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

PEACE OFFICER BASIC TRAINING PROGRAM
SPECIAL SUBJECT INSTRUCTOR APPLICATION

The application must be completed in its entirety, signed, and notarized. Attach additional documentation as requested. The following criteria must be met:

- Must be a high school graduate or possess a GED
- Five years experience in area specialty, three of which must be full-time
- Completion of OPOTC-approved 80-hour Instructional Skills course, or 40-hour Instructional Skills course and 14-hour update
- Completion of courses which will allow a person to learn specific knowledge and skills in the unit/topics for which the instructor desires certification
- Exceptions to the training requirements are:
  - Attorneys licensed in the state of Ohio who apply for Special Subject certification in any legal topic. (Submit a copy of your attorney registration card.)
  - Duly qualified First Aid instructors for American Heart Association, Red Cross, or American Safety and Health Institute. (Submit a copy of your instructor card.)
  - Duly qualified Special Topic Instructors in Homeland Security topics
- Recommendation of a school commander who has been the commander of record of a Peace Officer Basic Training or Peace Officer Refresher school held within the last two years

Utilize the curriculum sheet on the last page of the application to indicate the units/topics in which the instructor desires certification.

Return application with all supporting documentation to:

Ohio Peace Officer Training Commission
Professional Standards Division
P.O. Box 309
London, Ohio 43140

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APPLICATION FOR SPECIAL SUBJECT INSTRUCTOR CERTIFICATE

(Please type or print clearly)

Name _____ _____ _____
First Middle Last

SSN_____ DOB _____ Male ____ Female ____

Mailing Address _____
#/Street/P.O. Box

_____ _____ _____ _____
City State Zip Code County

Phone: Residence (_____)_____ Daytime (_____)_____

Cell (_____)_____ FAX (_____)_____

Email _____
NOTE: This email address will be used for OPOTC/OPOTA business-related communications, some of which may be time sensitive.

☐ At times we receive requests for information on instructors approved to teach a particular topic. By checking this box, you are authorizing OPOTC staff to release information about your instructor certification which would allow others to contact you in their efforts to find an instructor.

1. EDUCATION

A. High School Education or GED

Name & Address of School Attended	Dates Attended (From - To)	High School Diploma	GED Certificate
_____	_____ (Mo/Yr)	__Yes __No	__Yes __No

B. Advanced Training - College or University Education

NOTE: IT IS REQUIRED THAT YOU ATTACH A COPY OF DEGREES OBTAINED

Name & Address of School Attended	Dates Attended (From - To)	Field of Study	Type of Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

THIS FORM MAY BE REPRODUCED

2. **TRAINING IN THE SUBJECT AREA TO BE TAUGHT**

NOTE: IT IS REQUIRED THAT YOU ATTACH COPIES OF TRAINING CERTIFICATES RECEIVED.

Name & Address of School Attended	Course Title	Course Length (In Weeks)	Date Completed

3. **FULLTIME EXPERIENCE IN THE SUBJECT AREA TO BE TAUGHT**

Agency Name and Address	Title/ Position	Dates of Employment (From - To)	Total Number of Yrs/Mos Employed

4. **COMPLETION OF A COMMISSION-APPROVED INSTRUCTIONAL SKILLS COURSE**

(After July 1, 2009, 80-Hour Instructor Skills required. After August 1, 2007, 40-Hour Instructor Skills and 14-Hour Update required.)

NOTE: IT IS REQUIRED THAT YOU ATTACH A COPY OF YOUR 40/80 HOUR INSTRUCTOR TRAINING CERTIFICATE AND INSTRUCTOR SKILLS 14-HOUR UPDATE

Name & Address of Instructor Skills School Completed	Dates Attended (From - To)	Number of Clock Hours	Date Course Completed

Name & Address of Instructor Skills 14-Hour Update School Completed, if applicable	Dates Attended (From - To)	Number of Clock Hours	Date Course Completed

5. **BACKGROUND INFORMATION**

Have you ever been investigated for, disciplined for, terminated for, matters of veracity or of moral turpitude? _____no _____yes If yes, include a detailed summary.

_____

_____

_____

***MUST* APPEAR *IN PERSON* BEFORE A NOTARY TO COMPLETE THE FOLLOWING AFFIDAVIT**

AFFIDAVIT

I declare under the penalty of perjury that the information in this Application is true and correct to the best of my knowledge.

_____ _____
Signature Date

Subscribed and sworn personally before me by the above-named Affiant, this _____ day of _____ , 20____ , at _____, in the County of _____, and State of Ohio.

