



Justice

Community Safety Division
Private Investigators and Security Guards Program
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www.manitoba.ca

August 13, 2015

To all Security Guard Contract Service Providers, Registered Employers of Security Guards and Approved Training Providers for the Manitoba Security Guard Training Program (MSGTP)

Re: Manitoba Security Guard Training Program Exam Schedule for 2016

Booking Exams:

Exam administrations will continue to be scheduled twice per month, at set locations, dates and times. Please see below for the pre-scheduled dates and locations.

The exam times available are 10:00 a.m. and 1:00 p.m. If necessary, a third session at 2:30 p.m. may be arranged at the discretion of the Private Investigators and Security Guards Program (PISG Program).

It is the responsibility of the Approved Training Provider to submit, no less than 24 hours in advance of the selected exam date, an exam request and full list of candidates.

Exam requests and candidate lists must be submitted by e-mail to pisg@gov.mb.ca unless the trainer is unable to do so due to lack of e-mail access. In these cases, a typed request letter and candidate list printed out and faxed to 204-945-2217 will be accepted.

Please note that illegible or hand written exam requests and candidate lists will not be accepted.

An exam request must indicate which scheduled date and available time the candidate(s) will be sitting the exam, and confirm that each of the individuals listed has completed the mandatory training program.

Should the selected exam date fall on the day immediately after a weekend or statutory holiday, the request and accompanying candidate list must be submitted no later than the morning of the business day prior to that weekend or holiday.

Exam seats are limited and will be provided on a first come, first serve basis. Attendees are required to present one piece of photo identification when attending for their scheduled exam session. They are also required to bring their own pens.

Attendees unable to present valid photo identification will not be permitted to sit the exam. If a candidate does not possess current photo identification, their trainer must assist them in making alternate arrangements to identify themselves when attending.

Exam candidates must arrive for their scheduled exam at least fifteen minutes early. Candidates are responsible for planning for any delays related to travel and parking arrangements. Candidates who arrive late for their exam may be refused entry to the testing session at the invigilator's discretion.

Exam candidate lists submitted by approved trainers must continue to include the following information for each candidate:

- First name
- Surname
- Date of Birth
- Address
- Postal Code
- City
- Province

Payment of Fees:

Payment for exam fees must be received by the PISG Program office no less than 24 hours prior to the scheduled exam date selected.

Should the exam date fall on the day immediately after a weekend or statutory holiday, payment must be submitted no later than the morning of the business day prior to that weekend or holiday.

Please do not e-mail financial transaction or credit card payment information. Completed credit card authorization forms can be faxed to 204-945-2217 with an appropriate cover letter advising to what the payment applies and listing the exam candidates. Alternatively, the letter can be faxed and credit card information provided to PISG Program staff by calling 204-945-2825.

Exam fees continue to be non-refundable. This applies to all requisite exam fees, including situations where attendance is cancelled by a candidate or their trainer after an exam seat has been reserved and the applicable fee paid. Exam fees are not transferable from one exam administration to another.

Exam Dates and Locations for 2016:

Basement Level Auditorium of the Norquay Building (401 York Ave.)

January 14 th and 28 th	June 2 nd , 16 th and 30 th
July 14 th and 28 th	August 11 th and 25 th
September 8 th and 22 nd	October 6 th and 20 th
November 3 rd and 17 th	December 1 st and 15 th

12th Floor Boardroom of the Woodsworth Building (405 Broadway)

February 11 th and 26 th	March 10 th and 31 st
April 7 th and 21 st	May 5 th and 19 th

Distance Exam Administrations:

Exam administrations which are not scheduled for delivery within the City of Winnipeg will be addressed on a case by case basis at the discretion of the PISG Program office.

The availability of a third party invigilator approved by the Registrar is a factor which must be considered when proposing or arranging distance exam administrations.

If you have any questions regarding the schedule or the exam process, please contact the Private Investigators and Security Guards Program support line at (204) 945-2825 or e-mail pisg@gov.mb.ca