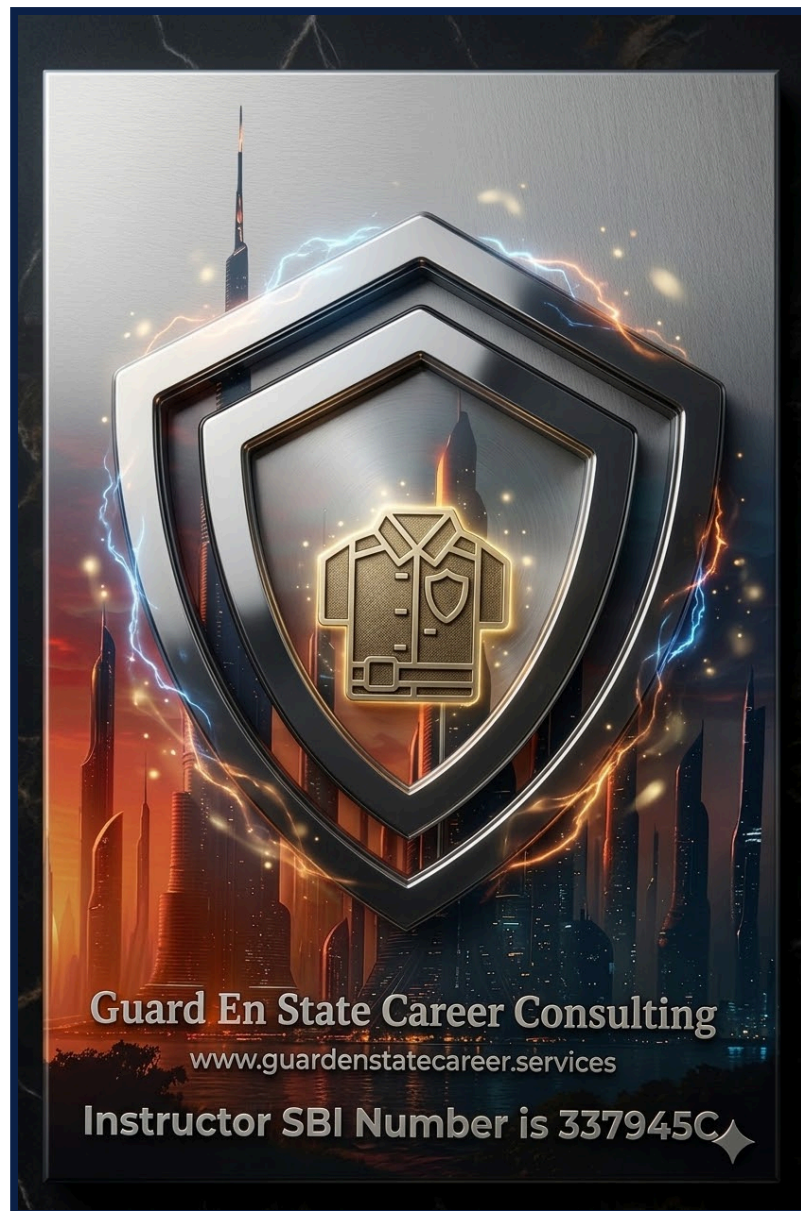


GUARD EN STATE CAREER CONSULTING LLC

Official Student Handbook & SORA Training Guide



NJSP-Compliant | State-Approved | Career-Ready

Instructor SBI Number: 337945C

2026 Edition

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1. Academy Overview, Core Pillars & Communication Policy

Guard En State Career Consulting LLC (GSCC) provides premier security officer development and certification under the regulatory authority of the New Jersey State Police (NJSP) Private Detective Unit (PDU). The academy is built on four core training pillars designed to prepare candidates for immediate field deployment:

Prepared: Real-world problem-solving, deep legal comprehension, and sharp investigative documentation skills.

Professional: Uncompromising standards of personal conduct, razor-sharp uniform appearance, and clear verbal communication.

Proactive: Continuous 360° situational awareness, early threat detection, and active crisis intervention.

Compliant: Rigid adherence to NJSP statutory mandates, administrative codes, and operational post orders.

