

School Commander Manual for Private Security Academic Training

Ohio Peace Officer Training Commission

Effective 07/01/2016



MIKE DEWINE
OHIO ATTORNEY GENERAL





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School Commander Manual for Private Security Academic Training Courses

OHIO PEACE OFFICER TRAINING COMMISSION



Effective 7/1/16

Dear Commander,

On behalf of the Ohio Peace Officer Training Commission, (OPOTC) I'm pleased to provide you with the Private Security Commander's manual. This manual is designed to assist you with conducting OPOTC approved Peace Officer Basic Training Programs. You can find the current version of the manual and basic training school forms at our website, www.OhioAttorneyGeneral.gov/OPOTA.

Revised lesson plans will be released twice a year for schools beginning on or after January 1st and July 1st. The current Private Security Training curriculum and lesson plans can be found on the Ohio Law Enforcement Gateway (OHLEG), which can be found at www.ohleg.org.

In order to provide you with up-to-date information, we are providing numerous resources on our website. We will also continue to send you e-mails about training opportunities and other pertinent information that may affect the status of your School Commander and Instructor certification. To that end, please ensure that we have your current contact information by filling out our online contact update form, located at www.OhioAttorneyGeneral.gov/OPOTAUpdate.

We welcome your comments on these efforts and thank you for your service.

Sincerely,

A handwritten signature in cursive script that reads "Mary E. Davis".

Mary E. Davis, Executive Director

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Certification Officer

Please contact your Certification Officer, for specific questions about the status of school openings and closings, commander and instructor qualifications and firearms requalification questions.

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Field Agents

Please contact the Field Agent for ongoing issues directly related to your particular school. You can use the regional map on the next page to determine the assigned Field Agent.

North Central Region (Navy blue on map)

Anne Laux (440) 840-9987
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Administrative Professionals

Please contact the Administrative Professionals about forms and certificates.

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Introduction

An Overview of the Academic Training Process

This manual is designed to assist School Commanders in conducting OPOTC approved Private Security Academic Training programs. The format is intended to be an easy-to-follow, step-by-step outline of the process broken down into nine sections:

Section One:	Application and Pre-Opening Organization
Section Two:	Opening Audit
Section Three:	Enrollment Packet
Section Four:	Training Requirements
Section Five:	On-going Procedures
Section Six:	Closing Audit
Section Seven:	State Certification Examination
Section Eight:	Post-Closing Procedures

Each section includes requirements, procedures, policies and explanations for proper completion and sequence of the required OPOTC forms for Private Security Academic Training. You may find all OPOTC Private Security Training Forms by visiting our website at www.OhioAttorneyGeneral.gov, and selecting Law Enforcement Training Forms.

School Commanders should immediately contact and consult with their respective Field Agent with questions. If the Field Agent is unavailable, please contact the assigned Certification Officer.

Academic Glossary of Terms

A number of terms and phrases are used throughout the discussion of OPOTC regulations and requirements pertaining to Private Security Training Programs. While not comprehensive, the following glossary will help familiarize School Commanders with this terminology.

- a. **Academy:** The institution approved by the Executive Director to conduct Private Security Academic Training (with Firearms, if applicable).
- b. **Application:** School Commanders intending to conduct an OPOTC Private Security Academic Training program must first apply for OPOTC approval.
- c. **Attendance:** The OPOTC Private Security Programs consist of a minimum number of hours of training. No student may miss any portion of a mandatory topic unless all missed time is made-up in compliance with OPOTC procedures. No student may miss more than ten (10) percent of the non-mandatory topic hours.
- d. **Audit – Academic:** Review of all records for a Private Security Academic Training Course which is conducted by Commission staff.

Opening Audit – Academic: A review of the Academic Training Course application and supporting documentation by the OPOTC Field Agent. The audit shall be conducted a minimum of twenty-one (21) days prior to the first day of class in which OPOTC topics will be taught. This requires the Commander to contact the Field Agent in advance of the twenty-one day requirement to allow sufficient time to schedule the audit.

