

ALABAMA ELECTRONIC SECURITY BOARD OF LICENSURE

RT MANAGEMENT, INC. - CONTRACTOR



LICENSING INFORMATION PACKET

Supplemental information for licensing requirements

**ALABAMA ELECTRONIC SECURITY
BOARD OF LICENSURE**

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The State of Alabama Electronic Security Licensing Law

Code of Alabama, Section 34-1A, and the rules and regulations, 304-X-1-.01 through .31, promulgated by the Alabama Electronic Security Board of Licensure (AESBL) require the licensing of any person, sole proprietorship, company or corporation that installs or services locks for motor vehicles, residential or commercial use or provides sales, service, installation, maintenance or monitoring of burglar alarm systems, electronic access control systems or closed circuit TV systems. An application for a license, Branch Office License, Qualifying Agent License, Locksmith License, or Registrant License can be obtained by contacting the AESBL at the above mailing address, phone number, e-mail address, or website.

Each Company must provide AESBL with evidence of a policy of general liability insurance in the amount of at least \$250,000 and must maintain at least this amount of insurance.

All **new** applicants for licensure or renewal applicants who have been arrested or convicted of a crime other than a minor traffic violation must submit **two completed ALEA background forms**, two completed fingerprint cards, and **\$38.25 (debit/credit card, money order, or company or cashier's check made payable to ALEA)** processing fee for ALEA Criminal Background Reports.

All **renewal** applicants for must complete **two (2) ALEA background check forms and two (2) fingerprint cards** and \$25.00 **(debit/credit card, money order, or company or cashier's check made payable to ALEA)**. *****If the renewal application is postmarked/received after January 31st, a fee of \$38.25 must be paid and a state and federal background check run.*****

AESBL will issue ID cards to Qualifying Agents, Installers, Locksmiths, Trainees & Helpers. The registrants must have these ID cards available and visible whenever they are meeting the public. ID cards must be produced on demand of any customer; AESBL member; law enforcement official; state, city, county code enforcement official or building inspection personnel.

The license number of a company shall be displayed in all advertising.

If the Code of Alabama, Section 34-1A, or any order, rule, or regulation of AESBL is violated by any person or business entity, then the person or business entity shall be guilty of a Class A misdemeanor. AESBL may fine violators up to \$1,000 per violation and may file civil action to collect the penalty.

There is no licensing reciprocity with any other state at this time.

All licenses expiring on December 31st of their licensing period must be renewed by December 31st.

The renewal period opens June 1st. All renewal applications must be complete and submitted by December 31st. Per a state audit in 2021, there is no longer a grace period after December 31. If your applications are incomplete, you will be considered unlicensed and subject to a Cease-and-Desist and possible court action.

NOTICE FROM THE AESBL REGARDING LICENSING RENEWAL DEADLINE

*Pursuant to a 2021 Legal Compliance Audit by the State of Alabama
Department of Examiners of Public Accounts,*

**THERE IS NOT A GRACE PERIOD FOR RENEWALS
AFTER DECEMBER 31st.**

All company and Qualifying Agent applications must be complete by December 31st of your renewal year. Completed applications include all required documents, signatures, and fees. If the company and QA applications are not complete as of the renewal deadline, the company will be considered unlicensed, and a Cease-and-Desist will be issued.

All other individual applications must be completed by January 31st of your renewal year. If requested items are not provided to the AESBL within thirty (30) days of notification, the individual application will be abandoned, and the individual must re-apply. Re-applying will include a new application page, AESBL and ALEA fees, and a full background check—which would include additional fingerprint cards.

NOTICE FROM THE AESBL REGARDING INDIVIDUAL LICENSES

INDIVIDUAL LICENSES DO NOT TRANSFER WHEN EMPLOYMENT CHANGES

Individual licenses, including a QA license, issued by the AESBL do not transfer with the individual when employment changes from one security/locksmith company to the next. If you are no longer employed with the company named on your ID badge, and you are hired by another company, you must re-apply with a new application page, passport sized photo, and the applicable fees. You will need to contact the AESBL staff to inquire about pro-rated fees, CEUs, and whether or not a new background check is needed.

Additionally, if a licensee transfers from one branch to another branch within the same company, a new application needs to be submitted to the AESBL in order to update the branch office the employee is working under. Transferring from one branch to another branch within the same company, without a lapse in licensing, will not require any additional fees.