Institutional Communication Policy

- **Email (jimmyrob@guardenstatecareer.services):** Primary medium for formal onboarding, training materials, regulatory updates, and enrollment verifications.
- **SMS / Text Alerts:** Reserved for time-sensitive notifications, emergency weather updates, schedule changes, and classroom entry reminders.
- **Student Responsibility:** Candidates must monitor provided contact channels daily and respond promptly to preserve scheduled class registrations.

2. Trainee Conduct, Expectations & Professional Dress Code

Classroom decorum directly mirrors operational security expectations. All trainees are evaluated on behavioral compliance from arrival to dismissal.

- **Classroom Decorum:** Trainees must maintain courtroom-level decorum, professional speech, and active engagement during tactical scenarios and legal reviews.
- **Mandatory Dress Code:** Business casual or tactical casual attire is strictly required. Prohibited attire includes pajamas, sleepwear, do-rags, hats/caps (unless religiously exempted), open-toe shoes, tank tops, and sagging garments.
- **Personal Electronics:** Trainees may not wear active commercial headphones, earbuds, or airpods during classroom hours (except authorized assistive translation earpieces). Devices must remain silenced.

3. Student Privacy & Educational Data Security

GSCC complies with all federal and state privacy statutes regarding educational records and personally identifiable information.

- **Regulatory Data Collection:** Under WIOA mandates, GSCC collects and reports student outcome data, including Social Security Numbers, to the New Jersey Department of Labor and Workforce Development (NJDOL).
- **Statutory Compliance:** Student records are protected under the Family Educational Rights and Privacy Act (FERPA) and the New Jersey Identity Theft Prevention Act. GSCC does not sell or lease personal data for marketing purposes.
- **Secure Transmission:** All state-level data exchanges are conducted exclusively through encrypted enterprise networks (including IntelliGrants and NJ TOPPS).

4. Attendance, Punctuality & Refund Policies

Mandatory hourly minimums are established by the State of New Jersey and enforced without exception.

- **100% Attendance Mandate:** Trainees must complete every scheduled training hour to qualify for certification upload with the NJSP.
- **Late Arrivals:** Trainees arriving more than one (1) hour late will be excluded from the session due to state contact-hour requirements and will be documented as a late cancellation.

Action	Notice Required	Outcome / Resolution
Full Refund	Written notice 24+ hours prior to start	100% of collected tuition returned
Course Transfer	Advance notice 48+ hours prior to start	One-time course transfer granted without penalty
Late Cancellation	Less than 24 hours written notice	Forfeiture of registration fees
No-Show Absence	Failure to appear on scheduled date	Forfeiture of all fees; new registration required
Late Arrival (>1 hr)	Failure to arrive within 60 mins of start	Immediate denial of entry; treated as late cancellation

5. NJSP SORA Initial Account Registration Checklist

Candidates must complete their state-level user registration through the NJSP e-Apps portal. Have all items verified prior to submission to prevent administrative delays. Focus on mandatory fields highlighted in RED during your application.

Step 1: Account Creation

- **LogonID:** Create a unique alphanumeric ID (letters A–Z and numbers only).
- **Password & Confirmation:** Enter a secure password and re-enter to confirm.
- **Security Hint:** Select a question and provide an easily recoverable answer.



Scan for Official Portal
Walkthrough

Step 2: User Profile Completion (Mandatory Verification Fields)

- **Legal Name:** Enter legal first and last name exactly as shown on government photo identification.
- **Social Security Number:** Input 9 digits only (do not include hyphens or spaces).
- **Date of Birth:** Format strictly as mmddyyyy (8 consecutive digits).
- **Place of Birth:** Select the appropriate State or Country, followed by specific municipal designation.
- **Demographics:** Select Gender, Race, Hair Color, Eye Color, and Citizenship.
- **Physical Identifiers:** Select Height; enter Weight in total whole pounds only (e.g., 185).
- **Residential Address:** Enter Street and City. *Critical:* If "NJ" is selected as the state, an official New Jersey County must also be selected.
- **ZIP Code:** Input 5-digit postal code.
- **Primary Email Address:** Must be an active personal email address to ensure delivery of NJSP temporary confirmation and E-SORA credentials.

Step 3: State Payment Processing

- **Fee Settlement:** Have a valid debit or credit card ready. Payments are securely processed through the state-designated NICUSA gateway.