Enrollment Audit – Academic: A review of the Student Enrollment information by the OPOTC Field Agent. This information must be completed and made available by the third day of class in which OPOTC topics are taught.

Final Audit – Academic: A review of all course records conducted by the Field Agent prior to the state certification examination.

- e. **BCI:** Bureau of Criminal Identification and Investigation.
- f. **Commander:** The individual appointed or employed by a training institution and certified by the Commission as chief administrator of a Private Security Training Program.
- g. **Commander Conference:** A meeting conducted by the Commission to fulfill one of the requirements for Commander certification renewal defined in OAC 109:2-3-04(F).
- h. **Commission:** The Ohio Peace Officer Training Commission.
- i. **Course:** The Private Security Academic, Firearms Basic or Requalification course conducted by a Commission certified Private Security Commander.
- j. **Credit:** Schools cancelled five business days prior to the first scheduled day of class, shall result in fees being credited to the academy account. Schools cancelled with less than five days prior to the first day of class will forfeit their application fee, unless the Executive Director determines that the cancellation is due to a weather emergency, an instructor illness, or other unforeseen event.

- a. **Use of Credit:** Commanders must notify the Certification Officer in writing (email is acceptable) that they choose to use a portion or all of their current credit on file with OPOTA to apply towards opening or closing fees.
- k. **Curriculum:** OPOTC official lesson plans containing Student Performance Objectives for all topics taught in a Private Security Academic Training Program. The curriculum is released January 1st and July 1st each year.
- l. **Curriculum Code:** Specific number assigned to each school identifying OPOTC official curriculum in effect at the time the school was conducted. The curriculum code is required for state certification examination purposes.
- m. **Examination – Academic:** The final written state certification examination conducted by the Testing Coordinator for the Academic Training Course in which a student must score 70% or more to receive certification.
- n. **Executive Director:** The Executive Director of the Ohio Peace Officer Training Commission.
- o. **Lesson Plan:** Instructional materials provided in outline form by OPOTC to School Commanders and Instructors, which contain the Student Performance Objectives.
- p. **NOV – Notice of Violation:** A letter sent to a Commander, instructor or both, by the Executive Director of the Commission which notifies the individual that he or she has violated a particular section of the Ohio Administrative Code and/or Commander’s Manual and the actions, if any, which must be taken to remedy the violation. Notice of Violations may be used as a basis for de-certification.
- q. **OAC:** Ohio Administrative Code.
- r. **On-site Inspection:** A review of the training facilities by the Field Agent during which the Commander must be present. The inspection is to be conducted on or before the opening audit.
- s. **OPOTC:** Ohio Peace Officer Training Commission.
- t. **ORC:** Ohio Revised Code.
- u. **PSC:** Private Security Commander for Academic and Firearms Schools.
- v. **PSF:** Private Security Commander for Firearms only.
- w. **Scannable:** All forms, packets, correspondence, and other documentation submitted to the OPOTC shall be scannable. A scannable document uses only blue or black ink for any signature or writing on the document, is a one-sided document, and has no staples, wrinkles, or folds. Sending in documents that are already pdf electronic documents is preferred when possible, except that documents that accompany payments to OPOTC must still be submitted as a hard-copy document.
- x. **School:** Training program(s) for private security officers as approved by the Executive Director of the OPOTC.
- y. **School Number:** Once OPOTC approval is granted for a class of students, a school number will be assigned that is unique to that individual class. For example, PSA10-025, which includes the

type of school (Private Security Academic Training), the school year (2010), and the number assigned to that particular class (the 25th Private Security Academic Training class of the year 2010).

- z. Signature.** Original signatures are required for all forms. The Commander may submit a training form that includes a signature via fax or as an email attachment, provided the Commander maintains the original document with the original signature for three years or for the time period required by the academy's retention schedule, whichever is longest.
- aa. Skills Topics:** Topics of the Academic Training Course which must be successfully completed and passed by each student: Firearms, if applicable (adults only), Subject Control Techniques, First Aid/CPR/AED, Incident Command System, and National Incident Management System.
- bb. SPO:** Student Performance Objectives are concepts or particular items within the curriculum upon which the state certification examination is based, as well as the written or firearms proficiency tests for basic or requalification courses.