Fingerprinting Information

Below is helpful information regarding fingerprinting for criminal background checks:

- The Alabama Electronic Security Board of Licensure (AESBL) is required by law to conduct criminal background checks on applicants.
- The AESBL cannot accept criminal background checks conducted at a different time and by a different state/federal entity or agency.
- The Federal Bureau of Investigation (FBI) and the Alabama Law Enforcement Agency (ALEA) require that all applicants submit fingerprint cards in order to ensure a thorough background check.
- We know and understand that fingerprints do not change, but the AESBL is required through its agreement with ALEA to submit fingerprint cards with every background check.

- If being fingerprinted via Live Scan, always check to see if the entity saves your scans to their files. If so, you should be able to have them reprinted by that same entity when applying for renewal.
- A list of entities/agencies that offer fingerprinting services is on the AESBL website: <https://aesbl.alabama.gov/contact/>

- All applicants must submit two fingerprint cards.
- All required areas should be filled out on both fingerprint cards.
- Both fingerprint cards should be signed by the applicant.
- Both fingerprint cards should be signed by the official who fingerprinted the applicant.
- Fingerprint cards should not be bent or folded. ALEA will not accept bent/folded cards.
- A current (unexpired) driver's license must accompany your background check.
- If submitting a Foreign National driver's license or if the Place of Birth (POB) is not a U.S. Territory, the AESBL will need a copy of the applicant's Green Card (front and back of card), or a foreign passport, or a STAR ID driver's license.
- The AESBL will need the required ALEA forms (pages 8 and 9). These forms must be filled out completely and signed with two witnesses or a notary.

INSTRUCTIONS FOR ALEA AND FBI CRIMINAL HISTORY INFORMATION RELEASE FORM

Included in the packet is a Criminal History Information Release Form used by the Alabama Law Enforcement Agency (ALEA).

Companies will be required to submit the ALEA Criminal History Forms for individuals renewing.

**TWO (2) ORIGINAL FINGERPRINT CARDS ARE REQUIRED.
COPIES ARE NOT ACCEPTED.**

REQUIRED:

- ✓ **Applicants not licensed by AESBL, applicants who fail to renew a license within 30 days of the expiration date of their most recent license, and applicants arrested or convicted of a crime other than a minor traffic violation must complete the ALEA Criminal History Information Release Form and the Application to Review Alabama Criminal History Record Information and **two (2) FBI fingerprint cards** and submit these items along with a **current driver's license**, and a **company check, cashier's check, money order, or debit/credit card for \$38.25 per person**, made payable to ALEA for processing ALEA reports.**
- ✓ **All renewing applicants** must submit the two (2) ALEA Criminal History Forms and **two (2) fingerprint cards** along with a **current driver's license**, and a **company check, cashier's check, money order, or debit/credit card for \$25.00 per person**, made payable to ALEA for processing ALEA reports.
- ✓ **New applicants** must also submit Federal Bureau of Investigation (FBI) fingerprint cards. New applicants must go to their local law enforcement authority's office and have two (2) FBI fingerprint cards completed. These **completed fingerprint cards** must be mailed to AESBL along with a **current driver's license**, and a **company check, cashier's check, money order, or debit/credit card for \$38.25 per person** and made payable to ALEA for processing ALEA and FBI reports.
- ✓ Use these codes for race: (A) Asian, (B) Black, (H) Hispanic, (I) American Indian, (O) Other, or (W) White.
- ✓ Signatures on the ALEA Criminal History form must be notarized **or** witnessed by two people.
- ✓ When completed forms and proper fees are received, ALEA/FBI will perform criminal background checks and provide reports to the AESBL. **It typically takes approximately 2 – 3 weeks for reports to be returned to the AESBL from ALEA.**

ORDER FORM

Fingerprint Cards for AESBL License Application

Per ALEA, all individuals who apply for an AESBL license must submit two (2) original fingerprint cards. Copies of fingerprint cards are not acceptable.

This includes all renewing applicants, all new applicants, applicants who fail to renew a license within thirty (30) days of expiration date of their most recent license, and applicants arrested or convicted of a crime other than a minor traffic violation **must** obtain two (2) FBI fingerprint cards and go to their local law enforcement authority's office to be fingerprinted.

FBI fingerprint cards can be obtained from the AESBL or law enforcement offices.

Two (2) completed FBI fingerprint cards per person must be mailed to AESBL, along with the appropriate fees for processing.

