



STUDENT ACKNOWLEDGEMENT FORM

Name: _____
(Last) (First) (Middle Initial)

School Name: _____ School Number: _____

1. Appointment Status. I understand the following: _____ [initials]

- I am a student in an Ohio Peace Officer Basic Training Commission (OPOTC) program.
- I am not yet a peace officer and that I may not perform the functions of a peace officer until I am appointed as officer and receive a certificate of successful completion from the OPOTC Executive Director.
- The OPOTC program enrolls both sworn officers (students who are already appointed as peace officers) and “open enrollment” students who do not yet have an appointment as a peace officer.
- I must immediately notify my Commander if my appointment status change should change from open enrollment to sworn, or from sworn to open enrollment.
- Sworn cadets will, upon passing the state certification examination, receive a certificate of successful completion from the OPOTC Executive Director
- Open enrollment students will not receive a *certificate* of successful completion upon passing the state certification examination, but will instead receive a *letter* of completion from the Executive Director.
- Open enrollment students are subject to the following requirements:
 - If within one year of passing the state certification examination an open enrollment student receives an appointment as a peace officer or is employed in a position that statutorily requires a basic training certificate, a certificate of successful completion will be awarded, providing no additional training has been mandated. If additional training has been mandated, it must be completed before a certificate of successful completion is awarded.
 - If more than one year, but less than two years after passing the state certification examination, an open enrollment student receives an appointment as a peace officer or is employed in a position that statutorily requires a basic training certificate, the open enrollment student shall attend the refresher course and any additional training that has been mandated since passing the exam, before the student may perform the functions of a peace officer. Upon completion of the refresher course and mandated training (if any), a certificate of successful completion will be awarded. If the student does not complete the refresher course within one year of the appointment date, the student shall not be eligible to receive a certificate and will be required to repeat the entire basic training course.
 - If more than two years after passing the state certification examination, the open enrollment student has not received an appointment as a peace officer, the student shall again successfully complete an entire OPOTC course and examination before the student may perform the functions of a peace officer.

2. Disqualifying Offenses. I understand the following: _____ [initials]

- If I have ever been convicted of a felony, even if the conviction has been sealed or expunged; a misdemeanor charge of domestic violence or any related offense occurring as a result of a domestic violence incident; any misdemeanor crime that has, as an element of that crime, the use or attempted use of physical force, or the threatened use of a deadly weapon where the victim was a current or former spouse, child, guardian, a person who shares a child in common, a person who is or has cohabitated as a spouse, child, or ward, or a person similarly situation to a spouse, child, or ward; or any other offense creating a weapons disability under state or federal law (such as

ORC 2923.13 or 18 USC 922), I may not be permitted to participate in the OPOTC program, and may not be eligible for reinstatement. While a felony conviction, even one that is sealed or expunged, prohibits me from attending any portion of a Peace Officer Basic Training Academy, the other above-noted matters prohibit me from firearms possession/training only, and if I choose to continue with the Academy while I try to get that matter sealed, I continue at the risk that I may ultimately not be permitted to take firearms and/or receive an Ohio Peace Officer Training Commission certification.

- In certain situations, juvenile adjudications regarding similar matters may also result in a disqualification.
- For the duration of the OPOTC program, I must immediately report to my Commander any criminal or juvenile delinquency charges filed against me.
- If I am charged with any of the above crimes or adjudications, I may be suspended from the training program until that criminal or juvenile case is adjudicated and complete, and only then may I be considered for reinstatement.

3. Standards of Conduct. I understand the following: _____ [initials]

- The Ohio Peace Officer Training Commission is committed to maintaining an academic environment in which all individuals are treated with respect and dignity, free from any type of discrimination or harassment.
- In keeping with this commitment, OPOTC will not tolerate discrimination or harassment in an OPOTC program, whether committed by a student, an instructor, a commander, or another associated with the program.
- I must report incidences of suspected discrimination or harassment to my Commander and to the OPOTC Executive Director, whether that suspected behavior involves a student, an instructor, or another associated with the program. If the suspected behavior involves a commander, I must report incidences of suspected discrimination or harassment to the OPOTC Executive Director,
- If the OPOTC Executive Director finds that a student has engaged in discrimination or harassment, the student may be suspended or expelled from the OPOTC program.

