

**TITLE 14B – DEPARTMENT OF PUBLIC SAFETY**

*Notice is hereby given in accordance with G.S. 150B-21.2 that the Private Protective Services Board intends to amend the rules cited as 14B NCAC 16 .0707, and .0904.*

**Link to agency website pursuant to G.S. 150B-19.1(c):** <https://www.ncdps.gov/about-dps/boards-commissions/private-protective-services-board>

**Proposed Effective Date:** *November 1, 2026*

**Public Hearing:**

**Date:** *July 31, 2026*

**Time:** *2:00 P.M.*

**Location:** *3101 Industrial Dr., Suite 104 Raleigh, NC 27609*

**Reason for Proposed Action:** *The rule governing unarmed guard training, .0707, is being amended to limit all types of training to 35 students and the rule governing the renewal of a firearms trainer's requalification, .0904, is being amended to reduce the number of attempts.*

**Comments may be submitted to:** *Paul Sherwin, 3101 Industrial Drive, Suite 104, Raleigh, NC 27609; phone (919) 788-5320; fax (919) 715-5320; email paul.sherwin@ncdps.gov*

**Comment period ends:** *August 31, 2026*

**Procedure for Subjecting a Proposed Rule to Legislative Review:** If an objection is not resolved prior to the adoption of the rule, a person may also submit a written objection to the Rules Review Commission. If the Rules Review Commission receives written and signed objections after the adoption of the Rule in accordance with G.S. 150B-21.3(b2) from 10 or more persons clearly requesting review by the legislature and the Rules Review Commission approves the rule, the rule will become effective as provided in G.S. 150B-21.3(b1). The Commission will receive written objections until 5:00 p.m. on the day following the day the Commission approves the rule. The Commission will receive letters via U.S. Mail, private courier service, or hand delivery to 1711 New Hope Church Road, Raleigh, North Carolina, or via email to oah.rules@oah.nc.gov. If you have any further questions concerning the submission of objections to the Commission, please review 26 NCAC 05 .0110 or call a Commission staff attorney at 984-236-1850.

**Fiscal impact. Does any rule or combination of rules in this notice create an economic impact? Check all that apply.**

- State funds affected
- Local funds affected
- Substantial economic impact ( $\geq$  \$1,000,000 over 5 years)
- Approved by OSBM
- No fiscal note required

**CHAPTER 16 - PRIVATE PROTECTIVE SERVICES BOARD**

**SECTION .0700 - SECURITY GUARD REGISTRATION (UNARMED)**

**14B NCAC 16 .0707 TRAINING REQUIREMENTS FOR UNARMED SECURITY GUARDS**

- (a) The basic unarmed security guard training course shall consist of a minimum of 16 hours of classroom instruction including:
  - (1) The Security Officer in North Carolina -- (minimum of one hour);
  - (2) Legal Issues for Security Officers -- (minimum of three hours);
  - (3) Emergency Response -- (minimum of three hours);
  - (4) Communications -- (minimum of two hours);
  - (5) Patrol Procedures -- (minimum of three hours);
  - (6) Note Taking and Report Writing -- (minimum of three hours); and
  - (7) Professional Conduct -- (minimum of one hour).
- (b) A minimum of four hours of instruction consisting of the topics in Subparagraph (a)(1) and Subparagraph (a)(2) of this Rule shall be completed before any security guard, including probationary, is placed on a duty station. The 16 hour basic unarmed security guard course shall be completed within 30 days from the date of permanent, non-probationary employment.
- (c) Training shall be conducted by a Board certified unarmed security guard trainer. A Board created lesson plan covering the training requirements in Paragraph (a) of this Rule shall be used by each trainer and a copy made available to each student during instruction. The trainer may use other forms of media and training materials to supplement the training requirements of Paragraph (a) of this Rule.
- (d) The 16 hours of training may be delivered in-person, in-person remotely, synchronously on-line, or in a hybrid format under the following conditions:
  - (1) "In-Person" means an instructor physically present in-person in a classroom setting with students physically present in-person in a classroom setting. This is considered traditional in-person training. "In-Person remotely" means an instructor delivering a course to students in an in-person seated classroom while also transmitting to another or

multiple other classrooms where students are in-person and observing via video and sound technology. Students must have the ability to have constant audio and visual communication with the instructor as the instructor is presenting. "Synchronously on-line" means instruction utilizing an on-line audio/video platform where the instructor is teaching the course live to students that are attending live and the instructor and students have constant visual and audio communication with each other available. "Hybrid format" means instruction utilizing both in-person classroom teaching as well as synchronously on-line. The instruction is delivered by an instructor that is in-person in a classroom with in-person seated students while the instruction is also being delivered simultaneously in an on-line live format where on-line students have had the ability to have constant audio and video communication with the in-person students and instructor.

