PRIVATE SECURITY ACADEMIC TRAINING OPENING CHECKLIST

School Name _____

School Commander _____ Proposed Dates _____

SF100UNV – APPLICATION FORM

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

INSTRUCTOR INFORMATION:
____ LIST ONLY INSTRUCTORS SCHEDULED TO TEACH OPOTC REQUIRED TOPICS – 6 MINIMUM
____ INSTRUCTOR'S LAST NAME, FIRST NAME, MIDDLE INITIAL
____ INSTRUCTORS TEACHING SKILLED TOPICS, CHECK APPROPRIATE COLUMN
____ INSTRUCTOR'S OPOTC CERTIFICATION NUMBER AND EXPIRATION DATE

____ **SF515PS – CURRICULUM AUDIT SHEET**

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: 2.4 [LEGAL AUTHORITY])
____ OPOTC TOPIC TITLE RECORDED (EXAMPLE: LAWS OF ARREST)
____ INSTRUCTOR'S LAST NAME, FIRST NAME, & OPOTC CERTIFICATION NUMBER RECORDED
____ ½ HOUR BREAK FOR EVERY TRAINING SESSION THAT EXCEEDS 4 HOURS
____ ONLY OPOTC SUBJECTS AND TOPICS APPEAR ON CALENDAR
____ DATE RECORDED (BOTTOM OF PAGE)
____ "ORIGINAL" CALENDAR SUBMITTED
____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER
____ CHECK FOR CURRENT FIRST AID/CPR INSTRUCTOR CARD

ON-SITE INSPECTION

____ CURRENT ON-SITE INSPECTION FORM ON FILE

ENROLLMENT PACKET:

THE FOLLOWING PAPERWORK MUST BE SUBMITTED TO THE OPOTC FIELD AGENT NO LATER THAN THE THIRD DAY OF CLASS:

____ SF101UNV – STATEMENT OF UNDERSTANDING (IF FIREARMS TRAINING IS INCLUDED)
____ SF110UNV – STUDENT ENROLLMENT LIST (TYPED WITH STUDENTS LISTED IN ALPHABETICAL ORDER)
____ SF115UNV – STUDENT ENROLLMENT FORM/CERTIFICATION RECORD

PRIVATE SECURITY ACADEMIC TRAINING CLOSING CHECKLIST

School Name _____

School Number _____ Dates _____

SF120UNV – ATTENDANCE ROSTER

____ ORIGINAL SUBMITTED
____ 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 SCHOOL COMMANDER & DATE (BOTTOM OF PAGE)
____ SCHOOL COMMANDER'S NAME TYPED (BOTTOM OF PAGE)

____ **SF121UNV – STUDENT SIGN-IN SHEET**

SF105UNV – REVISED TRAINING CALENDAR

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

SF155PS – STUDENT EVALUATION RECORD

____ ORIGINAL SUBMITTED
____ SCHOOL NAME & NUMBER RECORDED (TOP OF PAGE)
____ INDICATE AN "S" OR "U" FOR TECHNICAL SKILLS TOPICS
____ NOTEBOOK REVIEWED BY COMMANDER AND SCORED ("S" OR "U")
____ % OF OPOTC HOURS MISSED (MAX OF 10% OF OPOTC NON-MANDATORY HRS. ALLOWED)

____ **SF185UNV – NOTIFICATION OF CHANGES IN COURSE SCHEDULE**

____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER

SF122UNV – NOTIFICATION OF MAKE-UP HOURS

____ MAKE-UP ATTENDANCE ROSTER ATTACHED (SF120UNV)

SF175UNV – LETTER OF CERTIFICATION (CLOSING LETTER)

____ TYPED
____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER

SPO SHEETS REVIEWED

____ SF123PS – FIRST AID/CPR/AED PROFICIENCY TESTING RECORD
____ SF127PS – SUBJECT CONTROL TECHNIQUES PROFICIENCY TESTING RECORD
____ SF134PS – INCIDENT COMMAND SYSTEM (ICS) PROFICIENCY TESTING RECORD
____ SF136PS – NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

SPO SHEETS REVIEWED & SUBMITTED (IF FIREARMS TRAINING IS INCLUDED)

____ SF130PS – REVOLVER PROFICIENCY TESTING RECORD
____ SF135PS – SEMI-AUTO PISTOL PROFICIENCY TESTING RECORD PROFICIENCY TESTING RECORD
____ SF140PS – SHOTGUN PROFICIENCY TESTING RECORD
____ SF145PS – FIREARMS WRITTEN SPO TEST

EX705 – QUALIFICATION FORM

____ TYPED
____ VERIFY CURRICULUM CODE _____

EX710 – ACADEMY ROSTER

____ TYPED

FIELD AGENT _____ **DATE** _____