



Frequently Asked Questions- Training Facilities and Instructors

Training Facility – Baton **Training Facility – Firearms** **Training Instructor – Baton** **Training Instructor – Firearms**

1. What are the requirements for a baton/firearms instructor's certificate?

The requirements for a firearms instructor certificate are that the applicant:

- Possess an associate of arts degree in the administration of justice or one year of teaching or training experience AND
- Possess 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

The requirements for a baton instructor certificate are that the applicant:

- Possess an associate of arts degree in the administration of justice AND
- Possess a baton instructor certificate issued by a federal, state or local agency or one year of verifiable baton teaching experience, or its equivalent as determined by the chief

2. What is necessary for Baton Facility certification?

The Baton Training Manual is the standard for instruction at all baton training facilities. It was developed by a field of experts in baton training, in conjunction with Bureau staff. The Baton Training Manual will be sent when the facility is certified. Approval may be given and a certificate issued if the facility employs a certified training instructor. Each baton training facility must have a written procedure for the security of the written examination and must be submitted to the Bureau on demand.

3. What is necessary for a Firearms Facility certification?

The Firearms Training Manual is the standard for instruction at all firearms training facilities. It was developed by a field of experts in firearms training, in conjunction with the Bureau staff. The Firearms Training Manual will be sent when the facility is certified. Approval may be given and a certificate issued if the facility employs a certified training instructor. Each firearms training facility must have a written procedure for the security of the written examination and must be submitted to the Bureau on demand.

4. What forms are included in the instructor application package?

- Application for Training Instructor Certificate (Form 31F-3)¹
- Personal Identification Form (Form 31F-9)²
- Additional information as required

5. What forms must be included in the training facility application package?

- Application for Training Facility Certification (Form 31F-4)³
- Personal Identification Form (Form 31F-9)²
- Additional information as required

6. How do I apply?

You can apply online using BreEZe⁴, which bypasses the Cashiering Office and can reduce the application processing time by up to two weeks. Alternatively, you can submit your application and payment to the Bureau by mail to:

Bureau of Security and Investigative Services

P.O. Box 989002

West Sacramento, CA. 95798-9002

7. How much does it cost to apply for a training instructor or training facility certificate?

Application and licensing fees are available on the Bureau's website at https://www.bsis.ca.gov/forms_pubs/newfees.pdf.

8. How long will it take to process my application after I submit it?

The complete processing of the application will take approximately three to six months from the date the application is cashiered.

9. How long is the certificate valid?

A training facility (baton/firearms) certificate is valid for two years. A training facility instructor (baton/firearms) certificate is also valid for two years.

10. How do I get a police or security firearms instructor training certificate issued by the National Rifle Association (NRA)?

The NRA police or security firearms instructor training certification is obtained by taking the NRA Law Enforcement Instructor training class. You can log on to <https://le.nra.org/lawenforcement-training/> to find the nearest NRA class location.

11. How does an instructor renew their certificate?

Prior to the expiration of the certificate, the certificate holder may receive a courtesy renewal application mailed to the last address of record approximately 60-120 days in advance. If you do not receive a baton training instructor renewal application, submit and complete the *Baton*

¹ https://www.bsis.ca.gov/forms_pubs/facilitiesapp.pdf#page=10

² https://www.bsis.ca.gov/forms_pubs/facilitiesapp.pdf#page=5

³ https://www.bsis.ca.gov/forms_pubs/facilitiesapp.pdf#page=8

⁴ <https://www.breeze.ca.gov/>

*Instructor Certificate Renewal/Reinstatement Application*⁵ along with the applicable renewal/reinstatement fee⁶.

If you do not receive a firearms training instructor renewal application, complete and submit the *Firearm Instructor Certificate Renewal/Reinstatement Application*⁷ along with the applicable renewal/reinstatement fee².

Mail the renewal/reinstatement application and renewal/reinstatement fee to:

Bureau of Security and Investigative Services
P.O. Box 989002
West Sacramento, CA 95798-9002

You may also renew online using BreEZe⁸, which bypasses the Cashiering Office, can reduce application processing time by up to two weeks, and updates your certificate in real-time.

12. How does a Training Facility renew their certificate?

Prior to the expiration of the certificate, the training facility may receive a courtesy renewal application mailed to the last address of record approximately 60-120 days in advance. If you do not receive a baton training facility renewal application, complete and submit the *Baton Training Facility Certificate Renewal/Reinstatement Application*⁹ along with the applicable renewal/reinstatement fee¹⁰.

If you do not receive a firearms training facility renewal application, complete and submit the *Firearms Training Facility Certificate Renewal/Reinstatement Application*¹¹ along with the applicable renewal/reinstatement fee¹⁰.

Mail the renewal/reinstatement application and renewal/reinstatement fee to:

Bureau of Security and Investigative Services
P.O. Box 989002
West Sacramento, CA 95798-9002

You may also renew online using BreEZe⁸, which bypasses the Cashiering Office, can reduce application processing time by up to two weeks, and updates your certificate in real-time.

13. Where does a Firearms Training Facility obtain forms for firearms permits?

The Bureau does not mail or distribute firearms applications- all firearms applications and forms are available on the Bureau's website. Please note, the Bureau does not recommend printing mass quantities of firearms applications for students as the initial and renewal firearms application are frequently updated in accordance with changes to governing laws and regulations. The submission of an outdated application may constitute an application deficiency, which could delay the processing of the firearms application.

