

Institutional Locksmiths' Association

Institutional Locksmiths Certification Program

CIL Certified Institutional Locksmith

CJIL Certified Journeyman Institutional Locksmith

CMIL Certified Master Institutional Locksmith

Institutional locksmiths vary widely in skills, training, and knowledge. In many cases they are assigned the in-house position from being a carpenter or other tradesman, given no locksmith training to speak of, and expected to do the job of a skilled institutional locksmith. They require training, but often find it difficult to get away from the institution for any training. If they receive training, how can it be evaluated? Two courses with the same name can have a totally different content, a different teaching style, and prepare the student differently.

That is why there is a need for standardized testing and certification. The Institutional Locksmiths' Association has developed a set of exams and standards that have been proven all across the United States, and are accepted as proof of qualifications by several state Locksmith Licensing Standards Bureaus. The ILA has worked with organizations such as Carpenters Union and other locksmith associations to provide standardized training.

The ILCP levels are: CIL (Certified Institutional Locksmith), CJIL (Certified Journeyman Institutional Locksmith), and CMIL (Certified Master Institutional Locksmith). No one is grandfathered for any level. CIL must be earned before the CJIL, the CJIL before the CMIL. For all levels from CIL to CMIL, a 75% minimum passing score on the mandatory exams and all electives are required.

The CIL draws heavily on the *Lock Industry Standards and Training (LIST) Council Locksmith Dictionary* for common descriptions/techniques and recognized terms. The CIL also has two electives built in - code book usage and OSHA hazard warning signs. For the code book elective, the examinee is actually given a code book and asked to make intelligent decisions as to the creation of a working key. In the hazardous signs elective the examinee must recognize and identify various safety signs.

At the CJIL level, there will typically only be a few manufacturers on whose hardware each institution relies. Institutional locksmiths need to know product in far more depth than the average commercial locksmith. This would include basic hardware finishes and functions and how they affect the hardware used. Pinning of specialty cores and cylinders must be known intimately, as there is no time to work it out step by step each time.

The CJIL requires an examinee to have 1) at least 5 years of locksmithing industry experience, 2) select six electives from the current list, and 3) at least one a pinning/cylinder/core elective and one a product/line elective. Four remaining electives are selected from the current list (more are constantly being developed). A second mandatory section of the CJIL includes many of the less common terms from the LIST Council Locksmith Dictionary that an experienced journeyman should be familiar with, plus some of the less common ANSI/BHMA finishes.

An additional 12 electives must be passed for the CMIL level. Obviously, this will typically require study and research, as well as hands-on preparation.

Tests are typically administered at locksmith related functions. ILA membership reduces the costs of each test level by the annual ILA Regular Member's dues. There is an ILCP Study Guide available.

Show the industry and your facility you are a professional, become a CIL, then a CJIL, then a CMIL.

If you would like more information about the ILA ILCP, please email to ilcpchair@ilanational.org.

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ILCP Instructions

To achieve an ILCP certification you must meet the requirements below.

CIL - 75 or above on the CIL mandatory exam

CJIL - attain CIL, 75 or above on CJIL mandatory exam & 6 electives, 5-years locksmithing experience

CMIL - attain CJIL, 75 or above on 12 electives, 10-years locksmithing experience

If you are sitting for the Certified Institutional Locksmith (CIL) level use the form included. You do not have to fill in **Documentation of Years in Industry or pick any electives.**

If you are sitting for the Certified Journeyman Institutional Locksmith (CJIL) level you will need to pick 6 electives (pick only 6) from the list below. In addition to the 6 electives, there is a CJIL mandatory exam. For CJIL level you must also include proof of 5-years in the locksmithing industry experience with your application (send copies).

For the Certified Master Institutional Locksmith (CMIL) level you must pick 12 electives not already passed and include proof of 10-years in the locksmithing industry with your application (send copies).

CJIL or CMIL levels will not be issued until we have your experience documentation on file.

Pick CJIL electives as described below:

For CJIL, pick 6 electives; 1 must be from column A and 1 must be from column B. The remaining 4 can be from any column. **(PICK ONLY 6)**

A are Pinning system electives

B are lock brand electives

C are other hardware & related fields

Column A

A2 - E1

A3 - E2

A4 - E3

Corbin / Russwin Cylinders - E6

Medeco - E7

Schlage Everest - E10

KABA Peaks - E11

Schlage Primus Cylinders - E16

Schlage Large Format & Full Size - E17

ASSA Twin 6000 Twin Exclusive Twin V-10 & Twin Pro - E18

Column B

Best - E8

Corbin / Russwin - E9

Kwikset - E15

Column C

History - E4

Life Safety - E5

Master Key Basic - E12

Von Duprin - E13

Rixson - E14

CJIL retake:

- **If failed the CJIL mandatory and all 6 electives**

Must retake CJIL mandatory and 6 electives

- **If failed the CJIL mandatory, but failed 1 to 5 electives (less than 6)**

Must retake the CJIL mandatory and up to 6 electives not already passed

Electives passed in addition to the 6 needed for the CJIL will be applied to the CMIL level

- **If passed the CJIL mandatory, but failed 1 to 5 electives (less than 6)**

Can pick up to 12 electives not already passed

Electives passed in addition to the 6 needed for the CJIL will be applied to the CMIL level

Check back as new electives can be added at any time. **Questions to ilcpchair@ilanational.org.**