



For More Information:

College of the North Atlantic
Community & Corporate Services
Prince Philip Dr. Campus, St. John's

P.O. Box 1693, 1 Prince Philip Dr.
St. John's, NL A1C 5P7
Tel: **709 758 7531**
Fax: 709 758 7305

e-mail: ptprograms@cna.nl.ca

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Security Services Certificate Program

What is Distance Education?

Distance Education is a way of taking a course or studying a subject when you can't be in class with an instructor. In Newfoundland, distanced education is common; teleconferencing is widely used in university and high school courses.

Why Study by Distance Education?

In many cases, courses of study are offered by distance education because there is no other way available. In other cases, it is simply more convenient for the learner. Distance learning is usually more flexible and more cost effective than traditional methods.

Programs currently offered by distance through Continuing Education are:

- Security Services
- Administrative Writing for Office Communications
- Power Engineering 4th Class



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Correspondence



Security Services Home Study Program

The Security Services program is designed to provide a course of study that will prepare persons for employment in security related duties. The program meets the compulsory training requirements for agent licensing under the Private Investigation and Security Services Act, R.S.N., 1997, Chapter p-24. Please see the information under, "Is This a Recognized Program?" For further details of provincial licensing procedures.

The program consists of readings, mail-in assignments, and a final written examination. Upon approval of the initial application and receipt of full payment, the first of three study units will be sent to you. The remaining units will be sent every two months. Instructional staff are available to take questions from students via telephone or email. Student has 6 months from receipt of acceptance letter to complete. Pass mark is 65%

The registration fee for this program is \$400.00. Full payment must accompany your completed application form with attached copy of your high school marks. If you withdraw from the course within one month of the materials being mailed or picked up, a refund will be issued, less a non-refundable \$50.00 administration fee.

Entrance Requirements

Applicants must possess a High School graduation certificate (or equivalent) or meet the mature student requirements to the satisfaction of the College of the North Atlantic.

General Objectives

Upon successful completion of this training, the student will be able to:

- Deal with the public in a professional and ethical manner;
- Arrest or detain people within the limits specified under the Criminal Code of Canada and be aware of their rights and freedoms;
- React and take appropriate measures in the event of fire and other emergencies;
- Perform basic duties required of an investigator/security guard.

Course Subjects

- Professionalism and ethics
- Human relations
- Oral and written communication
- Retail security
- Alarm systems/physical security controls
- Fire detection, prevention, safety
- Patrol procedures

- Explosive devices/bomb threats
- Canadian court systems
- Related legislation

Is this a recognized program?

If you are interested in obtaining employment in a security related environment, this course meets the compulsory training required for agent licensing under Private Investigation and Security Services Act. R.S.N., 1997 Chapter P-24.

Completion of the program is one of the criteria that must be met before the Department of Government Services will issue a license. Other criteria include that the applicant must be a Canadian citizen or landed immigrant, be at least 19 years old, have secured employment with a licensed firm, and NOT have been convicted of an offence under the Criminal Code that is considered relevant to the person's fitness to act as an agent. For complete licensing information, please contact the Department of Government Services, Trade Practices & Licensing Division at (709) 729-2660.