Department of
Commerce & Insurance

500 James Robertson Parkway
Nashville, TN 37243
Tel: 615-741-2241
http://www.tn.gov/commerce/

FOR OFFICE USE ONLY

LICENSE TYPE 3702
TRANSACTION TYPE 1010
FILE NUMBER _____
ENTITY NUMBER _____
APPLICATION NUMBER _____
AMOUNT PAID _____

CERTIFIED TRAINER INITIAL APPLICATION

Only applicants with complete applications are eligible for consideration. You may attach additional pages as necessary. Please type or print clearly in ink. Checks should be made payable to the Department of Commerce & Insurance.

Send the completed application to:

Attn: PRIVATE PROTECTIVE SERVICES
The Department of Commerce & Insurance
500 James Robertson Parkway
Nashville, TN 37243

Section One: Applicant Identification and eligibility verification

Name of Applicant: _____
Last First Middle

Are you currently licensed? Yes/No _____ If Yes, License Number _____

Social Security Number OR Federal EIN _____

Mailing Address _____

_____

_____
City State Zip Code

Contact Phone Number: _____

Email Address: _____

STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
DIVISION OF REGULATORY BOARDS
PRIVATE PROTECTIVE SERVICES
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-1158
615.741.6382 FAX 615.532.2965
www.tn.gov/commerce/

CERTIFIED TRAINER - APPLICATION INSTRUCTIONS

PLEASE REMOVE THIS PAGE BEFORE SUBMITTING APPLICATION - RETAIN THIS INFORMATION FOR YOUR RECORDS

APPLICATION FEE:	**$100.00**	**(MUST BE SUBMITTED WITH APPLICATION)**
CERTIFICATION FEE:	**$50.00**	**(SUBMITTED WITH APPLICATION OR UPON NOTICE OF APPROVAL)**
TOTAL FEE:	**$150.00**	

-Before proceeding, read the enclosed copy of the Tennessee Private Protective Services Law and Administrative Rules. It is your responsibility to know and understand the laws and rules regulating certified trainers in the State of Tennessee. *YOU MAY NOT BEGIN WORK AS A CERTIFIED TRAINER UNTIL YOUR TRAINER CERTIFICATE HAS BEEN ISSUED BY THIS OFFICE.*

APPLICANTS MUST SUBMIT:

- **Application** completed in its entirety.
- **Application subscribed and sworn** to by the applicant before a duly appointed Notary Public.
- **Application Fee** of $100.00 (application will Not be processed without the required fee).
- **Resume** outlining education and experience for the past 5 years.
- **Proof of Experience** - Documentation (verification must be on letter-head from employer/agency) stating a minimum of one (1) year supervisory experience in a security related field, refer to **TCA 62-35-126**. **Note: your resume is Not considered proof of experience.**
- **Name and Qualifications of Assistant** – If you intend to appoint an assistant in the implementation of your training program refer to ***Administrative Rule 0780-5-2-.11 (2)(h)(7)*** (attach additional sheet of paper).
- **Instructor Certificates** – such as:
  - **Instructor's Certificate** issued by the Tennessee Peace Officer Standards and Training Commission.
  - **Instructor's Certificate** issued by a federal, United States military, state, county or municipal law enforcement agency.
  - **Instructor's Certificate** issued by the National Rifle Association.
  - **Instructor's Certificate (UNARMED TRAINER ONLY)** in areas of self-defense, CPR, Emergency Procedures, etc. may be sufficient.

PLEASE NOTE: **PERSONAL TRAINING FORMS/CERTIFICATES** ARE NOT CONSIDERED "INSTRUCTOR CERTIFICATES", ALL CERTIFICATES SUBMITTED TO QUALIFY AS A CERTIFIED TRAINER MUST STATE "**INSTRUCTOR CERTIFICATE".**

STATE OF TENNESSEE
DEPARTMENT OF COMMERCE & INSURANCE
DIVISION OF REGULATORY BOARDS
PRIVATE PROTECTIVE SERVICES
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-1158
615.741.6382 FAX 615.532.2965
www.tn.gov/commerce

FOR OFFICIAL USE ONLY
File #
Xact #

CERTIFIED TRAINER - APPLICATION

*Instructions: Please read this entire application carefully. Complete **all** sections and have Notarized before returning with the appropriate application fee to the above address. Please Note: **application fees are Not refundable**. Submit additional information for any item on a separate sheet of paper.*

I AM APPLYING FOR TRAINER CERTIFICATION IN THE FOLLOWING CATEGORIES:

- ☐ **UNARMED**
- ☐ **ARMED**
- ☐ **BATON**
- ☐ **CHEMICAL SPRAY**
- ☐ **STUN GUN**

1. PERSONAL DATA:

_____-____-_____ _____

Social Security Number | Last Name | First Name | Middle Name

Residence (street) Address

City | State | Zip Code

(Area Code) Telephone Number | E-mail address

(Date of Birth) (Place City/State of Birth) (Sex (M/F) (Race) (Height) (Weight) (Hair) (Eyes)

a. Are you a United States Citizen? ☐ Yes ☐ No
b. Have you ever used a name other than the one by which you are applying? ☐ Yes ☐ No
If Yes, give name(s)_____
c. Are you affiliated with a Contract Security Company, Proprietary Security Organization or Training School? ☐ Yes ☐ No

