PAROLE OFFICER BASIC HANDGUN TRAINING OPENING CHECKLIST

School Name _____

School Commander _____ **Proposed Dates** _____

SF100unv - APPLICATION FORM

_____ APPLICATION
_____ MINIMUM OF 5 STUDENTS UNLESS AUTHORIZED BY THE EXECUTIVE DIRECTOR
_____ NO MORE THAN 2 STUDENTS PER FIRING POINT

INSTRUCTOR INFORMATION

_____ LIST ONLY INSTRUCTORS SCHEDULED TO TEACH
_____ INSTRUCTOR'S LAST NAME, FIRST NAME, MIDDLE INITIAL
_____ INSTRUCTOR'S OPOTC CERTIFICATION NO.
_____ ONE (1) OPOTC CERTIFIED INSTRUCTOR FOR EVERY 5 STUDENTS AT THE FIRING LINE
_____ CHECK RATIO OF 1 TO 5 INSTRUCTOR TO STUDENT – INDICATE SAFETY OFFICER, IF UTILIZED

SF105unv - CALENDAR

_____ TYPED
_____ SCHOOL NAME SUBMITTED AT THE TOP OF THE PAGE
_____ DATE RECORDED FOR EACH SESSION
_____ DAY RECORDED
_____ # OF HOURS RECORDED
_____ TIME RECORDED (FROM/TO)
_____ TOPIC # RECORDED FOR EACH TRAINING SESSION
_____ EACH TRAINING SESSION INDICATED AS RANGE OR CLASSROOM
_____ INSTRUCTOR'S LAST NAME, FIRST NAME & OPOTC CERT. # RECORDED
_____ 1\2 HOUR BREAK FOR ANY TRAINING SESSION THAT EXCEEDS 4 HOURS
_____ ONLY OPOTC SUBJECTS MUST APPEAR ON THE CALENDAR
_____ DATE RECORDED (BOTTOM OF PAGE)
_____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER

STUDENT ENROLLMENT PACKET – Submitted after School Number Assigned & Before First Day of Class

SF110unv - STUDENT ENROLLMENT LIST

_____ NO LESS THAN 5 STUDENTS UNLESS AUTHORIZED BY THE EXECUTIVE DIRECTOR
_____ NAME OF PAROLE OFFICER, SSN, DOB, & EMPLOYING AGENCY
_____ SIGNED BY SCHOOL COMMANDER

_____ **SF119apa - AUTHORIZATION FOR PAROLE OFFICER TO CARRY A FIREARM** FORM ATTACHED FOR EACH STUDENT

____ **SF101unv - NOTARIZED STATEMENT OF UNDERSTANDING** FORM FOR EACH STUDENT - MUST BE RECEIVED PRIOR TO FIREARMS TRAINING

ON-SITE INSPECTION

____ **CURRENT ON-SITE INSPECTION FORM ON FILE**

PAROLE OFFICER BASIC HANDGUN TRAINING CLOSING CHECKLIST

School Name _____

School Number _____ **Dates** _____

SF120unv - ATTENDANCE ROSTER

_____ ORIGINAL COPY
_____ TYPED
_____ SCHOOL NAME, CLASS NO., & DATES RECORDED (TOP OF PAGE)
_____ ATTENDANCE ROSTER
_____ **MANDATORY FIREARMS, ATTENDANCE REQUIRED FOR ALL SESSIONS**
_____ STUDENTS' NAMES LISTED ALPHABETICALLY (LAST NAME, FIRST, M.I.)
_____ HOURS RECORDED PER DAY
_____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER & DATE-BOTTOM OF PAGE
_____ SCHOOL COMMANDER'S NAME TYPED (BOTTOM OF PAGE)

SF105unv - REVISED TRAINING CALENDAR

_____ TYPED
_____ SIGNED BY SCHOOL COMMMANDER
_____ REVISED CALENDAR INDICATED
_____ CHANGES IN TIME, DAY, INSTRUCTOR NOTED, IF APPLICABLE
_____ RE-CHECK RATIOS OF INSTRUCTORS TO STUDENTS FOR FIREARMS

SF122unv - NOTIFICATION OF MAKE-UP HOURS

_____ SF120unv WITH MAKE-UP HOURS REFLECTED

_____ **SF185unv - NOTIFICATION OF CHANGES IN COURSE CALENDAR**

SF125unv - FIREARMS SPO SHEETS

_____ TYPED OR NEATLY PRINTED
_____ ORIGINALS
_____ IF A **FAILURE,** ALSO SUBMIT SPO SHEET
_____ SIGNATURE OF CERTIFIED INSTRUCTOR(S) & OPOTC NO.
_____ SIGNATURE OF COMMANDER

SF175apa - LETTER OF CERTIFICATION (CLOSING LETTER)

_____ TYPED
_____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER

FIELD AGENT _____ **DATE** _____