PEACE OFFICER BASIC TRAINING OPENING CHECKLIST

School Name _____

School Commander _____ Proposed Dates _____

SF100unv – APPLICATION FORM

____ RECEIVED 21 CALENDAR DAYS PRIOR TO START OF ACADEMY
____ TYPED
____ NUMBER OF TOTAL HOURS ____
____ NUMBER OF NON-MANDATORY HOURS ____
____ VERIFY CURRICULUM CODE _____

INSTRUCTOR INFORMATION:
____ LIST ONLY INSTRUCTORS SCHEDULED TO TEACH OPOTC REQUIRED TOPICS – 10 MINIMUM
____ INSTRUCTOR'S LAST NAME, FIRST NAME, MIDDLE INITIAL
____ INSTRUCTORS TEACHING SKILLED TOPICS, CHECK APPROPRIATE COLUMN
____ INSTRUCTORS TEACHING UNIT 7: CURRENT INSTRUCTOR'S CERTIFICATION FROM AHA, RC, OR ASHI
____ INSTRUCTOR'S OPOTC CERTIFICATION NUMBER AND EXPIRATION DATE

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: 3.9 VICTIMS RIGHTS)
____ OPOTC TOPIC TITLE RECORDED (EXAMPLE: FIREARMS)
____ INSTRUCTOR'S LAST NAME, FIRST NAME, & OPOTC CERTIFICATION NUMBER RECORDED
____ ½ HOUR BREAK FOR EVERY TRAINING SESSION THAT EXCEEDS 5 HOURS
____ CHECK RATIOS ON INSTRUCTORS TO STUDENTS IN APPLICABLE SKILLS AREAS
____ ONLY OPOTC SUBJECTS AND TOPICS APPEAR ON CALENDAR
____ DATE RECORDED (BOTTOM OF PAGE)
____ "ORIGINAL" CALENDAR SUBMITTED
____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER
____ INITIAL PHYS. ASSESS. FIRST 80 CLOCK HRS.
____ FINAL PHYS. ASSESS. AND RETESTS FINAL 80 CLOCK HRS.

SF110unv – STUDENT ENROLLMENT LIST

____ NAME OF STUDENT, SSN, DOB, & APPOINTING AGENCY/OPEN ENROLLMENT
____ SIGNED BY SCHOOL COMMANDER

SF102unv – REQUEST FOR NATIONAL WEBCHECK

____ TYPED OR PRINTED (for all students listed on SF110unv)
____ SUBMITTED IN ALPHABETICAL ORDER

ON-SITE INSPECTION

____ CURRENT ON-SITE INSPECTION FORM ON FILE

PEACE OFFICER BASIC TRAINING CLOSING CHECKLIST

School Name _____

School Number _____ Dates _____

SF120unv – ATTENDANCE ROSTER

____ TYPED
____ 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, M.I.)
____ HOURS OF ACTUAL ATTENDANCE RECORDED PER DAY
____ ORIGINAL SIGNATURE OF COMMANDER & DATE (BOTTOM OF PAGE)
____ SCHOOL COMMANDER'S NAME TYPED (BOTTOM OF PAGE)
____ NON-FULLTIME STUDENTS LISTED SEPARATELY

SF105unv – REVISED TRAINING CALENDAR

____ TYPED
____ SIGNED BY SCHOOL COMMANDER
____ REVISED CALENDAR INDICATED
____ CHANGES IN TIME, DAY, INSTRUCTOR NOTED
____ RE-CHECK RATIOS ON INSTRUCTORS TO STUDENTS IN APPLICABLE SKILLS AREAS

SF155bas – STUDENT EVALUATION RECORD

____ TYPED
____ SCHOOL NAME & NUMBER RECORDED (TOP OF PAGE)
____ FAILED SKILLS AND NOTEBOOK INDICATED WITH AN "X"
____ % OF OPOTC HOURS MISSED (MAX OF 5% OF OPOTC NON-MANDATORY HRS. ALLOWED)
____ MANDATORY HOURS MISSED AND NOT MADE UP INDICATED WITH AN "X"
____ NON-FULLTIME STUDENTS LISTED SEPARATELY
____ DEMOGRAPHIC AND STATUS DATA COMPLETED

SF185unv – NOTIFICATION OF CHANGES IN COURSE SCHEDULE

____ TYPED
____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER

SF122unv – NOTIFICATION OF MAKE-UP HOURS

____ **MAKE-UP ATTENDANCE ROSTER ATTACHED (SF120unv)**
____ COPIES OF OPOTC INSTRUCTOR CERTIFICATES INDICATING TOPICS IF OTHER THAN ORIGINAL
____ COPIES OF AHA, RC, OR ASHI INSTRUCTOR CERTIFICATE IF OTHER THAN ORIGINAL FOR UNIT 7 FIRST AID/CPR/AED

SF175unv – LETTER OF CERTIFICATION (CLOSING LETTER)

____ TYPED
____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER

SPO SHEETS REVIEWED

____ **SF125unv HANDGUN**
____ **SF126bas SHOTGUN**
____ **SF128bas DRIVING**
____ **SF195bas PHYSICAL ASSESSMENT FORMS SUBMITTED**
____ **SF127bas SUBJECT CONTROL**
____ **SF123bas FIRST AID/CPR/AED**
____ **SF131bas STOPS & APPROACHES**
____ **SF132bas STANDARDIZED FIELD SOBRIETY TESTING**
____ **SF133bas HAZMAT**
____ **SF134bas INCIDENT COMMAND SYSTEM**
____ **SF136bas NATIONAL INCIDENT MANAGEMENT SYSTEM**

EX705 – QUALIFICATION FORM

____ TYPED
____ VERIFY CURRICULUM CODE _____

EX710 – ACADEMY ROSTER

____ TYPED
____ PRIOR EQUIVALENT STUDENTS LISTED WITH FULL-TIME STUDENTS
____ LIST PLUG-IN REFRESHER STUDENTS UNDER THE PLUG-IN COURSE/EXAM SECTION

FIELD AGENT _____ DATE _____