If Yes, give full name, address, telephone number, fax number and nature of affiliation:

Company Name | Nature of Affiliation

Street address | City | State | Zip Code

(Area Code) Telephone Number | E-mail address

IN-1143 (Rev 02/06)

2. Criminal History Information: If you answer Yes to any of the following questions, it will be necessary for you to provide certified documents of the court's final disposition, including suspended or deferred sentences, as well as, a written explanation of the events that surrounded the charges. If the court no longer has these records on file, you must obtain a letter from the judge or court clerk stating so.

a. Have you ever been convicted of a felony or misdemeanor in TN, or any other state? ☐ Yes ☐ No
b. Do you currently have felony or misdemeanor charges pending against you? ☐ Yes ☐ No

3. Have you ever been declared incompetent by reason of mental defect or disease? ☐ Yes ☐ No

4. Are you currently suffering from habitual drunkenness or any narcotic addition? ☐ Yes ☐ No

5. Have you ever served in Military Service? ☐ Yes ☐ No
a. Did you receive an Honorable discharge? ☐ Yes ☐ No
(If other than Honorable discharge, attach a separate sheet of paper explaining the discharge, a copy of your DD214 and copies of all final judgments or dispositions of charges).

6. Have you read the Tennessee statutes pertaining to Private Protective Services and the corresponding Administrative Rules and do you understand your responsibilities? ☐ Yes ☐ No

I HAVE ENCLOSED:

- ☐ **The Required Application** completed in its entirety and sworn by a Notary Public.
- ☐ **Application Fee/Certification Fee** in accordance with ***Administrative Rule 0780-5-2.23(2)***
- ☐ **Documents Verifying Experience:** In accordance with ***Tennessee Code AnNotated §62-35-126(a)(2)*** **and Administrative Rule 0780-5-2-.11.**
- ☐ **A Resume** outlining education and experience for the past 5 years in accordance with **Administrative Rule 0780-5-2.11(f).**
- ☐ **Instructor Certificate(s)** in accordance with ***Administrative Rule 0780-5-2-.11(g) 1, 2, 3, 4, 5).***
- ☐ **Name and qualifications of assistant trainer:** in accordance with ***Administrative Rule 0780-5-2-.11(h).***

NOTICE, AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT

I, the undersigned applicant, do hereby authorize the *Tennessee Department of Commerce and Insurance, Division of Regulatory Boards, Private Protective Services* to procure a consumer report and/or investigative consumer report on me. I understand that this authorization and release shall be valid for subsequent consumer and/or investigative consumer reports during my period of certification, licensure or registration by this agency for the purpose of investigating my credit references, and any workplace misconduct or criminal activity for which I am alleged to have been involved in.

These above-mentioned reports may include, but are Not limited to, information as to my character, general reputation, and personal characteristics, discerned through employment and education verifications, personal references, personal interviews, my personal credit history based on reports from any credit bureau; my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; any other public record.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to the Tennessee Department of Commerce and Insurance, including but Not limited to any and all courts, public agencies, law enforcement agencies and credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I understand that any false statement(s) and/or misrepresentation(s) given by me on this application or on any attachments will be punishable under **Tennessee Code Annotated § 62-35**. Therefore, I certify that all answers, statements, and information given herein and on any attachments, are true and correct to the best of my knowledge and belief.

_____
(Signature of Applicant)

Subscribed and sworn to, before me on this _____ day of _____ , 20_____

[NOTARY SEAL]

_____
(Signature of Notary Public)

My commission expires: _____

STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
PRIVATE PROTECTIVE SERVICES
500 JAMES ROBERTSON PARKWAY
DAVY CROCKETT TOWER
NASHVILLE, TENNESSEE 37243-1158

Eligibility Verification for Entitlements Act Attestation Instructions
The attached form must be completed and submitted with each application

INSTRUCTIONS: If you are a natural person applying for a license, registration, certification or other benefit you must:

1. Attest, under penalty of perjury, to your status as either a United States citizen, a qualified alien as defined in Tennessee's Eligibility Verification for Entitlements Act, or a foreign national not physically present in the United States, by selecting your status in Part A below signing on the line labeled "Applicant's Signature," printing your name on the line labeled "Printed Name" and putting the current date on the line labeled "Date."

   AND

Do one (1) of the following:

2. If you are claiming United States citizenship, present one (1) of the forms of identification provided for in Part B below. **If you provided your Social Security Number as part of your application for licensure, registration, certificate or other benefit, no additional documentation is required; however, please be aware that efforts may be made to verify any such number.**

3. If you are claiming qualified alien status, present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program, as provided in Part C below.

