

## Advanced Security Training (AST) Procedures

All AST courses will be taught by Justice Institute of British Columbia approved AST Instructors only. As an approved AST instructor, you will be responsible for securing appropriate training facilities to conduct your course. All training sites must be registered with Security Training Programs **Prior** to conducting training. Training sites may be audited by a JIBC Auditor at any time during the training.

AST Instructors are accountable for their students. You will complete a "Demonstration Marking Form" for each student that will be submitted to the JIBC upon completion of your course.

The successful Demonstration Marking form, and passing exam mark will be required before the student will be issued a Certificate of Training Completion. This certificate number must accompany applications to obtain licensing through Ministry of Justice, Security Programs Division.

Students will also be required to successfully complete a one hour written exam.

AST certification must be completed every 3 years. Instructors must inform the JIBC on the attached Course and Exam Registration form whether the course is a full AST course or recertification

Any AST course conducted without registration will not be examined, nor recognized by the JIBC. Students will not be able to obtain their license for the use of handcuffs without JIBC certification.

In order to register your course and request your examination date the attached Registration and Request form must be completed. These will only be accepted from approved AST Instructors.

AST certificate numbers remain the same after recertification.

- The Course Registration and Exam Request form **must be received by the JIBC by the 15th of the month preceding the exam month,** no exceptions. Requests will be processed based on availability of dates and times.
- A full description of your training location must be provided. In this description please include the name and owner, size of the location, description of all equipment.
- Written exam will be conducted by a JIBC Invigilator at the site requested. This site must be appropriate classroom style allowing the students adequate writing space.
- Written exams will be one hour, 50 questions, scored by the JIBC, a minimum pass mark of 75% must be achieved
- Student marks and Certificates of Training Completion will be sent to you electronically. It is your responsibility to distribute these certificates to your students.

# Advanced Security Training (AST) Course and Exam Registration

Security Training Programs  
Justice & Public Safety Division

**Email this page to: [securitytraining@jibc.ca](mailto:securitytraining@jibc.ca)**

**Date of Registration and Request (yy/mm/dd)**

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**AST Instructor**

Name	Instructor #	Telephone	Email

**Training Site**

Course Date	Time	Address	Number of Students

**Training Site Description**


**Exam Request**

Re-Certification  Yes  No

Date	Time	Examination Location	Number of Students

**Exam Confirmation (internal use only)**

Date	Time	Exam Number	Invigilator	Initial