

# Steps to Success: Becoming a Licensed CLEET Security Officer in Oklahoma

**A Detailed Roadmap for BFSSI Students and Applicants**  
**Black Flag Security Science Institute (BFSSI) is a CLEET-Authorized Security Science Institution.**

This guide is for general information and training-planning purposes only. CLEET rules, fees, and processes can change at any time. Always verify current requirements directly with CLEET and [Oklahoma.gov](http://Oklahoma.gov) before acting on this information. This document does not constitute legal advice.

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## Introduction

BFSSI is a CLEET-authorized Security Science Institution providing approved training, exam coordination support, and structured guidance for individuals pursuing Oklahoma security officer licensing. This document outlines the complete process for becoming an unarmed and, if desired, armed CLEET-licensed security officer.

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## Step 1 – Confirm You Meet Basic Eligibility

- **Age Requirement** — At least 18 years old for unarmed licensing and 21 for armed licensing.
  - **Criminal History** — No disqualifying felony or serious misdemeanor convictions. Active protective orders or recent legal issues may delay or prevent approval.
  - **Work Authorization** — Must be legally authorized to work in the United States and possess valid government-issued photo identification.
  - **Essential Duties** — Must be able to observe, report, communicate clearly, and (for armed applicants) safely handle firearms and complete a psychological evaluation.
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## Step 2 – Choose Your Licensing Path (Unarmed First, Armed Later)

Most applicants begin as **Unarmed Security Guards**, completing Phase I and Phase II training and passing the unarmed exam. Armed status is an upgrade requiring additional firearms training (Phase IV), firearms qualification, and a psychological evaluation.

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## Step 3 – Complete Required CLEET Training (Phases)

### 3A. Unarmed Security Guard – Phase I & Phase II

- **Phase I (20 hours)** and **Phase II (20 hours)** cover Oklahoma law, ethics, report writing, emergency response, and foundational security procedures.
- Students must attend all sessions, complete assessments, and receive CLEET-recognized certificates.
- BFSSI, as a CLEET-authorized institution, provides approved Phase I & II training.

### **3B. Armed Security Guard – Phase IV (After Unarmed)**

- Students must first complete unarmed training and pass the unarmed exam.
  - **Phase IV (32 hours)** includes firearms safety, Oklahoma deadly force law, range qualification, and the firearms exam.
  - BFSSI provides CLEET-approved Phase IV firearms training with certified instructors.
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## **Step 4 – Pass Required CLEET Exams (Through BFSSI)**

### **4.1 Know Which Exams You Must Take**

- **Unarmed:** Phase I & II exam.
- **Armed:** Phase I & II exam *plus* Phase IV firearms exam.

### **4.2 Schedule Your Exam(s) Through BFSSI**

BFSSI is the student's **primary point of contact** for CLEET exam scheduling, registration, and preparation support. BFSSI coordinates directly with the official CLEET testing provider on behalf of students.

Students contact BFSSI to:

- Request an exam date and location.
- Confirm current exam fees and payment methods.
- Receive required authorization or test-day instructions.

### **4.3 Prepare Required Items for Test Day**

- Valid government-issued photo ID.
- Any authorization or confirmation provided by BFSSI.
- Any additional items allowed or required under current testing rules.

### **4.4 Study Strategically for the Exams**

- Focus on Oklahoma statutes, CLEET rules, use-of-force principles, ethics, report writing, and firearms law (for Phase IV).
- BFSSI may provide study sessions, review materials, or practice questions.

### **4.5 Take and Pass the Exams**

- Follow all testing rules and instructions.
  - Retain score confirmations for personal and employer records.
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## **Step 5 – Complete Fingerprints and Background Checks**

- Schedule fingerprinting with a CLEET-approved vendor.
  - Submit fingerprints electronically.
  - Retain your fingerprint receipt or confirmation.
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## **Step 6 – Gather All Required Documents for the CLEET Application**

- Government-issued photo ID.

- Training certificates (Phase I & II, and Phase IV if armed).
  - Exam results.
  - Fingerprint confirmation.
  - Passport-style photo (if required).
  - Employment or sponsorship information (if applicable).
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#### **Step 7 – Submit Your CLEET Application Online (Thentia Portal)**

- Create or verify your CLEET portal account.
  - Select the correct license type.
  - Upload all required documents.
  - Answer background questions truthfully.
  - Pay the two-part application fee.
  - Monitor email for CLEET communications.
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#### **Step 8 – Complete Additional Armed Requirements (If Applicable)**

- Complete a CLEET-approved psychological evaluation.
  - Ensure firearms qualification documentation is submitted.
  - Follow employer firearms policies.
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#### **Step 9 – Receive Your CLEET License and Know Your Responsibilities**

- Verify your license details upon approval.
  - Keep your license accessible while on duty.
  - Understand your legal authority and limitations.
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#### **Step 10 – Maintain Your License (Continuing Education and Renewals)**

- Track your license expiration date.
  - Complete required continuing education hours.
  - Renew through the Thentia portal.
  - Stay informed of CLEET rule changes.
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#### **How BFSSI Fits Into Your Journey**

BFSSI is a CLEET-authorized Security Science Institution structured to support students at every milestone: training (Phases I, II, IV), exam preparation and scheduling, documentation readiness, and ongoing professional development. Students are encouraged to contact BFSSI staff with questions about their progress and next steps.