Overview

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- Occupational and Professional Licensing Administration (OPLA)
- Partnership with the Security Officers Management Branch (SOMB)
- Roles and Responsibilities (Pearson VUE, SOMB and DCRA/OPLA)
- Regulations
- New License Application Process
- License Cycle / Fees
- Special Police and Campus/University Special Police Officers Renewals
- Causes for Delay
- Contact Information
- Questions
Why am I here?

**Background.** The District of Columbia Metropolitan Police Department – Security Officers Management Branch (SOMB), in partnership with the Department of Consumer and Regulatory Affairs (DCRA) – Occupational and Professional Licensing Administration (OPLA), issues and manages over 17,400 security licenses annually.

**Objective.** To bolster the District’s security agencies’ comprehensive understanding and cradle-to-grave involvement in the 2017 Special Police Officer renewal processing of their employees. Agencies will be equipped with the information, tools, resources necessary to help streamline this year’s renewals.
Department of Consumer and Regulatory Affairs (DCRA)

Mission:
The mission of the Department of Consumer and Regulatory Affairs (DCRA) is to protect the health, safety, economic interests and quality of life of residents, businesses and visitors in the District of Columbia by ensuring code compliance and regulating business.
Occupational and Professional Licensing Administration (OPLA)

- Manage the District’s non-health licensing boards, commissions and programs
- Issue licenses in more than 130 categories
- Regulate over 65,000 individual licensees
Partnership with the Security Officers Management Branch (SOMB)

Effective January 2, 2014

SOMB: APPROVES Security Commissions

DCRA/OPLA: ISSUES Licenses
Roles and Responsibilities

Pearson VUE (Licensing Vendor):

- Accepts applications
- Processes approved applications
- Prints and mails licenses
Roles and Responsibilities

SOMB (Approval Authority):
- Reviews required documents
- Conducts fingerprinting
- Issues approvals for commission (license)
- Conducts investigations based on unfavorable information
Roles and Responsibilities

DCRA/OPLA (Records Maintenance):

- Reviews and processes applications
- Tracks applications
- Processes SOMB approvals
Security Regulations

DCMR 6A: Police Personnel (Special Police; Campus and University Special Police)

DCMR 17-20/21: Private Detectives and Security Officers and Security Agencies
Regulations

DCMR 17-2101: Duty of Security Agency or Employer

2101.1 No investigation or certification under this chapter shall relieve any security agency or other employer of the duty to investigate and make its own determination of an applicant's suitability for employment as a security officer.
New License Application Process

STEP 1: SUBMIT APPLICATION

➢ Visit http://www.pearsonvue.com/dc/security to download and complete a new license application.

➢ Mail or hand deliver all license applications, including supporting documents for licensure and fees, to:

Pearson VUE
Department DC - Security
Metro-Plex I, Suite 250
8401 Corporate Drive
Landover, MD 20785
(888) 204-6293
New License Application Process

STEP 2: REPORT TO SOMB

All new applicants must report to SOMB in person with the following:

- Proof of application submission to Pearson VUE
- Passing exam score report—*Security Officers only*
- Fingerprinting Fee of $35 (Money Order or Company Check) made payable to DC Treasurer—*signed/dated within 30 days*
- Arrest Affidavit – *must be notarized and include court disposition(s) for any documented arrest(s)*
- Drug Screening Report (including supporting documents)—*signed/dated within 90 days*
- Firing Range Certificate *(Armed SPOs only)*—*signed/dated within 90 days*
- Approved gun list *(Armed SPOs only)*
Renewal Cycles

- **Special Police Officers: Annually**
  Licenses expire 5/31/2017

- **Campus/University Special Police Officers:**
  Odd-numbered years
  Licenses expire 5/31/2017

- **Security Agencies:**
  Odd-numbered years
  Licenses expire 10/31/2017

- **Security Officers:**
  Even-numbered years
  Licenses expire 4/30/2018
# Renewal Fees

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<th>Licensing</th>
<th>Renewal Fee</th>
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<td>$84</td>
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</tbody>
</table>

*Security Officers at DC Public Schools are fingerprinted annually and incur a $35 fee payable to DC Treasurer