My company expects to hire _____ new employees and will need fingerprint cards to apply for a license.
(number)

Please send fingerprint cards to:

Company name: _____

Contact person: _____

Street address: _____

City/state/zip: _____

Fax completed form to: **334-557-0978**

or

Email completed form to: **administrative@aesbl.alabama.gov**

or

Mail completed form to: **AESBL
7956 Vaughn Road, PMB 392
Montgomery, AL 36116**

ALABAMA LAW ENFORCEMENT AGENCY
APPLICATION TO CHALLENGE
 Alabama Criminal History Record Information



Appendix A

An individual may Challenge or Appeal any portion of his or her own Criminal History Record Information (CHRI) maintained by the ALEA Criminal Records and Identification Unit that he or she believes to be **inaccurate**. To submit a challenge regarding criminal history record information (CHRI) provided by the Alabama Law Enforcement Agency, Criminal Records and Identification Unit. Please complete the steps described below and mail this form and all supporting documentation to:

ALEA Criminal Records and Identification Unit – P.O. Box 1511 – Montgomery, AL 36102-1511 – ATTN: Record Challenge.

Failure to properly complete the form or provide the appropriate documentation, may cause a delay in processing your request.

I, _____, wish to challenge my Alabama CHRI provided to me by the Alabama Law Enforcement Agency Criminal Records and Identification Unit on ___/___/___.

- I understand that I must return this challenge form, along with the documentation required below, to the ALEA Criminal Records and Identification Unit no later than one year in order to challenge this information under this request. I further agree and understand that I must submit a new Request to Review or Challenge my criminal history record information in accordance with the procedure established by the Alabama Justice Information (AJI) Commission should I wish to challenge my Alabama criminal history after that date.
- I understand that I must provide below or ATTACH IN WRITING TO THIS FORM the following information regarding EACH arrest and/or disposition I am challenging before my challenge can be reviewed or processed by the ALEA Criminal Records and Identification Unit. I also understand that I should attach copies of the official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.
- I understand that my challenge will be reviewed by an ALEA Criminal Records and Identification Unit official, along with the documentation provided. I also understand that my challenge may also be sent to the originating criminal justice agency with custody over the challenged information for their review, and that this process may take several weeks or longer to complete.

Please list the SPECIFIC charge, date, and Arresting Agency/Court for each arrest or disposition being challenged:		
DATE	AGENCY	ARREST CHARGE/DISPOSITION CHALLENGED
1.		
2.		
3.		
4.		
5.		

Please also provide the following details:

- A. The details related to why each specific arrest or disposition listed above is inaccurate:
- B. The information believed to be correct information for each arrest or disposition being challenged:
- C. The agency and/or court where I obtained what I believe to be the correct supporting information (if applicable) from is:

Signature: _____ Date: _____

Applicant Instructions

For completing the ALEA Application to Review Alabama Criminal History Record Information or to Challenge Alabama Criminal History Record Information



Appendix B

In order for your request to review, challenge or appeal your Alabama Criminal History Record Information to be processed by the Alabama Law Enforcement Agency (ALEA), you must complete the **ALEA Application to Review (SBI Form 46)** or to **Challenge Alabama Criminal History Record Information (SBI Form 46 Appendix A)** in accordance with the following instructions:

1. **Your application must include ONE COPY of at least one of the following forms of your own valid photo identification:**
 - a. A valid unexpired United States state-issued photo driver license or photo ID (non-driver) card;
 - b. A valid unexpired United States Citizenship and Immigration Service Document, which may include either:
 - i. Certificate of Naturalization N-550
 - ii. Replacement Certificate of Naturalization N-570
 - iii. Special Certificate of Naturalization N-578
 - iv. Certificate of Citizenship N-560
 - v. Replacement Certificate of Citizenship N-561
 - vi. Certificate of Citizenship (Posthumous) N-645, N-645A
 - c. A valid unexpired United States Passport; or
 - d. A valid unexpired Foreign Passport which meets the following requirements:
 - i. A foreign passport must contain a Valid United States Visa or I-94 to be used as a primary proof of identification; or
 - ii. A foreign passport, not issued in English, must be translated and accompanied by a Certificate of Accurate Translation. Passports are not acceptable if un-translated into English and/or expired.
2. **Your application must include the required \$25.00 administrative fee in the form of only a cashier's check or a money order made payable to the "Criminal Records & Identification Unit" (sorry – personal and/or business checks are not accepted); and**
3. **Your application must include a classifiable set of your own fingerprints, taken by an authorized law enforcement agency with an FBI-issued Originating Agency Number (ORI).**
 - a. The fingerprints accompanying your application should be provided to ALEA on an official FBI-approved "Applicant" fingerprint card or a FBI-approved AFIS printout of an official "Applicant" fingerprint card (i.e., FBI blue card). This ensures positive identification and insures that the proper criminal record is reviewed.
 - b. Details for the fingerprinting agency may be found in APPENDIX C.
4. **Your completed request and all of the required documentation should be mailed to:**

