

Examination Requirements for the Private Investigator/Private Investigator Manager and Firearms Instructor Licenses

WHO IS REQUIRED TO TAKE AN EXAM, AND WHAT WILL THE EXAM COVER?

- Applicants for the following licenses must pass an examination to qualify for licensure:
 - Class “C” private investigator license.
 - Class “M” investigative and security agency manager license.
 - Class “MA” private investigative agency manager license.
The private investigator examination covers those parts of Florida law that deal directly with the business practices of the private investigative industry and the legal responsibilities of the individuals and agencies that work in that industry (Sections 493.6100 through 493.6203, and Section 493.6301(5), Florida Statutes).
 - Class “K” firearms instructor license.
The firearms instructor examination is based on material in the Firearms Training Manual (Instructor’s Guide and Student Handbook and Study Guide).

Applicants preparing for their examination can access copies of Chapter 493, Florida Statutes, the Private Investigator Handbook, and the Firearms Training Manual (Instructor’s Guide and Student Handbook and Study Guide) online at: <https://licensing.fdacs.gov/forms/FormsRequest493.aspx>.

IS ANYONE EXEMPT FROM THE EXAMINATION REQUIREMENT?

- You are exempt from the Private Investigator/Private Investigator Manager examination requirement if you:
 - currently hold a valid Class “CC,” “C,” “M,” or “MA” license.
 - previously held a Class “C,” “CC,” “M,” or “MA” license PROVIDED THAT the license has not been invalid/expired for more than one year.

WHERE CAN I TAKE THE EXAM?

- The examination will be administered BY APPOINTMENT ONLY with Prometric Inc., a third-party testing company, at one of their testing center locations or online. Prometric Inc. has numerous facilities across the state and the nation. Individuals can contact our Public Inquiry Center at (850) 245-5300 to pre-register for the examination.
- Once you have been pre-registered you will receive an email from registrations@isoqualitytesting.com with instructions on how to schedule your exam. Should you require assistance, you can click on the "Contact Us" Tab on the Iso-Quality Testing, Inc. home page (www.isoqualitytesting.com) and send a message to customer service, or you may call (toll-free in USA and Canada) 1-866-773-1114, or (other countries) +1 727-733-1110.

WHEN MUST I TAKE THE EXAM?

- If you are applying for the “C,” “M,” or “MA” license, you must pass the exam BEFORE APPLYING FOR LICENSURE and submit proof of having passed the exam with your application. If you submit your application to the division without such proof, we will send you a letter requesting that you send us this documentation. If you do not provide proof of having passed the exam within the timeframe specified in the letter, the division will have no alternative but to recommend denial of your application.
- If you are applying for the “K” license, you must be approved to take the exam AFTER APPLYING FOR LICENSURE and submit proof of having passed the exam to the Division of Licensing. If you do not provide proof of having passed the exam within the timeframe specified in the letter, the division will have no alternative but to recommend denial of your application.

IS THERE A FEE FOR TAKING THE EXAM?

- Examination fees are paid directly to Prometric Inc., at the time of registration and scheduling your appointment.
 - The fee for taking the Private Investigator/Private Investigator Manager Exam is \$70.
 - The fee for taking the Firearms Instructor Exam is \$70.

HOW LONG WILL IT TAKE TO COMPLETE THE EXAM?

- You should be able to finish the exam in 1 ½ to 2 hours. Your exam results will be provided to you from Prometric Inc..

WHAT DO I NEED TO BRING WITH ME WHEN I TAKE THE EXAM?

- One form of state- or federal-issued identification which bears your picture and signature: driver’s license, state identification card, passport. YOU MUST BE PREPARED TO SHOW PROPER I.D. Student and employment I.D. cards are not acceptable.

IS THERE ANYTHING ELSE I NEED TO KNOW BEFORE I TAKE THE EXAM?

- All examination requirements will be provided to you from Prometric Inc. after you have scheduled your appointment.

Please be aware that if you take the exam and fail to pass it, you will be required to pay the fee again to re-take the exam.