



**MIKE DEWINE**  
★ OHIO ATTORNEY GENERAL ★



Ohio Peace Officer Training Commission  
Office 800-346-7682  
Fax 740-845-2675

P.O. Box 309  
London, OH 43140  
[www.OhioAttorneyGeneral.gov](http://www.OhioAttorneyGeneral.gov)

## INFORMATION REGARDING A PEACE OFFICER'S REQUEST FOR TRAINING CREDIT FOR PRIOR TRAINING

Ohio Administrative Code 109:2-1-12(B) allows a peace officer to apply for credit for prior training from the military or from other certifying entity other than the Ohio Peace Officer Training Commission (OPOTC).

**Break in Service Limits:** To be eligible for credit, the officer must have served with the officer's previous agency within four years of the officer's Ohio appointment. If the break in service was more than four years, no credit will be given, and the officer must take the entire basic training academy.

**Appointment Requirement:** If the officer's service was within the four-year limit, the officer then must **first** be appointed to a peace officer position in Ohio, and the officer and the officer's new agency together must complete the Request for Prior Equivalent Training Analysis and the Request for National WebCheck forms, which are attached. As the OPOTC does not perform preliminary evaluations, the officer's first step must be to become commissioned by an Ohio peace officer agency. That commission does not need to be a full-time, paid position, however. If a local agency agrees to grant a peace officer commission to an officer, that position can be volunteer, auxiliary, special, reserve, part-time, etc.

**Analysis:** A detailed breakdown of topics and hours completed in basic training must be included with the request for training credit. Agency in-service training records and advanced training certificates may accompany the request for prior training. Once we receive the documentation of this appointment, an OPOTC certification officer will compare the prior training to the current Ohio Peace Officer Basic Training curriculum. Credit will be given where prior training is deemed equivalent to current curriculum topics. Where the prior training is deemed not be equivalent to current curriculum topics, training hours from the Ohio curriculum will be assigned. The number of assigned training hours credited will vary, depending on the officer's prior training and how recent that training was, and so it is impossible to estimate how much of Ohio Peace Officer Basic Training will still be required.

**Background Checks:** The attached Request for National WebCheck form must be completed and delivered to a NWC location. The NWC agency may charge a processing fee to the officer, however, because the background check is for law enforcement purposes, BCI and FBI fees should be waived. After your fingerprints are scanned at the NWC site, return the signed NWC form with your Request for Prior Equivalent Analysis to the Ohio Peace Officer Training Commission. NWC locations can be found at this site:  
[www.ohioattorneygeneral.gov/services/business/webcheck/webcheck-community-listing](http://www.ohioattorneygeneral.gov/services/business/webcheck/webcheck-community-listing).

**Determination:** The officer and the officer's new agency will receive a completed prior equivalent determination letter. The officer then takes that letter to the Commander of any OPOTC-approved basic training academy and applies to attend that academy. The commander will then discuss the times, locations, fees, etc., involving those training sessions.

**State Test:** Finally, the officer must pass the comprehensive state certification examination, which covers all topics in the state curriculum. **Until the officer completes basic training, passes the state examination, and receives a certificate of completion from the Ohio Peace Officer Training Commission, the officer may not perform the functions of a peace officer or carry a weapon in connection with those duties.**

If you require additional information on this process, please call and ask to speak to a certification officer.



**REQUEST FOR PRIOR EQUIVALENT TRAINING ANALYSIS**

Upon appointment as a peace officer, complete all portions of this form. Mail request to: Ohio Peace Officer Training Commission, Attn: Professional Standards Division, P.O. Box 309, London, OH 43140. Include:

- 1) a detailed breakdown of topics and hours of basic and advanced training for which credit is requested.
- 2) completed Request for National WebCheck®.

<b>OFFICER INFORMATION</b>	1. Name (Last) _____ (First) _____ (Middle) _____	2. Social Security Number _____
	3. Alias (Last) _____ (First) _____ (Middle) _____	
	4. Birth date (mm/dd/yyyy) _____	5. Email Address _____
	6. Phone Number _____	
	7. Home Mailing Address (#/Street/PO Box) _____ (City) _____ (State) _____ (Zip Code) _____ (County Name) _____	
	8. Basic Training Academy (Academy Name, City, State) _____	(Dates of Training – From/To) _____

<b>AGENCY INFORMATION</b>	9. Agency Name _____
	10. Agency Email Address _____
	11. Agency Phone Number _____
	12. Agency Mailing Address (#/Street/PO Box) _____ (City) _____ (Zip Code) _____ (County Name) _____

<b>APPOINTMENT INFORMATION</b>	13. Appointment Date (mm/dd/yyyy) _____
<i>(Complete Date, Status and ORC)</i>	
14. Select Status <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special <input type="checkbox"/> Seasonal	
15. Select ORC	
<input type="checkbox"/> City Full-Time/Part-Time (737.02)	<input type="checkbox"/> City Auxiliary/Reserve/Special (737.051)
<input type="checkbox"/> Village Full-Time/Part-Time/Special (737.16)	<input type="checkbox"/> Village Auxiliary/Reserve (737.161)
<input type="checkbox"/> Township Police Officer (505.49)	<input type="checkbox"/> Township Constable (509.01)
<input type="checkbox"/> Other - List ORC/Charter _____	<input type="checkbox"/> Other Chief - List ORC/Charter _____
<input type="checkbox"/> Deputy Sheriff (311.04)	<input type="checkbox"/> Sheriff (311.01)

<b>16. OATH OF OFFICE</b>	
I do solemnly swear or affirm that I will support the Constitution and Laws of the United States of America, the Constitution and Laws of the State of Ohio, and Laws and Ordinances of the political subdivision to which I am appointed and to the best of my ability will discharge the duties of this office.	
_____ Signature of Appointee	_____ Name of Appointing Authority (Typed or Printed Legibly)
_____ Signature of Appointing Authority	_____ Title of Appointing Authority (Typed or Printed Legibly)





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## REQUEST FOR NATIONAL WEBCHECK®

All information must be typed or printed.

### INSTRUCTIONS TO NATIONAL WEBCHECK® FACILITY

- Transaction Type is both BCI and FBI.
- Reason Fingerprinted is “Law Enforcement Employment” or “Law Enforcement/Criminal Justice” for BCI and “Law” for FBI.
- This is a **Direct Copy** transaction to the Ohio Peace Officer Training Academy (OPOTA). No address needs entered.

### TO BE COMPLETED BY STUDENT

I am scheduled to attend an Ohio Peace Officer Training Commission-approved Program to be held at:

\_\_\_\_\_ beginning on \_\_\_\_\_.  
(Academy Name) (Date)

As part of the enrollment process, the OPOTC requires that I have a criminal record background check conducted within 90 days of the above date by the Ohio Bureau of Criminal Identification (BCI) and the Federal Bureau of Identification (FBI). Therefore, I am requesting a National WebCheck®, 10-digit, for law enforcement purposes.

Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Alias: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address (including P.O. Box, if applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Fingerprinting Agency: \_\_\_\_\_

Signature of Person Being Fingerprinted: \_\_\_\_\_ Date Fingerprinted: \_\_\_\_\_