6. State Certification Standards & Testing Requirements

Certification is governed by the Security Officer Registration Act (N.J.S.A. 45:19A-1 et seq.).

- **Course Hour Fulfillment:** Completion of all 24 instructional hours (Initial Certification) or 8 instructional hours (Renewal).
- **Final Examination:** Trainees must achieve a minimum score of **70%** on the comprehensive written exam.
- **Subject Areas:** SORA Regulatory Statutes, Ethics, Crisis De-Escalation, Use of Force Limitations, Emergency Action Plans, Terrorism Indicators, and First Responder Coordination.
- **Post-Class Steps:** Upon passing the academic component, candidates must complete fingerprint scheduling via IdentoGO and pay all statutory NJSP processing fees to finalize credential issuance.

7. Official NJSP E-SORA Electronic Credential Guidelines

Directive of the NJSP Private Detective Unit (PDU): The hard plastic SORA cards have been eliminated. All certifications are issued as verifiable Electronic SORA IDs (E-SORA).

- **Display Options:** Certified officers may maintain a legible digital copy on a mobile device and/or print a clean physical paper copy.
- **Visual Inspection Standard:** The E-SORA credential must remain transparently clear, unblurred, and completely unaltered upon field inspection by law enforcement.
- **Fraud Penalties:** Any unauthorized alteration or misrepresentation of an E-SORA credential constitutes a violation of state law, subject to civil and criminal prosecution.
- **Retrieval Protocol:** Once you receive the "Approval" email, log into the NJSP e-Apps portal as a "Returning Applicant", navigate to "Security Officer" > "My Applications", and click the link to save/print your credential.

8. English Language Learner (ELL) Specialty Training Policy

GSCC offers a specialized SORA instructional pathway designed to assist English Language Learners while strictly upholding all NJSP statutory testing and comprehension mandates.

Specialty Course Enrollment Fee: \$225.00

- **One-Stop Career Center Prerequisite:** Candidates must be actively registered with a One-Stop Career Center Counselor and confirm current enrollment in an ESL program.
- **Comprehension Standard:** Candidates must demonstrate full comprehension of all mandated SORA objectives. Language barriers do not excuse any candidate from mastering the required material.
- **Translation Technology:** Candidates must supply their own digital translation smartphone app or device. Trainees are advised to utilize a single-ear Bluetooth earpiece during lectures. Real-time translation remains the student's operational responsibility.
- **Examination Integrity:** The written SORA examination is vigorously enforced with no score reductions or exemptions. During the exam, all electronic translation devices must be switched to **"Offline" or "Airplane" Mode** using pre-downloaded language packs. Internet access during the exam constitutes immediate disqualification.
- **Non-Refundable Policy:** If a trainee fails the examination due to language comprehension issues or integrity violations, the \$225.00 fee is strictly non-refundable.

9. Approved Course Offerings & ETPL Programs

New Jersey Eligible Training Provider List (ETPL) Approved. For WIOA-funded career programs, minimum placement benchmarks are 9th Grade Reading and 9th Grade Math.

SORA 24 Initial / First Aid CPR AED Blended Program

\$720

Combines the full 24-Hour NJSP Initial SORA Certification with the 8-Hour American Heart Association (AHA) Heartsaver CPR/AED and First Aid credential.

Instructors: James E. "Jimmy" Robinson (SORA), Dan Scotti & Ariel Gonzalez (AHA).

Prerequisites: Age 18+ | No criminal history | HS Diploma/GED | Valid Photo ID.

Advanced Security Professional (SORA Level 2 Armed & CCARE)

\$490

Combines the 24-Hour Armed Security Officer Certification with the New Jersey Civilian Carry Assessment and Range Evaluation (CCARE) Protocol.

Firearms Instructors: Chris Drew & Paul Marcks.

Prerequisites: Age 21+ | Valid NJ Firearms ID | Registered handgun | Clean background.

Basic Life Support (BLS) Healthcare Security Specialist

\$460

Blends the AHA Basic Life Support (BLS) healthcare provider curriculum with the 24-Hour Initial SORA Security Certification.

10. Comprehensive SORA 24-Hour Curriculum Modules

Mandated by the Superintendent of the New Jersey State Police.