Section I – Academic Program Application & Pre-Opening Organization

This section explains the requirements for commanders, instructors, and training facilities.

1.1 School Commanders

1.1.1 A person interested in becoming a School Commander for any OPOTC approved training must submit an application to the OPOTC for approval. The School Commander's application must be approved by the OPOTC before any other action can be taken.

1.1.2 A person applying to become a School Commander must be associated with an existing or proposed school.

1.1.3 The minimum qualifications for a Private Security Academic Commander are:

- a. High school graduate or possession of a General Education Development (GED) certification; and
- b. Three years full time experience in the private security field, a security-related field or the equivalent, as determined by the Executive Director. Law enforcement experience does not automatically qualify as security-related experience. The determination of applicability will be based upon the functions performed as a law enforcement officer; and
- c. Two years full-time experience in a management-level position or completion of ninety quarter hours or sixty semester hours at an accredited college or university; and
- d. Three professional references from individuals currently employed in the security or a security-related field in a management-level position, who have known the individual for at least three years; and
- e. No conviction for a felony or crime of moral turpitude including but not limited to theft, fraud, falsification, drug or sex offenses within twenty years of the date of application for certification. Evidence of a current criminal records check through BCI&I must be submitted with the application.

OAC 109:2-3-04(5).

1.1.4 Joint vocational school private security commanders may be exempted from requirements of paragraph (1.1.3 B) as listed above.

1.1.5 Once the application is approved by the Executive Director, a School Commander orientation will be conducted by Commission staff prior to a Commander certificate being issued. A site inspection must be conducted if one has not been conducted within the last three years.

1.1.6 The Commander's application must be approved before a course can be conducted. OAC 109:2-3-06(B).

1.1.7 If the Commander of record for any Private Security Academic Training Course will be absent for an extended period of time (i.e., vacation, illness, extended leave of absence), during the school, a Commission certified Private Security Academic Training Commander must be

designated, in writing, by the current Commander or designee and such notice must be submitted to the Field Agent prior to the occurrence.

- 1.1.8** Only Commission certified Commanders may conduct the Private Security Academic Training Course. The Commander of record for a specific school may not allow any person not approved by the Commission to function as the Commander. If this occurs, the Commander will be in violation of Commission policy and subject to de-certification. The course approval may also be revoked.
- 1.1.9** A Commander may not participate as a student in any portion of a private security program when serving as the Commander of record.
- 1.1.10** If a School Commander intends to conduct two different schools during the same timeframe (e.g., day school in one location and night school in a different location), he must obtain written approval from the Executive Director prior to conducting the schools.
- 1.1.11** If at any time the Commander learns of criminal charges, disciplinary actions, or official complaints regarding any instructor or commander, whether made in reference to their position as an instructor or commander or otherwise, the Commander must inform the Field Agent.

1.2 Teaching Facilities

- 1.2.1** Certain facilities and equipment are required to be available to conduct a course. OAC 109:2-3-03(A) establishes guidance on proper facilities and their composition. Classroom occupancy must be of a level that does not hinder the training or safety of the students.
 - a. Each facility shall have available the following:
 - 1. A classroom with adequate heating, lighting and ventilation, that is relatively free from external distractions;
 - 2. A chalkboard or other marking board with chalk or equivalent;
 - 3. Tables and chairs or seats with arms for writing for each student;
 - 4. Audio-visual equipment, including but not limited to overhead projector and videocassette player or other comparable viewing apparatus;
 - 5. A lectern, stand or table for the instructor's use;
 - 6. A gymnasium or large indoor area for teaching Subject Control Techniques, First Aid/CPR/AED, and other physical skills topics, supplied with appropriate safety and training equipment;
 - 7. Access to a Commission-approved firearms range, if applicable;
 - 8. Restrooms that will accommodate all students; and
 - 9. Any other equipment or facilities as required by the Executive Director.
 - b. Firearms Basic or requalification certification courses will not require audio-visual equipment or a gymnasium or other large indoor area.
 - c. The Executive Director may deny a request for approval of a training facility for failure to meet minimum requirements as set forth in this chapter.
 - d. The Executive Director may revoke the approval of a training facility for failure to maintain minimum requirements as set forth in this chapter.

