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Series
Authorization No: 10551601 **Agency:** AGO **Division:** PA74 **Section:** NA **Revision:** 0

Record Series Title: Appointing Authority Continuing Professional Training

Agency Series No.: PTA-PRO-16 Applications

Record Series Description: Applications document a request by an appointing authority hosting a non-OPOTA training to count the course taken for continuing professional training credit. Per OAC 109.2-18, the Ohio Peace Officer Training Commission (OPOTC) is responsible for reviewing to see if the non-OPOTA course meets state standards and whether or not they meet reimbursement requirements for the training. Records include, but are not limited to, correspondence with local law enforcement officers and OPOTA reviewers, information on the proposed "Continuing Professional Training (CPT)" course to replace an OPOTA course for training credit, OPOTA's review and evaluation of the proposal, and any information on the approval or rejection of the proposal.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain 4 years, provided audited.		Delete
Paper	Retain 4 years, provided audited, or until documents and/or data is saved electronically.		Shred

Approvals:

Created		Date: 2/9/2016
Approved	Nathan Owens, Records Coordinator	Date: 2/9/2016
Approved	Pari Swift, Records Officer	Date: 2/9/2016
Approved	Bunnie Jones, Record Administrator	Date: 2/27/2016
Approved	Martin Meeks, State Auditor	Date: 3/3/2016
Approved	Fred Previts, State Archivist	Date: 3/8/2016

Notes:

Note Date	Note Description	User
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