- (2) Each student is provided a copy of the unarmed security guard training manual to use for the duration of the 16 hour training course.
- (3) The technology used allows the trainer to see the students and the students to see the trainer in real time during the training.
- (4) All students are able to see and read the screen or monitor, and they must be able to hear and understand the audio presentation. All monitors used in a classroom setting must be at least 32 inches.
- (5) The technology used is of sufficient quality so that the training audio and video is delivered smoothly and without interruption.
- (6) The total number of students receiving ~~the in person or in person remotely~~ in-person, in-person remotely, synchronous on-line, or in a hybrid format training at one time ~~does shall~~ not exceed ~~35 students.~~ 35. ~~There is no size limitation for synchronous on-line training.~~
- (7) Any additional training beyond the Board mandated training in the unarmed security guard training manual is taught either before or after the 16 hour unarmed security officer training.

*History Note:* Authority G.S. 74C-5; 74C-11; 74C-13(m);  
Eff. January 1, 1990;  
Amended Eff. June 1, 2009; November 1, 2006; June 1, 2004;  
Transferred and Recodified from 12 NCAC 07D .0707 Eff. July 1, 2015;  
Readopted Eff. August 1, 2020;  
Amended Eff. November 1, 2026; September 1, 2025; June 1, 2024; July 1, 2021.

## SECTION .0900 – TRAINER CERTIFICATE

### 14B NCAC 16 .0904 RENEWAL OF A FIREARMS TRAINER CERTIFICATE

(a) Each applicant for renewal of a firearms trainer certificate shall complete an online renewal form on the website provided by the Board. The application shall contain:

- (1) name, address, telephone numbers, and social security number;
- (2) gender and race;
- (3) current employer;
- (4) date of birth, birth country, state or province, county or parish, and citizenship; and
- (5) driver's license number and state of issuance.

(b) This online application shall be submitted online not less than 30 days prior to the expiration of the applicant's current certificate and shall be accompanied by:

- (1) a certificate of successful completion of a firearms trainer refresher course approved by the Board and the Secretary of Public Safety consisting of a minimum of eight hours of classroom and practical range training in safety and maintenance of the applicable firearm (i.e. handgun, shotgun, or rifle), range operations, control and safety procedures, and methods of firing. This training shall be completed within 180 days of the submission of the renewal application;
- (2) a statement of the results of a criminal history records search by the reporting service designated by the Board pursuant to G.S. 74C-8.1(a) for each state where the applicant has resided within the preceding 24 months; and
- (3) the applicant's renewal fee, along with the convenience fee charged by the Board's on-line application vendor and a separate credit card transaction fee.

(c) If there is a criminal charge pending against the applicant for renewal that constitutes a deniable offense under G.S. 74C-8(d)(2), consideration of the application shall be deferred until the criminal charge is adjudicated.

(d) Members of the armed forces whose certification is in good standing and to whom G.S. 105-249.2 grants an extension of time to file a tax return shall receive that same extension of time to pay the certification renewal fee and to complete any continuing education requirements prescribed by the Board. The applicant shall furnish the Board a copy of the military order or the extension approval by the Internal Revenue Service or by the North Carolina Department of Revenue.

(e) For firearms requalification, the trainer shall meet the requirements of Rule .0901(a)(3) of this Chapter and shall be required to qualify only once in two consecutive attempts.

~~(e)(f)~~ Any firearms trainer who fails to qualify with the minimum score during the refresher course shall not continue to instruct during the period between the failure to qualify and the expiration of his or her permit.

~~(f)(g)~~ The holder of a firearms trainer certificate may utilize a dedicated light system or gun mounted light for personal requalification.

~~(g)(h)~~ During a national or State declared state of emergency that restricts or prohibits a certified firearms trainer from requalifying, the Board shall, upon written request to the Director by the licensee, extend the deadline for requalification up to 90 days beyond the effective period of the state of emergency. Any certificate renewed pursuant to this Paragraph shall be issued conditionally and shall automatically expire on the 90th day if requalification requirements have not been met.

*History Note:* Authority G.S. 74C-5; 74C-8.1(a); 74C-9; 74C-13; 93B-15;  
Eff. June 1, 1984;  
Amended Eff. January 1, 2013; October 1, 2010; June 1, 2009; December 1, 1995; December 1, 1985;  
Transferred and Recodified from 12 NCAC 07D .0904 Eff. July 1, 2015;  
Amended Eff. November 1, 2017; February 1, 2016; October 1, 2015;  
Readopted Eff. November 1, 2019;  
Amended Eff. March 1, 2020;  
Emergency Amendment Eff. May 6, 2020;  
Temporary Amendment Eff. July 24, 2020;  
Temporary Amendment Expired Eff. May 14, 2021;  
Amended Eff. November 1, 2026; May 1, 2026; September 1, 2024; January 1, 2024; October 1, 2022; July 1, 2022;  
January 1, 2022.