4. If you are claiming qualified alien status but you are unable to present two (2) forms of documentation provided for in Part C of this form, then you shall present at least one (1) such document that shall then be verified through the SAVE program.
   or

5. If you are claiming you are foreign national not physically present in the United States, contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.

Eligibility Verification for Entitlements Act Attestation
Tennessee Private Protective Services

Part A. Eligibility Verification for Entitlements Act Attestation

I hereby attest under penalty of perjury that I am (select one):

____ A United States citizen;

____ A qualified alien as defined in Tenn. Code Ann. § 4-58-102;[1]

____ A foreign national not physically present in the United States. Further, I understand that should I ever become physically present in the United States while I hold this license, registration, certification or other benefit I agree to immediately contact the issuing agency and provide documentation to confirm my status as a qualified alien.

_____
Applicant's Signature

_____ _____
Printed Name Date

Submitting false information or omitting pertinent or material information in connection with this application or any violation of the Eligibility Verification for Entitlements Act may result in the revocation of any license, registration, certification or other benefit issued to the applicant. A person who willfully makes a false, fictitious or fraudulent statement or representation of United States citizenship may be prosecuted under 18 U.S.C. § 911 and/or the False Claims Act, T.C.A. §§ 4-18-101, *et seq.*

[1] Qualified alien means "A qualified alien as defined by 8 U.S.C. § 1641(b)" or "An alien or nonimmigrant eligible to receive state or local public benefits under 8 U.S.C. § 1621(a)." Pursuant to those statutes, this includes, but is not necessarily limited to:

- An alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.];
- An alien who is granted asylum under section 208 of the Immigration and Nationality Act [8 U.S.C. § 1158];
- A refugee who is admitted to the United States under section 207 of the Immigration and Nationality Act [8 U.S.C.A. § 1157];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182(d)(5)] for a period of at least 1 year;
- An alien whose deportation is being withheld under section 243(h) of the Immigration and Nationality Act [8 U.S.C. § 1253] (as in effect immediately before the effective date of section 307 of division C of Public Law 104-208) or section 241(b)(3) of the Immigration and Nationality Act [8 U.S.C. § 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104-208);
- An alien who is granted conditional entry pursuant to section 203(a)(7) of the Immigration and Nationality Act [8 U.S.C. § 1153(a)(7)] as in effect prior to April 1, 1980;
- An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980);
- A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. §§ 1101, *et seq.*];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182 (d)(5)] for less than one year.

Eligibility Verification for Entitlements Act Additional Required Documentation
TENNESSEE PRIVATE PROTECTIVE SERVICES

Part B. If you are claiming United States citizenship, you must present one (1) of the following:

- A valid Tennessee driver license or photo identification license issued by the Department of Safety;
- A valid driver license or photo identification license from another state where the issuance requirements are at least as strict as those in Tennessee, as determined by the Department of Safety;
- An official birth certificate issued by a state, jurisdiction or territory of the United States, including Puerto Rico, United States Virgin Islands, Northern Mariana Islands, American Samoa, Swains Island, or Guam; provided that Puerto Rican birth certificates issued before July 1, 2010, shall **not** be recognized;
- A United States government-issued certified birth certificate;
- A valid, unexpired United States passport;
- A United States certificate of birth abroad (DS-1350 or FS-545);
- A report of birth abroad of a citizen of the United States (FS-240);
- A certificate of citizenship (N560 or N561);
- A certificate of naturalization (N550, N570 or N578);
- A United States citizen identification card (I-197, I-179);
- Any successor document of those listed at Tenn. Code Ann. §§ 4-58-103(c)(4)-(9); or
- **A social security number that may be verified with the Social Security Administration in accordance with federal law (if you provided your social security number as part of your application for licensure, no additional documentation is required; however, please be aware that efforts may be made to verify any such number).**

Part C. If you are claiming qualified alien status, you must present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program. Such forms of identification may include:

- I-327 (Reentry Permit);
- I-551 (Permanent Resident Card);
- I-571 (Refugee Travel Document);
- I-766 (Employment Authorization Card);
- Certificate of Citizenship;
- Naturalization Certificate;
- Machine Readable Immigrant Visa (with Temporary I-551 Language);
- Temporary I-551 Stamp (on passport or I-94);
- Unexpired Foreign Passport;
- WT/WB Admission Stamp in Unexpired Foreign Passport
- I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status);
- DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status);
- Any other document determined by the U.S. Department of Homeland Security to be acceptable through the Systematic Alien Verification for Entitlements (SAVE) program created pursuant to the federal Immigration Reform and Control Act of 1986.

Part D. If you are claiming qualified alien status, but you are unable to present two (2) forms of documentation as described in Part C, then you shall present at least one (1) such document as described in Part C, which shall then be verified through the SAVE program.
Part E. If you are claiming that you are a foreign national not physically present in the United States, please contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.