4. Attendance. I understand the following: _____ [initials]

- To be eligible to take the OPOTC state certification examination, I must have 100% attendance in every hour of every mandatory topic, and have 95% attendance in all non-mandatory topics hours.
- If I have an excused absence for any topics hours, it is my obligation to make arrangements with Commander to make up the missed topic hours.
- Hour-for-hour make-ups may only be taught by the original instructor.
- If I am unable to schedule a make-up session with the original instructor for specific missed hours, I will be required to make-up the entire topic with a different instructor.
- If I complete make-up hours in another academy, I must attend the entire block of instruction for that topic.
- It is my obligation to make-up these topics/hours before the end of scheduled OPOTC topics.
- The Commander may set stricter requirements than these OPOTC minimum standards.

5. Notebook Requirements. I understand the following: _____ [initials]

- To be eligible to take the OPOTC state certification examination I must maintain a notebook during the OPOTC course. The notebook shall contain appropriate entries of pertinent material covered during the classroom sessions of the course.
- I must submit this notebook to the Commander for inspection at the conclusion of the program. It will be evaluated on its sufficiency of course content, organization, appropriateness of material, regularity of entries, neatness, accuracy, and legibility, and will be graded as either satisfactory or unsatisfactory by the Commander.
- To be eligible to take the OPOTC state certification examination, my notebook must be deemed satisfactory by the Commander.

6. Physical Fitness, Injuries and Illnesses. I understand the following: _____ [initials]
- While I am enrolled as a student in the OPOTC program, I must immediately notify my Commander immediately of any injury, illness, or medical condition sustained or arising during training or arising outside of training.
 - To be eligible to take the OPOTC state certification examination I must successfully complete the OPOTC physical fitness assessment, consisting of sit-ups, push-ups, and a one and one-half (1 ½) mile run.
 - I have been informed by the Commander of the requirements for my age and gender, and I understand that I must meet these requirements in each event.
 - I understand that the OPOTC physical fitness assessment will be held within the last eighty (80) hours of scheduled OPOTC topics, and I understand that I will be given two (2) opportunities to meet the requirements.
 - If I fail any requirement during my first attempt, I must meet the requirements for all three (3) events (sit-ups, push-ups, and 1 ½ mile run) during the second attempt.
 - An unexcused absence from an assessment constitutes a failure of the OPOTC physical fitness assessment.
 - It is my obligation to notify my Commander before a scheduled assessment, if I suffer any illness, injury, or condition which might preclude my participation in the assessment.
 - If I suffer illness or injury during an attempt, the attempt will be counted as a failure.
 - If I wish to request an extension of time for an assessment for medical reasons, I must give the Commander a written excuse, signed by a medical doctor (MD), osteopath (DO), physician's assistant (PA), Certified Nurse Practitioner (CNP) licensed in Ohio, on a form prescribed by the OPOTC.
 - If I am granted an extension of time to complete the assessment I will receive a letter from the OPOTC Executive notifying me of the extension, and a deadline date for when I must complete the physical assessment.
 - If I am granted an extension of time to complete the assessment I must complete the make-up assessment and re-test, if necessary, before my extension expires, and it must be done so at the Ohio Peace Officer Training Academy in London, Ohio.

7. Certification Examination. I understand the following: _____ [initials]
- To be eligible to take the OPOTC state certification examination, I must first demonstrate to the satisfaction of my Commander the requisite proficiencies in each skills unit/topic.
 - I must pass the written OPOTC state certification examination with a score of at least 70% at the conclusion of this course.
 - If I do not pass on the first attempt, I will be given one additional opportunity to pass the examination.
 - I will not disclose any information concerning specific questions regarding the OPOTC state certification examination.
 - If I request any special accommodations (such as those relating to learning/reading disabilities, dyslexia, etc.) for this written examination, then at least forty-five (45) days before the last day of OPOTC topics, my Commander must submit written documentation supporting my request to the OPOTC.
 - If this request and documentation is not submitted by that time, I may be prevented from receiving an accommodation.

Student Signature

Date

School Commander/Witness Signature

Date