Alabama Law Enforcement Agency
Criminal Records and Identification Unit
ATTN: Background Checks
P.O. Box 1511
Montgomery, Alabama 36102-1511
5. **If your application is to CHALLENGE any part of your CHRI maintained by ALEA, the application must include, at a minimum:**
 - a. A copy of the Alabama Criminal History Record being challenged;
 - b. The charge and DATE of each specific arrest or disposition being challenged;
 - c. The Name of the ARRESTING AGENCY OR COURT for each arrest or disposition being challenged;
 - d. A listing of each specific arrest or disposition being challenged;
 - e. The details related to why each specific arrest is inaccurate;
 - f. What the applicant believes to be the correct information for each arrest or disposition being challenged;
 - g. Where the applicant obtained what he/she believes to be the correct supporting information (if applicable); and
 - h. Official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.
6. **Your completed request and all of the required documentation should be mailed to:**

Alabama Law Enforcement Agency
Criminal Records and Identification Unit
ATTN: Record Challenge
P.O. Box 1511
Montgomery, Alabama 36102-1511

Please allow a minimum of 4-5 weeks from the date the application is received by ALEA for ALEA to process your request for review. Requests to Challenge CHRI information do NOT fall under this timeframe, as they require additional research, contact and verification with the arresting agencies, etc. If you have any questions concerning this procedure, you may contact ALEA by calling 334-517-2450 or 1-866-740-4762.

Instructions for Law Enforcement Official

Taking the applicant's fingerprints on FBI "Applicant" Fingerprint Card FD-258 (Rev 12-10-07)



Appendix C

In accordance with Alabama law and the procedures established in Section 265-X-2 of the *Alabama Administrative Code*, individual citizens may request and may be provided with classifiable sets of their own fingerprints to accompany a request for his/her own Alabama Criminal History Record Information (CHRI) from the Alabama Law Enforcement Agency (ALEA).

1. One of the requirements for an individual to request their own criminal history record information is that the individual to provide ALEA with a classifiable set of his or her own fingerprints (taken by an authorized law enforcement agency with an FBI-issued ORI) with his or her application to Review or Challenge his or her own Alabama criminal history. This ensures positive identification and insures that the proper criminal record is reviewed and/or challenged.
1. The individual you are fingerprinting should provide proper identification to your agency upon request.
2. The individual's fingerprints should be taken by law enforcement on an FBI "Applicant" Fingerprint Card (i.e. blue card). Please ensure that your agency's name and ORI, AND your name and telephone number, are included on the completed fingerprint card. A sample of the FBI "Applicant" Fingerprint Card FD-258 (Rev 12-10-07) for your reference purposes is provided below.

The form is titled 'APPLICANT' and includes fields for personal information such as last name, first name, middle name, address, city, state, and zip code. It also has sections for agency information, including agency name, ORI, and the name and telephone number of the law enforcement official. There are designated areas for fingerprints, labeled 1 through 10, and a section for the applicant's signature and date.

This block shows the same form as above but with three fingerprint examples and detailed instructions. The examples are labeled '1 LOOP', '2 WHORL', and '3 ARCH'. Each example includes a 'CENTER OF LOOP' or 'DELTA' and a 'DIRECTION OF FLOW'. The instructions section includes a 'THIS CARD FOR USE BY:' section, a 'FEDERAL BUREAU OF INVESTIGATION' header, and a 'PRIVACY ACT STATEMENT'. It also provides 'INSTRUCTIONS' for the law enforcement official, such as 'PRINTS MUST GENERALLY BE OBTAINED USING THE APPROVED FBI BIOMETRIC REVEAL AND GEL-TONE PROCESSING SYSTEMS'.

