

PRIVATE SECURITY ACADEMIC TRAINING OPENING CHECKLIST	PRIVATE SECURITY ACADEMIC TRAINING CLOSING CHECKLIST	
School Name _____ School Commander _____ Proposed Dates _____	School Name _____ School Number _____ Dates _____	
SF100unv – APPLICATION FORM _____ RECEIVED 21 CALENDAR DAYS PRIOR TO START OF ACADEMY TYPED _____ TOTAL NUMBER OF HOURS _____ _____ NUMBER OF NON-MANDATORY HOURS _____ _____ APPLICATION FEE – ENTER CHECK/M.O./P.O. # AND AMOUNT SF105unv – CALENDAR _____ TYPED _____ SCHOOL NAME AT THE TOP OF PAGE _____ DATE RECORDED FOR EACH SESSION _____ DAY RECORDED _____ NUMBER OF HOURS RECORDED _____ TIME RECORDED (FROM/TO) _____ TOPIC NUMBER RECORDED FOR EACH TOPIC TITLE (EXAMPLE: 3-3) _____ OPOTC TOPIC TITLE RECORDED (EXAMPLE: DRUG AWARENESS) _____ LIST ONLY INSTRUCTORS SCHEDULED TO TEACH OPOTC _____ REQUIRED TOPICS – 6 MINIMUM _____ INSTRUCTOR'S LAST NAME, FIRST NAME, OPOTC CERTIFICATION _____ NUMBER AND EXPIRATION DATE _____ ONLY OPOTC SUBJECTS AND TOPICS APPEAR ON CALENDAR _____ ½ HOUR BREAK FOR EVERY TRAINING SESSION THAT EXCEEDS 5 HOURS _____ “ORIGINAL” CALENDAR SUBMITTED _____ SCHOOL COMMANDER TO VERIFY CURRENCY OF FIRST AID/CPR/AED INSTRUCTOR(S) – SUBMIT COPY OF INSTRUCTOR CARD FROM NATIONAL PROGRAM ON-SITE INSPECTION _____ CURRENT ON-SITE INSPECTION FORM ON FILE	SF120unv – ATTENDANCE ROSTER _____ ORIGINAL SUBMITTED _____ SCHOOL NAME, NUMBER & DATES RECORDED (TOP OF PAGE) _____ ATTENDANCE ROSTER SHOWS OPOTC-REQUIRED TOPICS ONLY _____ MANDATORY TOPICS CLEARLY INDICATED – INDICATE MANDATORY TOPIC NUMBER UNDER DAY TAUGHT _____ STUDENTS' NAMES LISTED ALPHABETICALLY (LAST NAME, FIRST, MIDDLE) _____ COMMANDER NOTES HRS. OF ACTUAL ATTENDANCE PER STUDENT PER DAY SF105unv – REVISED TRAINING CALENDAR (IF REQUIRED) _____ TYPED _____ REVISED CALENDAR INDICATED _____ RE-CHECK RATIOS ON INSTRUCTORS TO STUDENTS IN APPLICABLE SKILLS AREAS SF185unv – NOTIFICATION OF CHANGES IN COURSE SCHEDULE _____ TYPED SF155ps – STUDENT EVALUATION RECORD _____ ORIGINAL SUBMITTED _____ SCHOOL NAME & NUMBER RECORDED (TOP OF PAGE) _____ FAILED SKILLS AND NOTEBOOK INDICATED WITH AN “X” _____ % OF OPOTC HOURS MISSED (MAX OF 10% OF OPOTC NON-MANDATORY HRS. ALLOWED)	SF122unv – NOTIFICATION OF MAKE-UP HOURS (IF REQUIRED) _____ MAKE-UP ATTENDANCE ROSTER ATTACHED (SF120unv) SF175unv – LETTER OF CERTIFICATION (CLOSING LETTER) _____ TYPED _____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER SPO SHEETS REVIEWED _____ SF123ps – FIRST AID/CPR/AED PROFICIENCY TESTING RECORD _____ SF127ps – SUBJECT CONTROL TECHNIQUES PROFICIENCY TESTING RECORD _____ SF134ps – INCIDENT COMMAND SYSTEM (ICS) PROFICIENCY TESTING RECORD _____ SF136ps – NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) SPO SHEETS REVIEWED & SUBMITTED (IF FIREARMS TRAINING IS INCLUDED) _____ SF130ps – REVOLVER PROFICIENCY TESTING RECORD _____ SF135ps – SEMI-AUTO PISTOL PROFICIENCY TESTING RECORD _____ SF140ps – SHOTGUN PROFICIENCY TESTING RECORD _____ SF145ps – FIREARMS WRITTEN SPO TEST EX705 – STATE CERTIFICATION EXAMINATION AUTHORIZATION DATA (EAD) FORM _____ TYPED _____ VERIFY CURRICULUM CODE _____
ENROLLMENT PACKET: THE FOLLOWING PAPERWORK MUST BE SUBMITTED TO THE OPOTC FIELD AGENT NO LATER THAN THE THIRD DAY OF CLASS: _____ SF110unv – STUDENT ENROLLMENT LIST (TYPED WITH STUDENTS LISTED IN ALPHABETICAL ORDER) _____ SF115unv – STUDENT ENROLLMENT FORM/CERTIFICATION RECORD _____ SF104unv – FERPA CONSENT TO RELEASE STUDENT INFORMATION _____ SF101unv – STATEMENT OF UNDERSTANDING (IF FIREARMS TRAINING IS INCLUDED)	COMPLIANCE SPECIALIST _____ DATE _____	