



Instructor Renewal Form

Fee: \$100.00

Full Name: (Required) _____

Mailing Address: (Required) _____

Business Address: _____

Business Phone: _____ Cell Phone: (Required) _____

Email: (Required) _____

In order to renew as an instructor for security guards under Sections 61-27B-16 (Level 1), 61-27B-17 (Level 2), or 61-27B-18 (Level 3), NMSA 1978, an instructor must provide the Department with proof of professional certification and documentation verifying that all requirements specific to each level of instruction have been met, along with a Department of Public Safety (DPS) background check.

Every four (4) years from the date of approval, or as requested by the Department, instructors must resubmit proof of certification obtained within the four years preceding the renewal request in order to maintain approved status.

All approved instructors are required to complete a minimum of four (4) hours of continuing education every four years from the date of approval. This training must be specific to instructor development and case law related to security.

Continuing education must be provided to the department and is subject to periodic review. Continuing education completed for instructor renewal shall not be applied toward the continuing education credits required for renewal of individual licensure or certification pursuant to 16.48.6.8 NMAC.

Check the box for the level(s) you are renewing for:

☐ **Level One Instructor Renewal Requirements**

To maintain approval as a Level One Instructor, the instructor must resubmit proof of instructor certification related to the Level One training curriculum. The certification must be issued by a law enforcement academy (LEA), a recognized federal government entity, a branch of the United States military, or the Federal Law Enforcement Training Center (FLETC). The certification submitted for renewal must have been issued within four (4) years preceding the date of the renewal request.

☐ **Level Two Instructor Renewal Requirements**

To maintain approval as a Level Two Instructor, the instructor must resubmit proof of instructor certification related to the Level Two training curriculum. The certification must be issued by a law enforcement academy (LEA), a recognized federal government entity, a branch of the United States military, or the Federal Law Enforcement Training Center (FLETC). The certification submitted for renewal must have been issued within four (4) years preceding the date of the renewal request.

☐ **Level Three Instructor Renewal Requirements**

To maintain approval as a Level Three Instructor, the instructor must resubmit proof of instructor certification related to the Level Three training curriculum. The certification must be issued by a law enforcement academy (LEA), a recognized federal government entity, a branch of the United States military, or the Federal Law Enforcement Training Center (FLETC). The certification submitted for renewal must have been issued within four (4) years preceding the date of the renewal request.

Have you ever had an application or license in this profession denied, suspended, revoked, surrendered, or had any other form of discipline or disciplinary action by a licensing board in another state or jurisdiction?

Yes ☐
No ☐

***Have you ever been convicted of a felony offense in any jurisdiction related to work in the profession or otherwise considered a potential disqualifying felony involving dishonesty or an offense involving an intentional violent act or the illegal use or possession of a deadly weapon?**

Yes ☐
No ☐

* Provide any relevant details below. It is also recommended that you upload documentation of the criminal case and disposition (e.g. decision and order, settlement, plea, etc.) as other supporting documents on the document upload page, later in this application.



***Are you currently more than thirty days in arrears in payment of amounts required to be paid pursuant to an outstanding judgment and order for child support in New Mexico or any other state?**

Yes ☐

No ☐

N/A ☐

☐ **My instructor certificate(s) are attached**

☐ **Background request form sent to Department of Public Safety (DPS) Date: _____**

☐ **Continuing Education certificate(s) attached**

Attestation

Under penalty of perjury, I hereby depose and state that I am the person identified in this application and the information given by me is true and complete to the best of my knowledge and belief. I understand that any information contained in this application may be investigated and any false or dishonest answer to any question in this application may be grounds for denial or revocation of my license.

Signature: _____

Name: _____ Date: _____

*****Administrative use only*****

Check #: _____ Date: _____

Instructor #: _____ Effective Dates: _____ Approved Level: _____