3. Please return the completed fingerprint card to the applicant, as it is the APPLICANT's responsibility to mail the completed CHRI Release Form (SBI Form 46), along with his/her own fingerprint card and the other required documents. See SBI Form 46 Appendix B for mailing instructions.
4. If you have any questions, please call ALEA at 334-517-2450 or 1-866-740-4762. To request blank FBI APPLICANT cards, your law enforcement agency may contact the FBI Customer Service Group, CJIS Division Biometric Section at (304) 625-5590 or by e-mail at identity@ic.fbi.gov.

Instructions

Individual License Application

Licensing of companies and individuals with the Alabama Electronic Security Board of Licensure (AESBL) is a biennial process. All licenses expire December 31st of the assigned licensing period, and subsequent year applications, documentation, pictures, and fees must be received by AESBL before **December 31st** at the end of the licensing period. New employees (hired after January 1st) have **10** business days from the date of hire to submit an application to AESBL. **A Trainee ID card may be issued by AESBL for new employees who have not yet completed required training if AESBL is provided a certified statement verifying the licensed supervisor.**

All applicants for an AESBL license who install or service locks for motor vehicle, residential or commercial use or who sell, install, service, monitor, manage or have access to subscriber or alarm system information must complete all requested information on the correct Individual License Application, as indicated by the designated years of the licensing period.

Your Position and Fees: Under "Your Position" check all that apply. An individual must check the position (describing duties he/she performs), which requires the most training for licensure. For example, if an owner of a company sells but does not install or service, the owner's application should be checked "Salesperson" and "Administrative." Applications must be accompanied by a **company check, cashier's check, money order, or by credit/debit card** in the proper amount made payable to AESBL determined by position and two year license. **Refer to Fee page# 17 in the application packet.**

Education: See page# 14 in the Information Packet

Pictures: If you are a Qualifying Agent, Installer, Locksmith, Salesperson, Trainee or Helper you are required to have an ID card and you must include with your Application a recent picture (passport size) to be used in making this ID card. Eligible applicants who submit a recent picture **with their name on the back of the picture** will be provided an ID card.

Criminal Background Check

You must submit the ALEA background forms, two (2) completed fingerprint cards, a current driver's license, and a \$38.25 fee (company check, cashier's check, money order, or debit/credit card) made payable to ALEA if:

You were **not** licensed by AESBL currently or in the previous year, **or** you fail to renew your license within thirty (30) days of the expiration date of your most recent license (by January 31st of the following year after expiration), **or** you were arrested or convicted of a crime other than a minor traffic violation, **and** you are a Qualifying Agent, Installer, Locksmith, Salesperson, Helper, or Administrative employee that has access to customer alarm codes.
(See Criminal History Information Release Form and Instructions)

All renewing applicants must complete the **ALEA background forms along with two (2) completed fingerprint cards, include a current driver's license, and remit \$25.00 (money order or cashier's check) payable to ALEA. ***If the renewal application is postmarked/received after January 31st, a fee of \$38.25 must be paid and a state and federal background check run.*****

Applicant Signature: Each Individual Application must be witnessed by two (2) witnesses or notarized by a Notary Public.

All Individual Applications must be signed by the QA or an Authorized Official.

MONITORING COMPANY INFORMATION ONLY

Company applications, individual applications, ALEA Criminal Background Reports and fees must also be completed for all branch offices and employees in Alabama and within 100 miles of an Alabama border.

For out-of-state branch monitoring offices which monitor Alabama accounts, company applications must be completed and submitted for each branch, as well as individual monitoring station operator rosters and their fees.

Note: Since monitoring station employees are not expected to have personal (only telephone) contact with customers, AESBL has waived the requirement for individual identification cards for monitoring station employees who do not perform installations or sales.

THE FEES FOR MONITORING STATION APPLICANTS ARE:

TWO YEAR RENEWAL

\$ 400.00 for a two-year Company license

\$ 25.00 per person for monitoring operators

**Must be company or cashier's check, money order,
or credit/debit card**

NECESSARY ITEMS FOR LICENSING OF A MONITORING COMPANY:

