



**IDFPR**

Illinois Department of  
Financial and Professional Regulation

Division of Professional Regulation

# **Qualifications for Licensure:**

## **Private Alarm Professional Contractor (124)**

Effective: 12/2024  
Revised: 07/2025

## READ ME FIRST

The Division of Professional Regulation hopes that you will find the below useful in successfully applying for a license in the State of Illinois. Carefully review this information as it will assist you in applying for your license and eliminate any processing delays.

### Important:

- An application is active for three years from the date of receipt by the Department.
- Before contacting the Department, please review our FAQs for answers to most questions. <http://www.idfpr.illinois.gov/About/FAQ.html>)
- If your question is not addressed in our FAQ's, please contact the department at 1-800-560-6420.

## LICENSE QUALIFICATIONS

### Education:

- An individual who has received a 4-year degree or higher in electrical engineering or a related field from a program approved by the Board or a business degree from an accredited college or university shall be given credit for two (2) years of experience. Supporting document ED must be completed by a school official or have school seal affixed. If school has no seal, supporting document [ED](#) must be notarized.

### Certification:

- An individual who has successfully completed a national certification program approved by the Board shall be given credit for one (1) year of experience. A copy of the national certification program certificate must accompany the application as proof of successful completion of the program.

### Experience:

- Submit Supporting Document [VE-SAC](#) attesting to three (3) years' experience during the five (5) years immediately preceding the application working as a full-time manager for a licensed private alarm contractor agency or working for a government, one of the armed forces of the United States, or private entity that inspects, reviews, designs, sells, installs, operates, services, or monitors alarm systems that, in the judgment of the Board, satisfies the standards of alarm industry competence.
- In lieu of the experience requirement above, alternative experience may be accepted working as a full-time manager for a private alarm contractor agency licensed in another state or for a private alarm contractor agency in a state that does not license such agencies, if the experience is substantially equivalent to that gained working for an Illinois licensed private alarm contractor agency.

## REQUIRED SUPPORTING DOCUMENTS

### You must submit the following:

**ED**-Certification of Education must be completed by a school official or have school seal affixed. If school has no seal, supporting document ED must be notarized.

**VE-SAC**- Supporting Document attesting to type and years of experience.

**CT -Official License Certification** — If you have ever been licensed as a private alarm contractor in other states, Supporting Document CT must be completed by the jurisdictions of licensure where you have been practicing. You must direct the licensing agency/board(s) to return completed form CT directly to you.

**FINGERPRINTS**-Fingerprints must be taken within 60 days from the date that the application is submitted to the Department or the Department's testing vendor. A list of licensed Illinois Fingerprint Vendors can be found [here](#). Further instructions on how to complete this requirement can be found [here](#).

In lieu of fingerprints, verification, on forms provided by the Division, of proof of retirement as a peace officer, as defined in Section 5-10 of the Act, within 12 months prior to application. Supporting document **VE-PEC** shall be completed and signed by the applicant's employer.

## IMPORTANT INFORMATION ONCE LICENSED

- All Private Alarm Contractor licenses expire on August 31st of each Even-numbered year, regardless of issuance date.
- It is your responsibility to update your contact information including email address with the Department to ensure that you receive all courtesy renewal email reminders and other notifications.