



State of New Jersey

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DATE: June 23, 2011
TO: CERTIFIED SECURITY OFFICER INSTRUCTORS
SUBJECT: REFRESHER CLASS SEPTEMBER 15, 2011

The New Jersey State Police, Private Detective Unit is currently accepting renewal applications from certified instructors that are within 180 days of their expiration date. Those applying for the biennial re-certification are required to complete 16 hours of refresher training in order to maintain their certification. The 16 hours of training will be completed in the following manner:

- 1) Downloading and reviewing the updated lesson plans from the SORA website. This can be accomplished by utilizing the logon identification and password created during the initial application process. This will serve as the first eight hours of refresher training.
- 2) Mandatory attendance at an eight hour refresher class. A training class will be conducted on **September 15th, 2011 from 8:00 AM to 4:00 PM.** Location of the training classes will be the Hamilton Technology Center Auditorium, 1200 Negron Drive, Hamilton, New Jersey 08691.

To reserve a seat in the class, forward an e-mail request to the Private Detective Unit (pdu@gw.njsp.org) indicating your certification number, renewal application temporary identification number and which session you wish to attend.

Special Note: Future refresher classes will be scheduled in March 2012. It is the responsibility of the instructor to attend a class at some point prior to the expiration date of his or her certification. There will be no email notifications sent to instructors announcing future refresher classes. The instructor is solely responsible to ensure his/her attendance at a refresher class.

If you need further assistance, contact the Private Detective Unit at pdu@gw.njsp.org.

Sincerely,

A/Lt. Edward Tobin
Unit Supervisor
Private Detective Unit