- 1) Company application and fees, including an application for each branch office location
- 2) Proof of general liability insurance of \$250,000 or more
- 3) **Individual applications are required**, and ALEA criminal history forms are required for criminal history background reports on each monitoring station operator within 100 miles of an Alabama border. Processing fee for ALEA criminal history form is \$25.00 made payable to ALEA. No criminal history background report is required for monitoring offices located in excess of 100 miles from the nearest Alabama border, but a list of employees by location with social security numbers and dates of birth, are required for random background checks.
- 4) For each monitoring operator, documentation of attendance of at least a one day NTS approved course for central station persons, NTS Level 1 Certification, or AESBL approved program. The following training is accepted by AESBL: NTS, Security Industry Assoc. (SIA), or Central Station Alarm Assoc. (CSAA).
- 5) \$25.00 for each monitoring operator
- 6) **No Qualifying Agent required, but a point-of-contact administrator should be registered with the AESBL.**
- 7) **See page# 15 in the application packet for additional Monitoring Company information.**

NOTICE

To All Applicants for Licensure

Alabama Administrative Code 304-X-1-.03(6)(i) specifies:

A license issued under this code shall be subject to revocation or suspension if any licensee fails to disclose pertinent information on the initial or renewal application, misleads or is untruthful during the application process, or has applied for the original license under false pretenses. Any license may be subject to revocation if a person is convicted of a criminal offense during the license term. A letter notifying the licensee of a pending suspension or revocation will be sent, via certified mail, to the last known address of the licensee subject to a suspension or revocation. The licensee shall have 15 days from receipt of written notification to respond in writing to the notice of suspension or revocation. On the 16th day of no response, the license shall be suspended or revoked without further notification. If the licensee responds within the stated time period, a formal hearing before a quorum of the Board of Licensure shall be held solely to address the issue of the immediate license suspension or revocation. Following the hearing, a simple majority vote of a quorum of the board will determine whether the licensee's license shall be suspended or revoked.

- 1) **RENEWAL LICENSES** will be issued when a **COMPLETE Application** is received at AESBL.
- 2) **EXCEPTION:** If an applicant initials, "I certify that I have been arrested or convicted of a crime other than a minor traffic violation", the **RENEWAL LICENSE will not be processed** until criminal history background results are received from ALEA/FBI.
- 3) **NEW APPLICANTS:** ALEA background forms, **two (2) completed FBI fingerprint cards, a current driver's license**, and a \$38.25 money order or cashier's check made payable to ALEA are required. Individual licenses cannot be issued until the FBI criminal background reports are processed by ALEA/FBI and returned to AESBL. **Company checks, cashier's checks, money orders, and credit cards are accepted.**
- 4) **RENEWING APPLICANTS** must complete the ALEA background forms with **two (2) completed fingerprint cards, a current driver's license**, and include a \$25.00 money order or cashier's check made payable to ALEA. **Company checks, cashier's checks, money orders, and credit cards are accepted.**
- 5) A licensed alarm system or locksmith company shall have a physical location in the state of Alabama or within 50 miles of the Alabama border. Companies located out of the State of Alabama must provide AESBL a "Certificate of Authority of a Foreign Corporation to Transact Business in Alabama" from the Alabama Secretary of State and the registered agent must have a physical address in Alabama.
- 6) All Qualifying Agents at companies that install or service CCTV systems must provide AESBL certificates verifying they have completed the NTS Video Systems Technology course or equivalent. All companies that install or service Electronic Access Control must provide AESBL certificates verifying they have completed the NTS Electronic Access Control course or equivalent.
- 7) **ALSO**, AESBL may issue a license **only** after **complete** applications, fees, and other required documentation are received. **AESBL may return incomplete application packets. Fees will be immediately deposited with the State Treasurer.**

Summary of AESBL

Educational Requirements for Licensees

NOTE: As of January 1, 2017, a Qualifying Agent is required for both Locksmith companies as well as Burglar Alarm companies. This change was made in order to satisfy educational requirements for Access Control and CCTV. As of January 1, 2017, Locksmiths are now able to perform CCTV work with the required certification.

Qualifying Agents (QA's) at companies that perform Burglar Alarm installation must demonstrate completion of educational requirements **equivalent** to those required for valid current status with their NTS certifications of Level 1 and Level 2 or ABAT/Advanced Intrusion Systems Course.

Qualifying Agents (QA's) at companies that perform Locksmith work **are** required to provide documentation of completing the Proficiency Registration Program (PRP) of the Associated Locksmiths of America (ALOA), the Beginner Locksmith Test of the Alabama Locksmith Association, or the former AESBL Locksmith Test for licensing.

Qualifying Agents (QA's) at companies that install or service Electronic Access Control systems must have the NTS Electronic Access Control class or the ALOA 2 day comprehensive Access Control class or a Board approved equivalent class certification.

