

The NC Security Officer Licensing Roadmap

New Hire, Transfer, and Renewal — mapped out, from Bluewater Security Academy

North Carolina's PPSB registration process has three distinct paths, and picking the wrong one costs you time. Use this roadmap to confirm which path applies to you and what to expect at each step.

Path 1: New Hire Certification

- ☐ Applies if you've never held a security officer registration in NC before
- ☐ Requires the state-mandated 16-hour unarmed security training course
- ☐ Includes a criminal background check as part of registration filing
- ☐ Typical timeline: training can be completed in as little as one to a few days

Path 2: Transfer Registration

- ☐ Applies if you're currently licensed and changing employers
- ☐ Requires filing an employer-of-record update with the PPSB — this step is not automatic
- ☐ May require refresher training depending on time since your last course
- ☐ Common mistake: assuming your registration transfers itself when you switch jobs

Path 3: License Renewal

- ☐ Applies as your existing registration approaches its expiration date
- ☐ Requires refresher training plus a renewal filing before the expiration date
- ☐ If your license lapses before renewal, you may have to restart as a new hire
- ☐ Start the renewal process well before your expiration month, not during it

Questions to Ask Before You Enroll

- ☐ Is the training provider state-registered to issue PPSB-recognized certification?
- ☐ Does the program include a direct placement path, or just a certificate?
- ☐ How are your training records and renewal dates tracked after you finish?
- ☐ What happens if your registration lapses before you renew?

This roadmap reflects general PPSB registration paths as of publication. Requirements can change — confirm current details with the NC Private Protective Services Board or Bluewater Security Academy directly.

Not sure which path is yours? bluewatersecurityacademy.com or (252) 725-8356 — we'll tell you exactly what's next.