Steps and Requirements for Property Protection Endorsements

All Property Protection firms MUST be located in the state of Louisiana and the office must be fully operational.

Security – covers the following:

Intrusion Alarms
Special Locking
Closed Circuit Television
Household Fire

Must have a qualifier for the firm; this qualifier must live within 150 miles of the firm he is qualifying.

1. **Firm Application -** http://sfm.dps.louisiana.gov/doc/lic/licfi_firm-application.pdf
   a. Submit a completed firm application in **blue ink** signed by all owners/principals.
   b. Refer to Firm Licensing Requirements:
   http://sfm.dps.louisiana.gov/doc/lic/licfi_firm-requirements.pdf
2. **Documentation**
   a. Signed affidavit on qualifier.
   b. Copy of current certifications for qualifier.
   c. General Liability & Worker's Compensation insurance certificate (certificate must be faxed to (225) 925-3699 by your insurance agent). The minimum GL coverage amount is $500000.00 The Insurance Certificate must note in the description of operations column: "Life Safety & Property Protection" and must have the current physical address of the firm listed on the certificate. If the owner(s) is the only employee(s), the firm does not need to carry worker's comp.
   d. Copy of **current/ valid driver's license.** Front and back if renewal sticker is on back.
   e. **Each** owner/principal **MUST** submit a fingerprint card done by their local law enforcement agency, an application for a fingerprint background check and a company check/money order in the amount of **$42.50, made payable to the DEPARTMENT OF PUBLIC SAFETY** for the fees. Refer to the website:
   http://sfm.dps.louisiana.gov/doc/lic/lic_background-check.pdf
   f. Sample of Service Tags – see website:
   http://sfm.dps.louisiana.gov/doc/lic/lic_tag-requirements.pdf
3. **Fees** - $250.00 company check/money order to Office of State Fire Marshal
4. **Qualifiers** – must meet the minimum Technician or Specialist requirements for the endorsements they wish to qualify. All qualifiers must have **ONE** of the following:
   a. National Training School (**NTS**) Certified Alarm Technician Level 2 (Advanced Burglar Alarm Technician Course) or the **NTS** Advanced Intrusion Systems Course and the Fire Alarm Installation Methods Course), or
   b. NTS Advanced Intrusion Systems Course and NICET 3(Fire Alarm Systems), or
   c. Elite CEU Fire Alarm Installation Techniques (FAIT) and Advanced Electronic Intrusion Technician (AlarmLevel 2)

   The following courses are required:
   d. Fire Marshal Administrative Rules Course
   e. Fire Marshal Plan Review Course
   f. Life Safety Course

Refer to website Training & Education Requirements for Certification & Continuing Education:
http://sfm.dps.louisiana.gov/doc/lic/lic_lspp_certification.pdf

5. **Employees – All employees must be paid W-2 employees.** Submit the following:
   a. Employee application completed in **blue ink**.
   http://sfm.dps.louisiana.gov/doc/lic/licei_employee-application.pdf
   b. Digital picture saved to a CD in JPG format.

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c. Copy of employee's **current/valid driver's** license. Front and back if renewal sticker is on back.
d. Fees - $100.00 company check/money order to Office of State Fire Marshal.
(Combine firm fees and employee fees into one check.)
e. Fingerprint card completed by a local law enforcement agency, an application for a fingerprint background check, a company check/money order in the amount of **$42.50 made payable to Department of Public Safety** for the fees. Refer to the website:
http://sfm.dps.louisiana.gov/doc/lic/lic_background-check.pdf
f. Copy of certification (training) employee has taken. Refer to website:
http://sfm.dps.louisiana.gov/doc/lic/lic_lspp_certification.pdf
g. Technicians – one of the following certifications are required:
SECURITY TECHNICIAN
1. National Training School (**NTS**) Level 1 Certified Alarm Technician Course; or
2. NTS Level 2 (Advanced Intrusion Systems Course and Fire Alarm Installation Methods Course); or
3. Elite CEU Level 1 Course; or
4. Bank-Tec South Initial Security Certification Course

6. Refer to the website for training organizations: http://sfm.dps.louisiana.gov/lic_training.htm

******Each employee must obtain eight (8) continuing education units per year. The certificates are to be kept on file with their firm. Individuals must obtain at least 50% of their continuing education hours from categories number 1, 3, 4, or 6 of the Approved Continuing Education courses and Methods List **(Refer to website for LSPP Policy & Procedures Manual)**

- **Refer to the website for requirements for Certification, Continuing Education & Approved Courses:**
http://sfm.dps.louisiana.gov/doc/lic/lic_lspp_certification.pdf

- **Refer to the website for Training Classes and Training Organizations:**
http://sfm.dps.louisiana.gov/lic_training.htm

Note: Follow both firm and employee checklists when submitting the applications.