Information Technology Familiarization
Security Officer Requirements

Initial Certification
• $75 non-refundable fee
• 24-hour training class
• Fingerprinting at MorphoTrust
• Must be done within 30 days of application

Renewal Certification
• $82.00 non-refundable fee
• 8-hour training class
• Fingerprintings resubmitted - included in renewal fee
• Must be done prior to expiration date

• Active law enforcement exempt from training only
Forgot Logon ID and Password
• Always Returning Applicant if a profile has previously been created/possess SORA card

• Returning/Renewal will both bring you to the logon screen
If known, use logon ID and password to access account.

If you have previously created a user id, log in below.

Active Users

LogonId: [Input]
Password: [Input]

Reset

Forgot your password? Click here

Otherwise, use either of the 2 links to help gain access to the database.

If known, use logon ID and password to access account.

If you have previously created a user id, log in below.

Active Users

LogonId: [Input]
Password: [Input]

Reset

Forgot your password? Click here

Otherwise, use either of the 2 links to help gain access to the database.

If known, use logon ID and password to access account.

If you have previously created a user id, log in below.

Active Users

LogonId: [Input]
Password: [Input]

Reset

Forgot your password? Click here

Otherwise, use either of the 2 links to help gain access to the database.

If known, use logon ID and password to access account.

If you have previously created a user id, log in below.

Active Users

LogonId: [Input]
Password: [Input]

Reset

Forgot your password? Click here

Otherwise, use either of the 2 links to help gain access to the database.

If known, use logon ID and password to access account.

If you have previously created a user id, log in below.

Active Users

LogonId: [Input]
Password: [Input]

Reset

Forgot your password? Click here

Otherwise, use either of the 2 links to help gain access to the database.

If known, use logon ID and password to access account.

If you have previously created a user id, log in below.

Active Users

LogonId: [Input]
Password: [Input]

Reset

Forgot your password? Click here

Otherwise, use either of the 2 links to help gain access to the database.

If known, use logon ID and password to access account.

If you have previously created a user id, log in below.

Active Users

LogonId: [Input]
Password: [Input]

Reset

Forgot your password? Click here

Otherwise, use either of the 2 links to help gain access to the database.

If known, use logon ID and password to access account.

If you have previously created a user id, log in below.

Active Users

LogonId: [Input]
Password: [Input]

Reset

Forgot your password? Click here

Otherwise, use either of the 2 links to help gain access to the database.

If known, use logon ID and password to access account.

If you have previously created a user id, log in below.

Active Users

LogonId: [Input]
Password: [Input]

Reset

Forgot your password? Click here

Otherwise, use either of the 2 links to help gain access to the database.

If known, use logon ID and password to access account.

If you have previously created a user id, log in below.

Active Users

LogonId: [Input]
Password: [Input]

Reset

Forgot your password? Click here

Otherwise, use either of the 2 links to help gain access to the database.

If known, use logon ID and password to access account.

If you have previously created a user id, log in below.

Active Users

LogonId: [Input]
Password: [Input]

Reset

Forgot your password? Click here

Otherwise, use either of the 2 links to help gain access to the database.

If known, use logon ID and password to access account.

If you have previously created a user id, log in below.

Active Users

LogonId: [Input]
Password: [Input]

Reset

Forgot your password? Click here

Otherwise, use either of the 2 links to help gain access to the database.

If known, use logon ID and password to access account.

If you have previously created a user id, log in below.

Active Users

LogonId: [Input]
Password: [Input]

Reset

Forgot your password? Click here

Otherwise, use either of the 2 links to help gain access to the database.

If known, use logon ID and password to access account.

If you have previously created a user id, log in below.

Active Users

LogonId: [Input]
Password: [Input]

Reset

Forgot your password? Click here

Otherwise, use either of the 2 links to help gain access to the database.

If known, use logon ID and password to access account.

If you have previously created a user id, log in below.

Active Users

LogonId: [Input]
Password: [Input]

Reset

Forgot your password? Click here

Otherwise, use either of the 2 links to help gain access to the database.

If known, use logon ID and password to access account.

If you have previously created a user id, log in below.

