updated and enhanced information on the duties and responsibilities of a security guard. A security guard must complete two annual in-service courses in their two-year registration period.



## **Security Armed Security Guard Courses Offered**

The security guard training courses are required by NYS General Bus. Law Article 7-A, section 89-n

### **47 Hour Annual In-Service Training Course for Armed Security Guards: \$700**

This is a 47 hour course required by New York State as the first step in obtaining a special armed guard registration card from the New York State Department of State. To attend the course students must possess a valid pistol license pursuant to NY Penal Law Section 400.00 and a valid NYS security guard registration card. The course consists of 7 hours of NYS Penal Law Article 35 (Use of Force/Deadly Physical Force) and 40 hours of range instruction and qualification. To successfully complete the course the student must pass a written examination on Article 35 and qualify with a handgun.

### **8 Hour Annual In-service for Armed Security Guards: \$100**

This is an 8 hour course that must be completed within 12 calendar months from completion of the 47 Hour Firearms Training Course for Armed Guards, and annually thereafter. To attend the course students must possess a valid pistol license pursuant to NY Penal Law Section 400.00 and a valid NYS security guard registration card. The course consists of 3 hours of NYS Penal Law Article 35 (Use of Force/Deadly Physical Force) and 5 hours of range instruction and qualification. To successfully complete the course the student must pass a written examination on Article 35 and qualify with a handgun.



## **Course Pricing**

All fees are due upon completion of selected course and are payable via cash or credit card. A receipt will be issued for all transactions.

## **Completion Requirements**

All students must attend all scheduled dates within a course description. There will be no allowance for a missed class date. All criteria must be met, all exams must be taken and passed, within the guidelines of New York State Division of Criminal Justice Services. Then, and only then, will a certificate be issued.

## **Refund Policy**

Students who withdraw from a registered class, prior to the start of instruction, will receive a 100% refund.

Concerning courses split into two days, day one (1) and day two (2), a student will be entitled to receive a 50% refund if requested prior to commencement of instruction on day two (2).

47 hour firearms course: Student will be entitled to an 85% refund if the cancellation occurs after the initial deadly physical force training begins, but before instruction begins for the firearms handling, safety, proficiency, and qualification component of the course. No refund is owed if the student cancels after the above cited firearms handling component instruction has begun

Courses divided between two days, student will receive a 50% refund if requested before the start of the second day. Courses divided into four sessions, the refund schedule shall be 75%, 50%, and 25%.

A security guard training school cannot assess any non-refundable fees or deposits.



### **Tuition Refund Process**

Tuition refunds within compliance of the refund policy, will be given as soon as possible (Typically within 3 business days from the date of refund request) Refunds will be issued in the form of cash and a receipt of transaction issued.

### **Attendance Policy**

100% attendance is required for all courses however we recognize that instances may arise when a student may not be able to attend class due to illness, family emergency, child care, or any other reasonable cause. In these instances we require a telephonic or email notification of absence from class. We will allow the student to make up hours during the next available course. Students that are a no call no show may be excluded from making up hours, however they may appeal to the training school Director. Make up training will be granted on a case by case basis. We reserve the right to reject any application for admission, or to terminate a student for reasons of safety, attendance, conduct or not conforming to the rules and regulations of the school and New York State Division of Criminal Justice Services.

### **Complaint Procedure**

Complaints will be reviewed by the training school Director. We will make every effort possible to resolve matters in a fair and equitable manner. A student may also contact the Division of Criminal Justice Services at (518) 457-2667.