- e. Should the executive director deny or revoke, approval of a training facility, the affected party may request an administrative hearing before the Commission.

OAC 109:2-3-03.

- 1.2.2** Notwithstanding the provisions of ORC 1533.83(B), all firearms ranges used for OPOTC schools, including those owned or operated by a municipal corporation, county, township police district, or joint police district, must meet the substantive requirements for shooting ranges set forth in OAC 1501:31-29-03.

All ranges used for OPOTC purposes must have a working AED (Automated External Defibrillator) and a trauma kit including bandages, CPR mask, emergency tourniquets, quick clot, and other material suitable to provide emergency treatment for gunshot wounds, on site.

NOTE: During the practical exercise, only students enrolled in the training may share the range, regardless of the number of empty stalls between them.

- 1.2.3** On-Site inspection by the Field Agent.

- a. An inspection must be conducted and the facilities must be approved on or before the opening audit. Generally the Commander must be present during all aspects of the inspection. The Field Agent will inspect and approve all facilities for that school once every three years.
- b. Additional site inspections may be conducted by the Commission staff:
 - 1. When a new Field Agent is assigned (on other than a temporary basis);
 - 2. When a new Commander is assigned;
 - 3. When a previously inspected training site is changed;
 - 4. At the discretion of the Field Agent.
- c. A site inspection of all training sites may be conducted at any time by Commission staff.
- d. If the facility is not approved, the school application will be denied.

1.3 Instructors

- 1.3.1** Only Commission certified instructors may teach OPOTC topics during OPOTC approved training programs. The School Commander is responsible for ensuring that each instructor is properly certified.

First Aid/CPR/AED Instructor(s) are required to have their current Instructor Card from the American Red Cross, American Heart Association, or the American Safety and Health Institute on file with the Commander and available upon request by OPOTC Staff.

- 1.3.2** Prior to the opening audit, the Commander must communicate with each instructor scheduled, to verify their availability for the scheduled topics, dates, and times.
- 1.3.3** No person convicted of a felony or crime of moral turpitude including but not limited to theft,

fraud, falsification, drug or sex offenses within twenty years of the date of application for certification may become an instructor. Evidence of a recent criminal record check through BCI&I must be submitted with the Instructor application.

- 1.3.4** An instructor may not be a student in any portion of a private security program for which the student is an instructor of record.

Unit Instructors

- 1.3.5** To become an OPOTC-certified unit instructor in the Private Security Academic Training Program, a person must apply to the Commission for certification. Instructor applications must be signed by an OPOTC-certified Private Security School Commander.

- 1.3.6** The minimum qualifications for a unit instructor in a Private Security Academic Training Program are:

- a. High school graduate or possession of a General Education Development (GED) certificate; and
- b. Five years full time experience in private security or related field; and
- c. Completion of an approved forty-hour instructional skills course and 14 hour update, or eighty-hour instructional skills course taken as of July 1, 2009, or equivalent;
- d. Completion of an OPOTC approved instructor level training program approved by the executive director which will allow a person to learn specific knowledge and skills in a unit for which certification is requested.
- e. Firearms Only - Documentation of three years full time experience as an armed security officer with the weapon for which certification is sought;
- f. Copy of a current criminal history report conducted by BCI&I and attached to the application;
- g. Recommendation of currently approved OPOTC Private Security Commander.

OAC 109:2-3-05 (B).

Topic Instructors

- 1.3.7** Topic instructors in Private Security Academic Training Programs will be certified to teach topics within a unit or units not to exceed five topics. Topic instructor applicants will not be considered for firearms and subject control techniques units per OAC 109:2-3-05 (C), as they are required to be unit instructors.