Active Users

LogonId: [Input]
Password: [Input]

Reset

Forgot your password? Click here

Otherwise, use either of the 2 links to help gain access to the database.

If known, use logon ID and password to access account.

If you have previously created a user id, log in below.

Active Users

LogonId: [Input]
Password: [Input]

Reset

Forgot your password? Click here

Otherwise, use either of the 2 links to help gain access to the database.

If known, use logon ID and password to access account.

If you have previously created a user id, log in below.

Active Users

LogonId: [Input]
Password: [Input]

Reset

Forgot your password? Click here

Otherwise, use either of the 2 links to help gain access to the database.

If known, use logon ID and password to access account.

If you have previously created a user id, log in below.

Active Users

LogonId: [Input]
Password: [Input]

Reset

Forgot your password? Click here

Otherwise, use either of the 2 links to help gain access to the database.
• If you click *Forgot Password*:

  - Enter Logon ID, Application ID or Certification #
    - Application ID cannot be the Renewal ID number

• Type in email address – This email MUST match the email address on file

• This will send an email with the logon ID & password
• If you click *Forgot Logon ID*:  
  • Select Place of Birth  
  • Select Application ID or Certification # and type appropriate in box  
  • Enter Date of Birth
ACCESS ACCOUNT Without LOGON-ID and PASSWORD

Place of Birth:
- State: New Jersey

Application Id: 411121

Date of Birth: 09/24/1956

Reset  Next  Cancel
• Type in answer to the hint question

• This MUST match answer in the database

**ACCESS ACCOUNT Without LOGON-ID and PASSWORD**

**Hint Question:** What is your father's middle name?

**Hint Answer:**

Note: Answer the Hint Question that you had selected.

[Reset] [Next] [Cancel]
This page shows Logon ID

Create a new password & confirm

Type in a valid email address

Click submit – this will log you into database

ACCESS ACCOUNT Without LOGON-ID and PASSWORD

LogonId: lpp4530
New Password: 
Confirm Password: 
Email: 

Note: Only provide a current and active e-mail address.

Reset  Submit
USER AGREEMENT

Any person who knowingly provides false or misleading information or knowingly omits information in completing this application may be committing a fourth degree crime and is subject to criminal prosecution in accordance with the applicable New Jersey Statute(s). Additionally, any person who falsifies or furnishes misleading information in the questionnaire section of this application shall be subject to denial of their application in accordance with the applicable New Jersey Administrative Code(s). Applications submitted by persons convicted of first, second, third, or fourth degree crimes; or any offense involving the unlawful use, possession or sale of a controlled dangerous substance; or any offense contrary to public interest as determined by the Superintendent shall be denied. All Application fees submitted for licensing and/or certification are non-refundable in accordance with the applicable New Jersey Administrative Code(s).

I ACCEPT.  I DO NOT ACCEPT.
Security Officer Training Course Notifications

- Must be submitted to the Private Detective Unit prior to scheduled classes
  - pdu@gw.njsp.org

