

LEVEL II TRAINING/LICENSING



This checklist will walk you through all the necessary steps to obtain your Level II Non-Commission Security License. The card cost is \$65.25 and is good for two years. Additionally, there is a \$10 fee that will be paid to DPS for a criminal background check of your fingerprints.

For assistance with Level II Training/Licensing, [visit our website](http://www.5staracademy.me/offers/EXBzXmkc/checkout) or email TXDPSmail@5starstaff.com.

STEP 1: COMPLETE LEVEL II TRAINING & TESTING

- Visit the link below to access the Level II Training & Testing online in the 5 STAR Academy:
<https://www.5staracademy.me/offers/EXBzXmkc/checkout>
- Complete the Level II Training Course and learn valuable info about our jobs as Security Officers. We'll cover ethics, use of force, radio procedures, report writing/observation, emergency response + more!
- Sign up with your email address & phone #
- USE COUPON CODE "FREEDPS" to skip PayPal.** Your payment must be made on-line directly to DPS later in Step 5.
- Use the knowledge learned in the training course to take and successfully pass the 50 multiple-choice/open-note Level II Exam.

STEP 2: SUBMIT YOUR NEW INDIVIDUAL APPLICATION ONLINE

<https://tops.portal.texas.gov/psp-self-service/>

Once you submit your application you have 14 days to pay the required fee. After 14 days, your application will be purged and must be resubmitted until payment is made.

Before you begin, you will need:

- A personal UNIQUE email address.
- CC/Debit Card Payment Method Info.
- Application Information:**
 - Select Application Type:** Unarmed Registration
 - Registration Type:** Non-Commissioned Security Officer
- Personal Information**
 - Personal Info:** Fill in all required info as you progress through the screens. Your name should match your ID)
 - Employment Info:** 5 STAR Event Services - Company License #: B09954 (Capital B and the numbers 09954...No dashes, commas or spaces between)
 - Hire Date:** If asked, this is today's date; the date you're submitting your application for security.
 - Address Info:** Your license will be mailed to this address. Your physical address cannot be a P.O. Box.
 - Demographic Info:** Enter your personal information (Gender, Height, Weight, Eye/Hair, Race, Aliases)
 - Description of Job Duties:** Employee of an event security services contractor. Observe and report.
- Military/Peace Officer** (If applicable, a copy of Form DD214, Certificate of Release/Discharge)
- Additional Info - Acknowledgment Questions:** Read carefully and select the appropriate answer.
- Application Review:** Each section has an edit button, if corrections are needed.
- Review Fees:** The cost for the license application will be \$65.00 and payable by debit/credit card, is good for two years, and will be paid later online. **YOU MUST SUBMIT A COPY OF YOUR RECEIPT!**
- Submit & Confirmation:** The confirmation provides the next steps to continue an application.

STEP 3: SUBMIT PAYMENT

- Once we verify your employment, you must log in to TOPS again and pay for your application.
- Check your email! You will be notified via email if/when additional info/actions are required.
- If you are unable to arrange/submit payment, or wish to pay by cash/check or payroll deduction, contact our office for financial assistance.
(TXDPSmail@5starstaff.com)
- All fees are non-refundable/non-transferable.

STEP 4: FINGERPRINTING & BACKGROUND CHECK

- Upon submitting payment of your application, TOPS will email your fingerprinting instructions.
- Arrive for fingerprinting appointment and pay for background check. (\$10 by credit/debit card.)
- Notify our office TXDPSmail@5starstaff.com when you've completed the fingerprinting/background check.
- Check your application status regularly online and notify us when your license has been issued.

STEP 5: SELF SCHEDULING & 5 STAR ID BADGE

- Make sure you've signed up to Self-Schedule & use the Team Xpress App to manage and view your shifts. Contact webschedule@5starstaff.com if you need to sign up.
- Available shifts are posted as they become available. Not all jobs will be posted online, and employees should contact our Scheduling Department weekly to check for additional shifts.
- All employees will be required to obtain and carry a 5 STAR - issued photo identification (ID) badge as part of their uniform. You are required to carry your 5 STAR badge while on the premises of any 5 STAR job location, and you may be asked to show your badge to verify your affiliation and purpose for being on site. If your ID badge is lost, stolen, or damaged it should be reported, and a replacement obtained.