Module I: Regulatory & Legal Framework

- **NJSP Private Detective Unit (PDU):** Statutory authority, licensing oversight, background investigations, and administrative enforcement under N.J.S.A. 45:19A-1.
- **Ethics & Duties:** Core principles of honesty, integrity, confidentiality, and duty to protect.
- **Use of Force:** The Seven Duties including the Duty to De-Escalate, and the objective reasonableness standard (*Graham v. Connor*). Deadly force is an absolute last resort.
- **NJ Theft Offenses:** Overview of Title 2C statutes: shoplifting, theft by deception.

Module II: Threat & Emergency Response

- **Active Shooter:** Response protocols using the "Run, Hide, Fight" strategy.
- **Bomb Threats:** Threat evaluation, safe handling, SAFE-NJ hotline, and RAIN protocol.
- **Fire Safety:** Life safety priority, the Fire Tetrahedron, and P.A.S.S. method.
- **Hostile Crowd Management:** De-escalation and containment until law enforcement arrives.

Module III: Homeland Defense & Investigative Tradecraft

- **Terrorism Prevention:** Layered security architecture and critical infrastructure protection.
- **Document Fraud:** Identifying fraudulent IDs (microprinting, holograms, UV imagery).
- **Homeland Security Partnership:** Suspicious Activity Reporting (SAR) as a force multiplier.
- **Missing Persons:** AMBER Alert criteria and Patricia's Law compliance.

Module IV: Field Documentation & Incident Report Writing

- **Objective Reporting:** Chronological reporting answering the 5 W's and H (Who, What, When, Where, Why, How).
- **Format Standards:** Reports written in first-person, past tense; separating facts from conclusions.

11. Executive Leadership & Instructor Qualifications

GSCC training is delivered by credentialed subject-matter experts possessing over 50 years of collective command experience.

Lead Instructor: James E. "Jimmy" Robinson

Credentials: Certified NJSP PDU SORA Instructor (SBI # 337945C) | Police Training Commission (PTC) Graduate | PA Act 235 Certified Agent with Firearms | Crisis De-Escalation Specialist (CPI/HWC).

Jimmy brings over 25 years of public safety, law enforcement, and specialized security experience. His background spans critical infrastructure, Level 2 trauma healthcare centers, educational campuses, high-security corporate control rooms, and tenure as a Correctional Officer for NJDOC and Mercer County. He is a recipient of the Henry and Janie Woods Meritorious Service Award.

Instructional Cadre

- **Dan Scotti:** Co-Lead Instructor, Law Enforcement Veteran, AHA BLS/Heartsaver Master Instructor.
- **Chris Drew & Paul Marcks:** Firearms Training Officers, NJ CCARE & Tactical Range Specialists.
- **Ariel Gonzalez:** Certified First Aid, CPR, and AED Instructor.

12. Student Grievance Procedure

GSCC maintains an equitable environment for dispute resolution regarding instructional delivery, grading, or conduct.

- **Step 1 (Informal):** Trainees must attempt to resolve disputes directly with the instructor within three (3) business days of the incident.
- **Step 2 (Formal Written):** If unresolved, submit a formal written grievance to the Lead Instructor or Training Administrator within five (5) business days detailing the events.
- **Step 3 (Review):** The administration will evaluate the matter, interview personnel, and issue a final written decision within seven (7) business days.
- **Step 4 (Non-Retaliation):** GSCC strictly prohibits retaliation against any student filing a grievance in good faith.

13. Official Locations & Community Standards

GSCC collaborates with corporate security partners and workforce development boards across New Jersey to streamline graduate job placement. We have active employment pipelines with Metro One Loss Prevention Services Group and doberme.com, and proudly support Military Veterans and Retired Police Officers (RPOs).

2026 Achievement: GSCC SORA is proudly ranked as the #1 Central NJ Business Rate for "Best of the Best in Overall Customer Satisfaction."

Official Facility & Contact Directory

Main Office & Training Center: 547 Greenwood Avenue, Trenton, NJ 08609

Secondary Location: 2564 US-1 Business, Lawrence Township, NJ 08648

Primary Phone: 609-881-2260 | **Support Line:** 609-222-2639

Lead Instructor Email: jimmyrob@guardenstatecareer.services

Website: www.guardenstatecareer.services

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Protecting Communities. Building Careers.