- Subject line should identify the type of notification

- Must include times, dates, location, tentative roster

- Any changes/updates to schedule or roster must be sent to PDU

- Active Law Enforcement Email Notification
  - Must be active, full-time law enforcement officer for training exemption
  - Include name of officer and current department
Examples of Instructor E-mail Notifications
<table>
<thead>
<tr>
<th>Name</th>
<th>Subject</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kurt Shepherd</td>
<td>KShephe</td>
<td>3/13/2013 11:05</td>
</tr>
<tr>
<td>George Sabol</td>
<td>Initial SORA Class (Pre-notification)</td>
<td>3/13/2013 12:41</td>
</tr>
<tr>
<td>Fern Abbott</td>
<td>AFI class Roster March 16th</td>
<td>3/16/2013 10:30</td>
</tr>
<tr>
<td>&quot;Amilkar M. Velez&quot;</td>
<td>eve: Updated Roster SORA 1-13-02</td>
<td>3/16/2013 14:41</td>
</tr>
<tr>
<td><a href="mailto:cseweid@comcast.net">cseweid@comcast.net</a></td>
<td>SORA Initial Class</td>
<td>3/17/2013 5:30</td>
</tr>
<tr>
<td>Christopher Walsh</td>
<td>Fw: SOS Security Renewal Class List 3-17</td>
<td>3/17/2013 8:41</td>
</tr>
<tr>
<td><a href="mailto:skrusi@comcast.net">skrusi@comcast.net</a></td>
<td>SORA Instructor refresher course</td>
<td>3/17/2013 12:30</td>
</tr>
<tr>
<td>&quot;Amilkar M. Velez&quot;</td>
<td>eve: Upload of SORA</td>
<td>3/17/2013 9:00</td>
</tr>
<tr>
<td>Craig Gower</td>
<td>ccgower@</td>
<td>3/18/2013 8:30</td>
</tr>
<tr>
<td>Bill Jones</td>
<td>cftboy316@</td>
<td>3/18/2013 10:00</td>
</tr>
<tr>
<td>Fern Abbott</td>
<td>Roster for AFI recent class this Sat 3/23</td>
<td>3/18/2013 1:50</td>
</tr>
<tr>
<td>&quot;Chuck Hoefller&quot;</td>
<td>chchb</td>
<td>3/18/2013 12:00</td>
</tr>
<tr>
<td><a href="mailto:edi@rumolo.us">edi@rumolo.us</a></td>
<td>SORA Instructor Class</td>
<td>3/18/2013 12:04</td>
</tr>
<tr>
<td>&quot;Terry Abbott&quot;</td>
<td>Roster for AFI recent class this Sat 3/23</td>
<td>3/18/2013 1:50</td>
</tr>
<tr>
<td>&quot;George R. Saunders&quot;</td>
<td>ccgsb4</td>
<td>3/18/2013 1:50</td>
</tr>
<tr>
<td><a href="mailto:cppadula@comcast.net">cppadula@comcast.net</a></td>
<td>LIE officers trained</td>
<td>3/18/2013 2:00</td>
</tr>
<tr>
<td>Fitzgerald, Mark F.</td>
<td>March 26, 2013 class</td>
<td>3/18/2013 3:30</td>
</tr>
<tr>
<td>Christopher Walsh</td>
<td>Fw: SORA Class New Hire 3-19-20-21 21</td>
<td>3/18/2013 4:30</td>
</tr>
<tr>
<td><a href="mailto:shoffmanp@yahoo.com">shoffmanp@yahoo.com</a></td>
<td>Request for Application Process Help</td>
<td>3/18/2013 4:30</td>
</tr>
<tr>
<td>Durham Cotton</td>
<td>cdfc</td>
<td>3/18/2013 6:00</td>
</tr>
<tr>
<td>Jason Fermi</td>
<td>jfermi03@</td>
<td>3/18/2013 6:00</td>
</tr>
<tr>
<td><a href="mailto:cppadula@comcast.net">cppadula@comcast.net</a></td>
<td>SORA Roster for AFI recent class this Sat 3/</td>
<td>3/18/2013 7:20</td>
</tr>
<tr>
<td>George Sabol</td>
<td>Initial SORA Class (Class completion notif)</td>
<td>3/18/2013 10:00</td>
</tr>
<tr>
<td>&quot;Carlin, Bill&quot;</td>
<td>cbb3</td>
<td>3/19/2013 9:10</td>
</tr>
<tr>
<td>Charles Atkinson</td>
<td>cchb</td>
<td>3/19/2013 9:40</td>
</tr>
<tr>
<td>Mark Delinote</td>
<td>ckmd</td>
<td>3/19/2013 10:03</td>
</tr>
<tr>
<td>Thomas Kozaiewicz</td>
<td>SORA Recertification Class Results</td>
<td>3/19/2013 10:00</td>
</tr>
<tr>
<td>NJ Guard Training Acad</td>
<td>SORA Training Course = Final Roster</td>
<td>3/19/2013 12:00</td>
</tr>
<tr>
<td>Daniel Dawson</td>
<td>danielk@</td>
<td>3/19/2013 12:00</td>
</tr>
<tr>
<td>Kevin Mariner Sr</td>
<td>kmariner@</td>
<td>3/19/2013 12:00</td>
</tr>
<tr>
<td>&quot;Montagna, Mark&quot;</td>
<td>cma</td>
<td>3/19/2013 12:00</td>
</tr>
<tr>
<td>&quot;C.O.P.S.&quot;</td>
<td>cc.cops@</td>
<td>3/19/2013 12:00</td>
</tr>
<tr>
<td>&quot;cma: SORA CLASS&quot;</td>
<td></td>
<td>3/19/2013 12:00</td>
</tr>
<tr>
<td>withdrawn</td>
<td></td>
<td>3/19/2013 12:00</td>
</tr>
</tbody>
</table>
Security Officer ID Card Photos

