

# Answers to Commonly Asked Questions about Chapter 493 Examination Requirement

## WHO IS REQUIRED TO TAKE AN EXAM, AND WHAT WILL THE EXAM COVER?

- Applicants for the following licenses must pass an examination to qualify for licensure:
  - Class “C” Private Investigator License.
  - Class “M” Investigative & Security Agency Manager License.
  - Class “MA” Private Investigative Agency Manager License.

The Private Investigator Examination covers those parts of Florida law that deal directly with the business practices of the private investigative industry and the legal responsibilities of the individuals and agencies that work in that industry (sections 493.6100 through 493.6203, and section 493.6301(5), Florida Statutes). A copy of Chapter 493 and the Private Investigator Handbook are included with paper application mail outs to assist applicants in preparing for the exam. These documents are also available online at <https://licensing.freshfromflorida.com/forms/FormsRequest493.aspx>.

- Class “K” Firearms Instructor License.

The Firearms Instructor Examination is based on material in the Firearms Training Manual (Instructor’s Guide and Student camp handbook and Study Guide). This document is available online at <https://licensing.freshfromflorida.com/forms/FormsRequest493.aspx>.

## IS ANYONE EXEMPT FROM THE EXAMINATION REQUIREMENT?

- Only the following individuals are exempt from the examination requirement:
  - A person who holds a Class “C”, “M,” or “MA” license that is currently valid is exempt from the examination requirement.
  - A person who previously held a Class “C”, “M,” or “MA” license PROVIDED THAT the license has not been invalid/expired for more than one year.
  - A person who holds a Class “CC” Private Investigator Intern License that is currently valid.

## WHEN MUST I TAKE THE EXAM?

- Applicants must pass the exam BEFORE APPLYING FOR LICENSURE and submit proof of having passed the exam with your application. If you submit your application to the Division without such proof, we will send you a letter requesting that you send us this documentation. If you do not provide proof of having passed the exam within the timeframe specified in the letter, the Division will have no alternative but to recommend denial of your application.

## WHERE CAN I TAKE THE EXAM?

- The examination will be administered BY APPOINTMENT ONLY at one of our eight Regional Offices located throughout the state. If you require special accommodations pursuant to the provisions of the Americans with Disabilities Act, please notify the Regional Office representative when you call for your appointment. If you are hearing or speech impaired, please contact the agency by calling the Florida Relay Service at 1-800-

955-8771 (TDD) or 1-800-955-8770 (Voice). The addresses and telephone numbers of these Regional Offices listed on the following page.

### **IS THERE A FEE FOR TAKING THE EXAM?**

- The fee for taking the Private Investigator Exam is \$100.
- The fee for taking the Firearms Instructor Examination is \$50.

### **HOW LONG WILL IT TAKE TO FINISH THE EXAM?**

- You should be able to finish the exam in 1 ½ to 2 hours. Your exam results will be mailed to you.

### **WHAT DO I NEED TO BRING WITH ME WHEN I TAKE THE EXAM?**

- One form of state- or federal-issued identification which bears your picture and signature: driver's license, state identification card, passport. **YOU MUST BE PREPARED TO SHOW PROPER I.D.** Student and employment I.D. cards are not acceptable.
- Any personal items needed during the examination must be encased in a clear plastic bag, no larger than 8" X 11" in size.

### **IS THERE ANYTHING ELSE I NEED TO KNOW BEFORE I TAKE THE EXAM?**

- The following items are **NOT** allowed in the examination room:
  - Cameras, tape recorders, computers, pagers, electronic transmitting devices, or telephones (watches with alarms or beepers should be set so that they will **NOT** sound or go off during the examination administration.)
  - Any bound or loose-leaf reference materials and notes.
  - Dictionary, thesaurus, or other spelling aids.
  - Canisters of mace, pepper spray, or other personal defense items.
  - Purses, briefcases, portfolios, fanny packs, or backpacks.

***You should dress comfortably but appropriately for the examination. The examination room is usually climate-controlled. However, it is not always possible to maintain a temperature suitable to each candidate, and from time to time there are maintenance problems beyond the Division of Licensing's control. It is suggested that you bring a sweater or jacket in case the temperature is cooler than your individual preference.***

***Please be aware that if you take the exam and fail to pass it, you will be required to pay the fee again to re-take the exam.***