_____
Printed name of Notary

(Seal)

_____
Signature of Notary

_____
Date notary commission expires

THIS SECTION TO BE COMPLETED AND SIGNED BY A PEACE OFFICER BASIC TRAINING SCHOOL COMMANDER ONLY

RECOMMENDATION BY AN APPROVED AND CURRENT PEACE OFFICER BASIC TRAINING SCHOOL COMMANDER

Pursuant to the Rules and Regulations specified in 109:2-1-06(A) of the Ohio Administrative Code, I recommend the above named individual receive a Special Subject Instructor certificate for the special subjects indicated on the attached form. For purposes of making this recommendation, I have been the Commander of record for a basic training or refresher school in the past two years.

_____
Name of School Commander
(Please type or print clearly)

_____
School Name

_____
Mailing Address

_____

_____

_____
Signature of School Commander

_____
Date

_____
Commander Number

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Peace Officer Basic Training Curriculum
Effective 01/01/2014

1.__Administration

1. ____Introduction to Basic Training
2. ____Role of the American Peace Officer
3. ____Philosophy & Principles of the American Justice System
4. ____The Criminal Justice System & Structure of the American Courts*
5. ____Ethics & Professionalism
6. ____Community Policing
7. ____Fundamentals of Report Writing

2.__Legal*

1. ____General Provisions*
2. ____Ohio Revised Code*
3. ____Laws of Arrest*
4. ____*INTENTIONALLY LEFT BLANK*
5. ____*INTENTIONALLY LEFT BLANK*
6. ____Civil Liability & Use of Force*
7. ____Testifying In Court*

3.__Human Relations

1. ____Public Relations
2. ____*INTENTIONALLY LEFT BLANK*
3. ____Domestic Violence*
4. ____Crisis Intervention
5. ____Child Abuse & Neglect*
6. ____The Missing & Human Trafficking*
7. ____Juvenile Justice System*
8. ____Victims' Rights
9. ____Crime Prevention
10. ____Community Diversity*
11. ____*INTENTIONALLY LEFT BLANK*

4.__Firearms*

1. ____Revolver
2. ____Shotgun
3. ____Semi-Auto Pistol

A SPECIAL SUBJECT INSTRUCTOR CANNOT REQUEST UNITS 4 OR 5

5.__Driving*

6.
1. ____Subject Control Techniques*
2. ____Impact Weapon ***(Effective 7/1/2014)****

7.__First Aid/CPR/AED*

8.__Patrol

1. ____Patrol Techniques
2. ____*INTENTIONALLY LEFT BLANK*
3. ____*INTENTIONALLY LEFT BLANK*
4. ____Building Searches
5. ____Stops & Approaches*
6. ____Vehicle Theft & Identification
7. ____Gang Awareness
8. ____Communications
9. ____Prisoner Booking & Handling
10. ____Ohio Law Enforcement Gateway (OHLEG)

9.__Civil Disorders

10.__Traffic

1. ____Introduction to Traffic
2. ____Motor Vehicle Offenses
3. ____*INTENTIONALLY LEFT BLANK*
4. ____Traffic Crash Investigation
5. ____Uniform Traffic Ticket
6. ____NHTSA Speed Measuring Device*
7. ____Traffic Direction & Control
8. ____Standardized Field Sobriety Testing (SFST)*
9. ____*INTENTIONALLY LEFT BLANK*

11.__Investigation

1. ____Crime Scene Search
2. ____Electronic Evidence ***(Effective 7/1/2014)****
3. ____*INTENTIONALLY LEFT BLANK*
4. ____Police Photography
5. ____Tracing Stolen Property
6. ____*INTENTIONALLY LEFT BLANK*
7. ____Drug Awareness
8. ____*INTENTIONALLY LEFT BLANK*
9. ____Confidential Informants
10. ____*INTENTIONALLY LEFT BLANK*
11. ____Line-Ups
12. ____Gambling
13. ____*INTENTIONALLY LEFT BLANK*
14. ____Surveillance
15. ____Interview & Interrogation
16. ____*INTENTIONALLY LEFT BLANK*
17. ____*INTENTIONALLY LEFT BLANK*
18. ____*INTENTIONALLY LEFT BLANK*

12.
1. ____Physical Conditioning*
2. ____Critical Incident Stress Awareness ***(Effective 7/1/2014)****

13.____Homeland Security

1. ____HazMat and WMD Awareness for the First Responder*
2. ____Bombs and Explosives
3. ____Terrorism Awareness
4. ____Incident Command System (ICS)
5. ____National Incident Management System (NIMS)

*** Denotes Instructor Course Is Required For Certification.**