- Renewal Fees are paid online via renewal link
- Fingerprint fees are paid at SOMB – Signed/dated within 30 days
Online Renewal Process

All licensed Security Agencies will receive a disc with electronic copies of the following:

- Renewal roster of affiliated SPOs and SCPs—including licensee name, number, and renewal PIN
- Renewal instructions and sample renewal documents
- License instructions and application documents
- Security regulations
- 2017 Security Forum presentation
Online Renewal Process

STEP 1: ONLINE RENEWAL (NO PAPER RENEWALS)

- SPOs and SCPs log onto the renewal website: [http://www.pearsonvue.com/dc/security](http://www.pearsonvue.com/dc/security)
- Click on the online renewal link
- Enter the unique PIN provided by employer
- Answer the screening questions
- Pay the $84.00 renewal fee – payment must be made at the time screening questions are answered
- Print the confirmation page or save on mobile device
SOMB’s Renewal Process

STEP 2: REPORT TO SOMB

Renewing SPOs and SCPs must appear in person at SOMB with the following documents:

- Online renewal confirmation
- Fingerprinting Fee - $35 Money Order or Company Check made payable to DC Treasurer—*signed/dated within 30 days*
- Arrest Affidavit - must be notarized and include court disposition(s) for any documented arrest(s)
- Drug Screening Report including supporting documents—*signed/ dated within 90 days*
- Firing Range Certificate *(Armed SPOs only)*—*signed/dated within 90 days*
- Approved gun list *(Armed SPOs only)*
Online Renewal Process

1. Online Renewal
   - Screening Questions
   - $84.00 Payment
   - Confirmation Email

2. Report to SOMB
   - Confirmation Number
   - Arrest Affidavit
   - Drug Screening
   - $35.00 Payment
   - Gun List (Armed SPOs)
   - Range Cert (Armed SPOs)

3. License Issued
   - Mailed to Agency
   - 7 – 10 Business Days
Alternate Renewal Process


STEP 2: Fingerprinting. SPOs and SCPs make appointments to have fingerprinting completed at the Civilian Fingerprint Section, 300 Indiana Avenue, NW, Room 3054. Schedule online via Metropolitan Police Department’s SOMB website: [Schedule your fingerprinting appointment online](http://pearsonvue.com/dc/security)

STEP 3: Document Submission. Agencies submit electronic copies of renewal documents for each SPO/SCP as a single .pdf file to SOMB at [somb.adminbox@dc.gov](mailto:somb.adminbox@dc.gov) – include the licensee’s name and license number in the subject line

STEP 4: License Issued. 7-10 business days once fingerprints and documents have been received
License Transfer Process

During the renewal period, SPOs and SCPs can only transfer if they are renewing their license

Step 1: The previous security agency must complete Section 3 of the Transfer Request Form and return the original 5x7 license to SOMB

Step 2: The new security agency must then complete Section 4 of the Transfer Request Form.

Step 3: SPOs and SCPs must report to SOMB with all required documents and completed Transfer Request Form. Officers cannot use alternate renewal process when transferring
Causes for Delay

- Lack of communication between employers and employees
- Incomplete or deficient applications
- Name changes without proper documentation
- Incomplete or inaccurate arrest affidavit
- Lack of pre-employment screening or negative information – Ref. DCMR 17-2101: Duty of Security Agency or Employer
- Failure to report to SOMB
- Fingerprinting at MPD Headquarters (Indiana Avenue)
SPO licenses expire **annually** on May 31st

DON’T BE LATE!

RENEW ONLINE BEGINNING MARCH 1

http://www.pearsonvue.com/dc/security
Contact Us

SOMB
2000 14th Street, NW, 3rd Floor | Washington, DC 20009
Main: (202) 671-0500 | Fax: (202) 673-7418
somb.adminbox@dc.gov
Hours of Operation: M-TH (8a – 2p); F (Appointment only)

DCRA/OPLA
1100 4th Street, SW, 5th Floor | Washington, DC 20024
Main: (202) 442-4320 | Fax: (202) 698-4329
dcra.dcraopla@dc.gov
Hours of Operation: M-W,F (8:30a – 4:30p); TH (9:30a – 4:30p)
Questions