⁵ https://www.bsis.ca.gov/forms_pubs/tib_ren.pdf

⁶ https://www.bsis.ca.gov/forms_pubs/newfees.pdf

⁷ https://www.bsis.ca.gov/forms_pubs/tif_ren.pdf

⁸ <https://www.breeze.ca.gov/>

⁹ https://www.bsis.ca.gov/forms_pubs/tfb_ren.pdf

¹⁰ https://www.bsis.ca.gov/forms_pubs/newfees.pdf

¹¹ https://www.bsis.ca.gov/forms_pubs/tff_ren.pdf

14. How do I notify the Bureau of my change of address?

You must notify the Bureau in writing within 30 days of an address change. To change the company's (e.g. training facility) address, complete and submit the Address Change (Company) form¹³ to the Bureau. For an instructor to change their address, complete and submit the *Address Change (Personal)* form¹⁴ to the Bureau. You may email the completed form to FacilitiesandInstructors.dca@dca.ca.gov or

Mail form to:

Bureau of Security and Investigative Services
PO Box 989002
West Sacramento, CA 95798-9002

15. How do I change my business name?

In order for you to change your facility's business name, you must submit a completed *Firearms or Baton Training Facility Certificate Holder: Request Company Name Change Form/Request Additional Fictitious Business Name Form*¹⁵ along with the processing fee of \$75. You may also submit a name change application online using BreEZe¹⁶.

Mail form and payment to:

Bureau of Security and Investigative Services
PO Box 989002
West Sacramento, CA 95798-9002

You may not operate under your requested new name until an approval is received.

16. If I lost, destroyed or damaged my certificate, how do I obtain a duplicate?

If you have lost or destroyed your **baton training facility** certificate, complete and submit the *Application for Replacement of Baton Training Facility Certificate*¹⁷.

The replacement certificate options for a baton training facility are as follows:

- Large wall certificate (8" x 3 ¾") or
- Small wall certificate (3 ½" x 2 ¼")

Indicate on the form which replacement certificate you are requesting. If you do not indicate which replacement certificate you are requesting, you will be issued a small wall certificate. Next, submit the completed application along with application fee of \$25 per replacement certificate to the Bureau by mail.

¹³ https://www.bsis.ca.gov/forms_pubs/company_chngadd.pdf

¹⁴ www.bsis.ca.gov/forms_pubs/personal_chngadd.pdf

¹⁵ https://www.bsis.ca.gov/forms_pubs/tfb_namechange.pdf

¹⁶ <https://www.breeze.ca.gov/>

¹⁷ <https://www.bsis.ca.gov/replacementlicense/tfb.pdf>

If you have lost or destroyed your **firearms training facility** certificate, complete and submit the *Application for Replacement of Firearms Training Facility Certificate*¹⁸.

The replacement certificate options for a baton training facility are as follows:

- Large wall certificate (8" x 3 ¾") or
- Small wall certificate (3 ½" x 2 ¼")

Indicate on the form which replacement certificate you are requesting. If you do not indicate which replacement certificate you are requesting, you will be issued a small wall certificate. Next, submit the completed application along with application fee of \$25 per replacement certificate to the Bureau by mail.

If you have lost or destroyed your **baton training instructor** certificate, complete and submit the *Application for Replacement of Baton Instructor Certificate*¹⁹.

Next, submit the completed application along with application fee of \$25 per replacement certificate to the Bureau by mail.

The replacement certificate options for a baton training facility are as follows:

- Small wall certificate (3 ½" x 2 ¼")

NOTE: Baton training instructors are only eligible to receive a small wall certificate when requesting a replacement.

If you have lost or destroyed your **firearms training instructor** certificate, complete and submit the *Application for Replacement of Firearms Instructor Certificate*²⁰. Next, submit the completed application along with application fee of \$25 per replacement certificate to the Bureau by mail.

The replacement certificate options for a firearms training facility are as follows:

- Small wall certificate (3 ½" x 2 ¼")

NOTE: Firearms training instructors are only eligible to receive a small wall certificate when requesting a replacement.

Mail the application and fee(s) to:

Bureau of Security and Investigative Services
P.O. Box 989002
West Sacramento, CA 95798-9002

Please allow 6-8 weeks for replacement certificate, if submitting by mail.

You may also submit a request for a replacement certificate online using BreEZe²¹, which updates in real-time, bypasses the Cashiering Office, can reduce application processing time by up to two weeks, and updates your certificate in real-time.

¹⁸ <https://www.bsis.ca.gov/replacementlicense/tff.pdf>

¹⁹ <https://www.bsis.ca.gov/replacementlicense/tib.pdf>

²⁰ <https://www.bsis.ca.gov/replacementlicense/tif.pdf>

²¹ <https://www.breeze.ca.gov/>

17. The name/address was misspelled on my certificate. Is there a fee for a new one?

No. An error made by the Bureau should be corrected without charge. Please clarify the error in writing, include proof of the Bureau's error (preferably a copy of the submitted application), and submit by email to bsis@dca.ca.gov or by mail to:

Bureau of Security and Investigative Services
PO Box 989002
West Sacramento, CA 95798-9002

(This does not apply to address changes when submitted after a renewal was paid and already mailed.)

18. Do I have to register my facility with the Bureau of Private Postsecondary Education (BPPE)?

If you are a BSIS-certified training facility or a BSIS-approved trainer you may be required to register with the Bureau of Private Postsecondary Education (BPPE) pursuant to California Education Code Section 94874(f), if one of the following conditions apply:

- Students who receive your training use state or federal student and veterans financial aid programs to pay for the training or;
- Total charges for any set of training courses you provide exceed \$2,500.

For more information regarding the requirements for registration, please contact BPPE at http://www.bppe.ca.gov/about_us/contact.shtml.