• Passport/Driver’s License style photo

• NO hats, sunglasses, Bluetooth devices, uniforms (security/police)

• Sized between 50kb and 1MB

• Dimensions of 649 x 820

• Crop photo first, then resize to proper dimensions to fill ID Card

• File name should not contain any special characters
  • # & * / @ or spaces
  • Error message to select a .jpg or .png file
Cropping Using Microsoft Office
Use card with ID # for saving/uploading purposes

- Save photo with number and/or name
  - 121522.jpg
  - Smith.jpg
  - Smith121522.jpg

- Card will be cropped out of photo.
• Click on Picture, then Crop

• Cut a small portrait out of original landscape photo
Resize Using Adobe Photoshop
• Dimensions must be 649 width and 820 height

• “Constrain Proportions” must be unchecked
Resize Using Faststone
Create a Folder on Your Desktop Labeled *Resized*
• Select the photos you want to resize from list on the left

• Highlight and click Add

• Photos will appear on the right side

*You can resize multiple photos at once

• Click on Browse next to Output Folder
  • Select the folder on desktop just created Resized

• Click on Advanced Options
  • Use Advanced Options (Resize ...)
  • Keep original date/time attributes
  • Ask before overwrite

1471 x 2113
608 KB
2009-04-06 07:57:52
- Type in dimensions 649 x 820
- All boxes below should be unchecked
- Click OK
• Go to Resize folder on desktop

• Photo is now the correct dimensions and size
Uploading Training Results & Photos
Log in as a Returning Applicant
Main Page

You have logged into the Security Agency / Instructor / Officer Application Process. Please use the menu above to navigate the website.

All information entered is considered to be offered as a sworn statement. Any misstatement of fact shall constitute a crime of the fourth degree, shall be grounds for denial, and may subject the applicant to civil penalties up to $10,000.00 for the first offense, $20,000.00 second and subsequent offenses. Each violation shall constitute a separate and subsequent offense.
Security Agency / Instructor / Officer
Application Process

Welcome PDU NJSP

Main Page Helpful Links Log Out

New Applications Instructor

Instructor Uploads Security Officer Data

Name: MAISHA EVANS
Application Id: 122121
Email: maisha_29@yahoo.com
Certification Number: 122121 (Verify this Temp Certification Id is valid.)

Back Next

New Jersey State Police Contact Us
Welcome PDU NJSP

Main Page

Helpful Links

Log Out

Security Agency / Instructor / Officer Application Process

New Applications

Instructor

- The data is uploaded successfully.

Security Officer Renewal Instructions

Comprehensive Text Document: MS Word

Power Point Presentations:
- Ethics
- Report Writing
- Use of Force

Main Page

You have logged into the Security Agency / Instructor / Officer Application Process. Please use the menu above to navigate the website.

All information entered is considered to be offered as a sworn statement. Any misstatement of fact shall constitute a crime of the fourth degree, shall be grounds for denial, and may subject the applicant to civil penalties up to $10,000.00 for the first offense, $20,000.00 second and subsequent offenses. Each violation shall constitute a separate and subsequent offense.