Qualifying Agents (QA's) at companies that install or service CCTV systems must have the NTS Video Systems Technology course or a Board approved CCTV equivalent.

Installers must demonstrate completion of educational requirements **equivalent** to those required for current status with NTS Level 1 certification in order to obtain an AESBL license.

All **Installers and Locksmiths** that install or service Electronic Access Control systems must provide AESBL certificates verifying they have completed the NTS Electronic Access Control class or the ALOA 2-day comprehensive Access Control class **or** NTS Level 1 **if** the Qualifying Agent holds Level 1 and Level 2 certificates and the company's license includes Burglar Alarm installation.

All **Installers and Locksmiths** that install or service CCTV systems must provide AESBL certificates verifying they have completed NTS Video Systems Technology course or approved equivalent **or** NTS Level 1 **if** the Qualifying Agent holds Level 1 and Level 2 certificates and the company's license includes Burglar Alarm installation.

Locksmiths whose business is limited to installing and servicing locks for motor vehicles, residential and commercial use **are** required to provide documentation of completing the Proficiency Registration Program (PRP) of the Associated Locksmiths of America (ALOA), the Beginner Locksmith Test of the Alabama Locksmith Association, or AESBL Locksmith Test for licensing.

Salespersons must have approved sales training **or** NTS Level 1.

AESBL CEU REQUIREMENT NOTICE

License Renewals

NOTICE: All CEUs submitted must be approved by the AESBL and listed on our website or must qualify for CEU credit under the guidelines posted on our website.

As of January 1, 2018, the CEU requirements for license renewals for individuals are as follows:

- | | | |
|---|------------|----------|
| 1. Alarm personnel—QAs and Installers
<u>One licensing category only</u> | 1.6 CEUs = | 16 hours |
| 2. Salespersons <u>only</u> | 1.6 CEUs = | 16 hours |
| 3. Locksmiths <u>only</u> | 1.6 CEUs = | 16 hours |
| 4. Alarm personnel + Access Control / CCTV | 2.4 CEUs = | 24 hours |
| 5. Locksmiths + Access Control / CCTV Installers | 2.4 CEUs = | 24 hours |

NOTE: All licensees who perform only one discipline will need to obtain 8 CEU hours per year with a total of 16 hours per two-year licensing period. All licensees who perform two or more disciplines will need to obtain 12 CEU hours per year with a total of 24 CEU hours per two-year licensing period.

Specifically for Alarm Installers, an alternative to CEU hours is to obtain a valid current copy of their Certified Alarm Technician (Level 1) certificate from ESA. The current certificate must be dated within the time-frame of the previous licensing period.

Copies of all CEU certificates must be submitted and itemized individually on the CEU Reporting Form (page# 7 in the application packet).

All licensees can earn 0.1 CEU (1 credit hour) by attending a quarterly AESBL board meeting and receiving a CEU certificate from the administrative staff. A maximum of 0.4 CEUs (4 credit hours) can be earned during a calendar year.

**AFTER REVIEWING YOUR APPLICATION PACKET, IF YOU WOULD
LIKE TO SUBMIT FOR THE CCTV WAIVER, THE FOLLOWING
PROCEDURES APPLY:**

Procedures for CCTV Waiver

Alabama Administrative Code, 304-X-1-.05(7)(g)

(g) Alarm companies that have been licensed with the Alabama Electronic Security Board of Licensure (the Board) for the previous five (5) calendar years that have had no complaints filed with the Board against them or their employees that have resulted in disciplinary action being taken by the Board during the previous five (5) years, and have not had documented violations of the Board's law or Administrative Code may file a written request for a waiver from the additional educational requirements of this Section 304-X-1-.05(5)(a) for their Qualifying Agents by providing the Board written certification that they have had no written complaints filed against the company or employees and have had no documented violations of noncompliance during the past five (5) years.

(h) The receipt of a written complaint by the Board against the company or an employee may result in the loss of its waiver for educational requirements.

(i) Failure to comply with Code of Alabama 1975, Section 34-1A, and this Administrative Code 304-X-1 may result in the loss of a company's waiver of these Educational Requirements.

