

Examination Requirements for the Private Investigator/Private Investigator Manager and Firearms Instructor Licenses

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 and 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).

 - Class “K” firearms instructor license.

The firearms instructor examination is based on material in the Firearms Training Manual (Instructor’s Guide and Student Handbook and Study Guide).

Applicants preparing for their examination can access copies of Chapter 493, Florida Statutes, the Private Investigator Handbook, and the Firearms Training Manual (Instructor’s Guide and Student Handbook and Study Guide) online at:
<https://licensing.fdacs.gov/forms/FormsRequest493.aspx>.

IS ANYONE EXEMPT FROM THE EXAMINATION REQUIREMENT?

- You are exempt from the Private Investigator/Private Investigator Manager examination requirement if you:
 - currently hold a valid Class “C,” “CC,” “M,” or “MA” license.
 - previously held a Class “C,” “CC,” “M,” or “MA” license PROVIDED THAT the license has not been invalid/expired for more than one year.

WHERE CAN I TAKE THE EXAM?

- The examination will be administered remotely online by Everblue, a third-party testing company, or at one of Everblue’s facilities across the state.
 - Class “C,” “M,” or “MA” license exam applicants can sign up directly for an exam with Everblue at <https://register.fdacs.onlinetestportal.com/>.
 - Class “K” firearms applicants must be approved by the Division of Licensing before you will be able to take the examination. On approval, the division will preregister you with Everblue, and you will then be able to schedule your exam.

WHEN MUST I TAKE THE EXAM?

- If you are applying for the “C,” “M,” or “MA” license, you 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.
- If you are applying for the “K” license, you must be approved to take the exam AFTER APPLYING FOR LICENSURE and submit proof of having passed the exam to the Division of Licensing. 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.

IS THERE A FEE FOR TAKING THE EXAM?

- Examination fees are paid directly to Everblue at the time of registration and scheduling your appointment.
 - The fee for taking the Private Investigator/Private Investigator Manager Exam is \$70.
 - The fee for taking the Firearms Instructor Exam is \$70.

HOW LONG WILL IT TAKE TO COMPLETE THE EXAM?

- You should be able to finish the exam in 1 ½ to 2 hours. Preliminary results will be displayed immediately after your exam is submitted.

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.

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

- All examination requirements will be provided to you by Everblue after you have scheduled your exam. Failure to comply with all proctoring requirements or to complete the required pre-test processes may result in your exam being invalidated. If your exam is invalidated, you will be required to retake the exam and pay an additional \$70 examination fee.

Please be aware that if you take the exam and fail to pass it, you will be required to pay the \$70 fee again to re-take the exam.