New Jersey State Police

Contact Us
SORA Updates
• It is your responsibility to monitor this page for all class announcements, updates, etc.
Licensed Agency HR Functions
Owners use Logon ID and password from initial application

Security Officers designated as an HR or Admin user – access HR database using same Logon ID and Password from Security Officer profile

Forgot Logon ID and/or Password?
You have logged into the Private Detective & Security Guard Registry website. You can navigate the website using the menu at the top.
You have logged into the Private Detective Security Agency App. To navigate the website:

- Open Branch
- View/Edit Branch Profile
- Manage Contacts
- Close Branch
- Pay Branch Fees
Welcome PDU NJSP

Test Corporate Name

Employee Administration

Register
Terminate
Update
SO Certificate Status

You have logged into the Private Detective Security Agency Application. Please use the menu at the top to navigate the website.
Register Security Officers by selecting **Security Officer** and enter the Certification Number (from ID card) or Temp Certificate on the next page.

Register Non-security employees by selecting **Other**
Above message will appear if already approved or denied

If approved – use Certification # from ID Card
Register Security Officer as an Employee

Name: Jose Villanueva
DOB: 09/16/1992
SBI: 942322E
SSN: 599-36-2534
Address: 503 11TH RD ST
TRENTON
NJ 08611
Phone: 609-306-0253
Email: anthonyvillanueva_23@yahoo.com

Photo

Issued: 02/06/2013
Expires: 02/06/2015

Register
• Click on Employee Tab
  • SO Certificate Status

• Will show current employees eligible for renewal in upcoming months
### Upcoming Security Officer Renewals

**Test Corporate Name**

Report created on: 03/19/2013  Report date range: 30 days from 03/19/2013.

<table>
<thead>
<tr>
<th>Row Num</th>
<th>First Name</th>
<th>Last Name</th>
<th>Home Phn</th>
<th>Em Phn</th>
<th>Em SBI #</th>
<th>Status Co</th>
<th>Cert. Star</th>
<th>Cert. End Date</th>
</tr>
</thead>
</table>

No records found for the given date range.
To add an HR/Admin user, first register them under the Employee tab.

- HR Users only have rights to Register and Terminate employees.
- Admin users have the same rights as an Owner.
You can request an audit for a 2-year period
- Will show all registrations and terminations during that time

**TIP:** After entering dates, hold down CONTROL key on keyboard and click next - do not let go until you see the excel sheet pop up on your screen.
* Reminders *
• Temporary Certificates
  • Only issued ONE time
  • Valid for 30 days
  • No extensions – can be allowed to take prints/class with prior approval from PDU
  • Cannot work past expiration of temporary certificate

• Renewal Process
  • Renewal reminders are e-mailed at 90, 60, 30 days prior to expiration – sent to email address on file
  • Agencies receive expired notice for all officers registered to agency
  • No temporary certificate upon renewal
  • App and class must be done prior to expiration
  • No extensions – can be allowed to take class after expiration with approval from PDU
- **Training Results**
  - Must be upload within 5 days – the sooner the better!

- **Check personal profile information for accuracy BEFORE submitting**
  - Compliance with above will eliminate phone calls to correct careless mistakes
  - Misspelled name, wrong DOB, wrong Gender, etc...

- **Verify address and be sure to include any Apartment, Building # & Floor**
  - If security officer changes address with agency, they must change it in SORA database

- **DQ’s/Background Checks**
  - Any drug conviction and/or any felony conviction
  - We DO NOT check records prior to printing – please do not tell them to call us to check
• If assisting with application, answer ‘YES’ to the last question:
  • “Did you, the applicant, complete this questionnaire with the aide of another?” (If YES, provide the name of the individual(s) who assisted with this questionnaire)
  • Provide your name and title

• This is the Security Officer’s application – they should keep track of logon ID, password, answer to hint question, email address, etc.

• Security Officers up for renewal MUST click on RENEWAL APPLICATIONS
  • They should NOT click FIRST TIME APPLICANT
  • Forgot Logon ID / Forgot Password?

• All fees are NON-refundable
  • N.J.A.C. 13:55A-3.2(b) & 13:55A-3.6(b)
Compliance Inspections
Compliance Inspections

• **N.J.A.C. 13:55A-7.3(a) & (b)**

• Can be done at any time to ensure compliance with statute, rules and regulations, and instructor policies

• Must be able to provide:
  • Class sign-in sheets
  • Syllabus
  • Copies of Security Officer documents
    • Temporary Certificate

• Conduct training classes in acceptable facility
Contact Information

pdu@gw.njsp.org

609-633-9352

609-341-3426