PROCEDURES FOR CCTV WAIVER

1. An individual Qualifying Agent (Alarm) or Qualifying Agent (Locksmith) must submit a complete, signed and witnessed Certification for Waiver to AESBL. (See Certifications for Qualifying Agents and Locksmiths.)
2. AESBL reviews its data base and files to determine if there have been monetary penalties or documented violations of Code.
3. If licensed for the immediately preceding required number of years, and no monetary penalties or documented violations of Code are identified, the request for waiver is approved.
4. If not licensed for the immediately preceding required number of years, or monetary penalties or documented violations of Code are in the AESBL data base or files, the request for waiver is denied by the Executive Director.
5. The applicant may submit a letter for reconsideration of waiver request for Board review and final Board determination of waiver status.
6. There are NO appeals for denied waivers by the Board. The required training must be obtained in order to be licensed.
7. The receipt of a written complaint by the Board against the company or an employee will result in the loss of its waiver for educational requirements if the complaint results in a monetary penalty.
8. Documented violations of Code of Alabama 1975, Section 34-1A, or Administrative Code 304-X-1 will result in the loss of waiver of educational requirements.
9. Written notification of any loss of waiver will be sent to the individual through the U. S. Postal Service by standard mail at the company's mailing address. The required training must be obtained in order to renew a license and conduct business in Alabama after loss of waiver.
10. If the Qualifying Agent who holds the CCTV Waiver is no longer employed by the company, the waiver is then considered null and void. A CCTV Waiver does not transfer with the Qualifying Agent and it is not retained by the company. The company's new Qualifying Agent must apply for a new CCTV Waiver.

Certification for Waiver of Qualifying Agent's CCTV Training

I _____ of _____
(Print Qualifying Agent's name)

(Name of Company and Location)

Hereby certify to the Alabama Electronic Security Board of Licensure (the Board) that the above named company:

1. Has been licensed by the Board for the previous five (5) calendar years;
2. Has had no complaints filed with the Board against the company or its employees that have resulted in disciplinary action being taken by the Board during the previous five (5) years; and
3. Has not had documented violations of the Board's law or Administrative Code during the previous five (5) years.

I also certify that this is true and correct to the best of my knowledge and acknowledge that the Board will verify this information against its records prior to approving or denying this waiver request.

I do understand that, if approved, the waiver will be in effect until I cease employment at this company or such time as the Board notifies me the waiver has been revoked and that, if denied, I cannot again request waiver of CCTV training and cannot install or service Closed Circuit Television Systems (CCTV) until I have met the CCTV training requirements.

Date _____ Signed _____

Witness (One) _____ Witness (Two) _____

Address _____ Address _____

City/State/Zip _____ City/State/Zip _____

* * * * *

Waiver: Approved _____ Denied _____ Reason; Not licensed previous 5 years _____
Complaint _____ Violation _____

Date _____ Signed _____
(Executive Director)

THINGS TO REMEMBER

1. Your company license must be displayed in your business.
2. A notification of where to file a complaint must be displayed in your business and on or attached to the contract.
3. All advertising must show state license number of Company: "AESBL# xxxx"
4. Company vehicles that advertise its name, phone number, services, etc. must have its company license number displayed on each vehicle. It can be displayed as "AESBL# xxxx" or "Lic# xxxx" and should be visible from at least one car length.
5. All individuals who sell, install, service, or monitor electronic security systems and/or locks for motor vehicle, residential or commercial use in Alabama must submit an application for a license to AESBL within ten (10) business days of beginning employment with a sole proprietorship, company, or corporation operating in Alabama.
6. All Locksmiths must have a picture ID issued by AESBL.
7. All Qualifying Agents must have a picture ID issued by AESBL.
8. All Installers must have a picture ID issued by AESBL.
9. All Salespersons must have a picture ID issued by AESBL.
10. All Helpers must have a picture ID issued by AESBL.
11. All Trainees must have a picture ID issued by AESBL.
12. All applicants must submit a copy of their current state-issued Driver's License.
13. All Qualifying Agents, Installers, Locksmiths, and Salespersons must provide documentation of training to AESBL to be able to work.
14. When a licensed employee leaves a company or is terminated, the company should obtain his/her AESBL ID card from the individual and notify AESBL.
15. Notify AESBL within ten (10) days of a QA being no longer employed.
16. Notify AESBL if there is a company name change, change of address, or if business is closed.
17. If you renew your company's general liability insurance during 2023/2024, provide AESBL a copy of the new Certificate of Insurance.
18. Contact AESBL or visit our web site at www.aesbl.alabama.gov for complete Rules if you are in doubt of any qualifications or amendments to the Rules. Listening to other companies and workers will not necessarily give you the proper answers to your questions.