



# North Carolina Department of Public Safety

## Private Protective Services Board

Roy Cooper, Governor  
Erik Hooks, Secretary

Vincent "Bud" Cesena, Chair  
Paul Sherwin, Director

February 23, 2021

### MEMORANDUM FOR RECORD

**SUBJECT:** PPSB policy for granting experience hours to applicants for Security Guard and Patrol, Private Investigator, and Private Investigator Associate licenses

At its meeting on Thursday, February 18, 2021, the Private Protective Services Board voted to enact a policy that grants certain applicants with hours of experience toward a Security Guard and Patrol, Private Investigator, or Private Investigator Associate license.

This policy became effective February 19, 2021, and shall not be applied retroactively.

### **Private Investigator and Private Investigator Associate License Applicants**

- Applicants who worked as full-time, sworn law enforcement officers (local police officers, sheriff's deputies, state troopers, company police officers, and military police officers), in a non-investigative role, may be granted up to 10% of their working time—not to exceed 200 hours—per year of service. For example, a local police officer who worked for five years as a patrol officer would be eligible to receive a maximum of 1,000 hours of credit toward licensure: 5 years x 200 hours per year = 1,000 hours. Full-time employment is defined by an applicant having worked at least 2,080 hours per year. Applicants who worked as detention officers, correction officers, parole officers, and/or probation officers are not eligible to receive experience hours under this policy.
- Applicants who worked as reserve law enforcement officers in a non-investigative role may be granted up to 10% of their time worked—not to exceed 200 hours—per year of service. For example, an applicant served as a reserve sheriff's deputy for a total of three years. The applicant worked 100 hours in year one, 400 hours in year two, and 200 hours in year three. The applicant may receive 70 hours of credit toward licensure: 700 total hours x 10% = 70 hours.
- Applicants who, regardless of their military occupational specialty, have served on active duty or as a reservist in any branch of the U.S. armed forces, completed their initial contract term, and received an honorable discharge, may receive up to 400 hours of credit

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toward licensure. Four-hundred hours is the maximum credit an applicant may receive, regardless of how many years the applicant served in the military.

Applicants who, regardless of their military occupational specialty, have served for at least two years on active duty or as a reservist in any branch of the U.S. armed forces, and are still serving in the military, may be granted up to 400 hours of credit toward licensure when they provide a letter of good standing signed by their commanding officer. Four-hundred hours is the maximum credit an applicant may receive, regardless of how many years the applicant served in the military.

An applicant who serves in the military as a military police officer is also eligible to receive the 400 hours of credit given to current or former members of the military. For example, a military police officer who serves for four years is eligible to receive a maximum of 800 hours toward licensure (4 years x 200 hours per year = 800 hours). The applicant may also receive 400 hours given to military veterans, crediting the applicant with a total of 1,200 hours.

Applicants with experience in full-time assignments that specialize in investigations such as detectives, investigators, state or federal law enforcement agents, or accident reconstructionists, will continue to be credited with experience hours toward a license in accordance with the Board's rules, and evaluated on a case-by-case basis.

### **Security Guard and Patrol License Applicants**

- Applicants who, regardless of their military occupational specialty, have served on active duty or as a reservist in any branch of the U.S. armed forces, completed their initial contract term, and received an honorable discharge, may receive up to 400 hours of credit toward licensure. Four-hundred hours is the maximum credit an applicant may receive, regardless of how many years the applicant served in the military.
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Paul Sherwin  
Director