

# Military Applicants & Military Spouse Applicants

- ✓ Are you a veteran seeking licensure?
- ✓ Have you recently returned from orders and need to renew your license?
- ✓ Is your spouse currently serving?
- ✓ Did you receive orders and need to place your license on hold?
- ✓ Want to know how to use your experience for licensure?

**This guide will answer these questions and provide additional information.**

# Are you seeking licensure?

- Business and Professions Code 115.4 states: (a) Notwithstanding any other law, on and after July 1, 2016, a board within the department shall expedite, and may assist, the initial licensure process for an applicant who supplies satisfactory evidence to the board that the applicant has served as an active duty member of the Armed Forces of the United States and was *honorably* discharged.

# Have you recently returned from orders and need to renew your license?

- If you were deployed during the time your license expired and have notified the Bureau within 60 days of your return, the Bureau may be able to waive the application fee.
- Email [BSISveterans.dca@dca.ca.gov](mailto:BSISveterans.dca@dca.ca.gov) a copy of your DD214 or official orders that show the date when you were deployed and the Bureau will determine if you are eligible for the fee waiver.

# Is your spouse currently serving?

- The Bureau offers expedited service for those who have a spouse currently serving. Make sure to mark the box for “Military Spouse” on the application and send a copy of the application to the Bureau’s veteran email: [BSISveterans.dca@dca.ca.gov](mailto:BSISveterans.dca@dca.ca.gov).

# Did you receive orders and need to place your license on hold?

- If you receive orders and need to place your license on hold, email the Bureau at [BSISveterans.dca@dca.ca.gov](mailto:BSISveterans.dca@dca.ca.gov).
- The Bureau will request your current license number(s) and a copy of the orders.

# How can I use my specific military experience or training to fulfill licensure requirements?

Here is a summary of how you can use your transferable military experience and training to qualify for licensure:

- Private Patrol Operator and Private Patrol Operator Qualified Manager: Military veterans who have at least one year of experience (2,000 hours) working as a guard, watchperson, sentry, MP, or equivalent, are eligible to take the licensing Private Patrol Operator and/or Private Patrol Operator Qualified Manager test(s).
- Private Investigator: Military veterans can use their military police officer experience conducting investigations toward the hours required to become a licensed private investigator.

# How can I use my specific military experience or training to fulfill licensure requirements?(cont'd)

- **Baton Instructor** : Licensure requires an associate degree in criminal justice, or the equivalent, and a baton instructor certificate issued by a federal, state or local agency, or one year of verifiable baton teaching experience, or its equivalent. Experience in baton training in a military setting can be used to help satisfy this requirement.
- **Firearm Instructor** : Licensure requires an associate degree in administration of justice, or one year of teaching and training experience and possession of a police or security firearms instructor training certificate issued by the National Rifle Association, or a firearms instructor training certificate issued by a federal, state or local agency. Experience in firearms training in a military setting can be used to help satisfy this requirement.

# How do I use my military experience to qualify for licensure?

The Bureau will review your **DD214** (Certificate of Release or Discharge from Active Duty) and the education and training transcript provided by your branch of the military. To request a military transcript:

- **Air Force:** [Request a Community College of the Air Force transcript](#)
- **Army:** [Request an AARTS transcript](#)
- **Coast Guard:** [Request a Coast Guard Institute transcript](#)
- **Marine Corps:** [Request an Official Joint Services transcript](#)
- **Navy:** [Request an Official Joint Services transcript](#)



# How do I use my military experience to qualify for licensure?(cont'd)

If a military transcript is unavailable, just provide BSIS with your DD214. Please note that the Bureau may need to request additional confirmation of your training and experience.

The Bureau will review your background results (via Live Scan or Fingerprint Hard Card), civilian and military experience, and education. If your background meets necessary standards and your stated civilian and military experience and education cover 100% of the experience requirements, you will be approved to take the appropriate licensing test, if required.

If your experience and training only meet a portion of the requirements for licensure, the Bureau will contact you directly and provide you with a path on how to fulfill the missing pieces. If it is determined that your background results do not meet the necessary standards, you will be notified by the Bureau on how to engage your rights to an appeal, if applicable.

# Can my GI benefits pay for my licensing & certification test?

You can receive reimbursement from the Department of Veterans Affairs (VA) for many of the licensing and certification tests the state of California administers. The following certification and licensing tests administered by the Bureau have been approved for VA reimbursement:

- **Private Patrol Operator, Qualified Manager**
- **Alarm Company Operator, Qualified Manager**
- **Private Investigator, Qualified Manager**
- **Repossession Agency, Qualified Manager**

Currently, the VA will only pay for the costs of the tests and not other fees connected with obtaining a license or certification. For more information on reimbursement, please see the Federal Department of Veteran Affairs website at: <http://www.benefits.va.gov/gibill/>.

## ADDITIONAL RESOURCES

- California Department of Veterans Affairs: <https://www.calvet.ca.gov>.
- Veteran job assistance from the California Employment Development Department: [http://www.edd.ca.gov/Jobs\\_and\\_Training/Services\\_for\\_Veterans.htm](http://www.edd.ca.gov/Jobs_and_Training/Services_for_Veterans.htm).
- The California State Approving Agency for Veterans Education: <https://www.calvet.ca.gov/CSAAVE/>.
- Reimbursement for taking a license or certification test: <http://www.benefits.va.gov/gibill/>.
- How to match and compare military experience to civilian occupations: <https://www.careeronestop.org/Toolkit/Jobs/match-veteran-jobs.aspx>.
- Identify transferable military skills and experience into civilian required job credentials: <http://www.careeronestop.org/FindTraining/Types/types-of-training.aspx?&frd=true>.

## ADDITIONAL RESOURCES (cont'd)

- Learn how to leverage your military experience and training in a resume: <https://www.careeronestop.org/Veterans/JobSearch/ResumesAndApplications/resumes-and-applications.aspx>.
- Several resources and services are available to veterans and service members with service-related disabilities: <https://www.careeronestop.org/Veterans/JobSearch/ResumesAndApplications/resumes-and-applications.aspx>.
- Locate local offices and services in your area: <https://www.careeronestop.org/Veterans/JobSearch/ResumesAndApplications/resumes-and-applications.aspx>.
- The dependents of Veterans educational assistance: <https://www.calvet.ca.gov/veteran-services-benefits/education>.