- 1.3.8** To become an OPOTC-certified Private Security Academic topic instructor, a person must apply to the OPOTC for certification. Instructor applications must be signed by an OPOTC-certified Private Security School Commander.

1.3.9 Effective July 1, 2011, a new or special topic instructor who has allowed their certification to lapse is required to either: (1) successfully complete an OPOTA approved 80 hour Instructional Skills course; or (2) have a Bachelor's degree in Education. Exceptions include licensed attorneys in the State of Ohio, duly qualified First Aid/CPR/AED instructors and duly qualified Homeland Security Instructors.

1.3.10 The minimum qualifications for a topic instructor in Private Security Training Academic programs are:

- a. High school graduate or possession of a General Education Development (GED) certificate;
- b. Persons licensed, degreed, or professionally certified in a particular discipline such as medical doctors, attorneys, nurses, counselors, protection professionals, and teachers of specialized subjects related to the private training course may qualify. Persons licensed, degreed or certified may be eligible to teach up to five topics within their area of expertise.
- c. Persons recognized for their professional competency in the security, health, fire safety or other related areas must have a minimum of two years' experience in the subject area to be taught.
- d. Recommendation and signature of a current Private Security Commander in good standing.

OAC 109:2-3-05(C).

1.3.11 An instructor's OPOTC certification must be current and shall not expire prior to the date on which the instructor is scheduled to teach. Instructors who teach a topic that requires a non-OPOTC certification, such as First Aid/CPR/AED, must also be currently certified as an instructor through the credentialing organization and shall not expire prior to the date on which the instructor is scheduled to teach during a school. Instructors may only teach topics and/or units for which they have been certified. If any OPOTC topics or units are taught by an expired or non-certified instructor, the class may not be allowed to take the state certification exam, until these discrepancies have been corrected.

1.3.12 Private Security Academic Training Courses must be taught with a minimum of six Commission approved instructors. Certain topics or units require a minimum instructor-to-student ratio.

1.3.13 Instructors' certification numbers and topics must be verified by the Commander for each topic the instructor is scheduled to teach.

NOTE: New or renewal applicants or instructors for a topic that requires certification by a non-OPOTC organization, such as First Aid/CPR/AED, must provide the Commander and OPOTC with a current instructor card. Attorneys must provide a copy of their current attorney registration card.

1.3.14 The School Commander is responsible for ensuring that instructors use the most current version of lesson plans. The School Commander must provide instructors with copies of the OPOTC suggested lesson plans or review the instructor's proposed lesson plans to ensure that the instructor covers the OPOTC Student Performance Objectives (SPOs), which form the basis for the state certification examination and approval for being certified in the academic

course. New lesson plans are released twice a year for schools beginning on or after January 1st and July 1st.

- 1.3.15** School Commanders must maintain a copy of the current OPOTC instructor certificate for each instructor who teaches at their academy. In addition, for each OPOTC instructor approved for a topic that requires certification for a non-OPOTC organization, such as, First Aid/CPR/AED, School Commanders must maintain a copy of the current instructor certification from the credentialing organization, and consult with the instructors to verify that their accrediting agency has not required any updates. If any updates have been required, the Commander will inform the Field Agent, will present documentation that these updates have occurred, and will add that documentation to the certificate file. This file will serve as a guide for School Commanders during schedule preparation and for substitution purposes. The file must be available for inspection at any time upon request by OPOTC staff.
- 1.3.16** All SPOs must be taught by a Commission certified instructor. If a guest instructor (non-Commission certified instructor) is utilized, a Commission certified instructor must be present in the classroom at all times.

1.4 Students

The School Commander must inform every perspective student of the following:

- 1.4.1** All inquiries from a student shall be directed to the Commander. If the Commander cannot resolve the matter, the Commander will contact Commission staff.
- 1.4.2** Prospective students subject to a state or federal weapons disability, or who are unsure if they are subject to such a disability, may **not participate** in any portion of the optional firearms training, or any classroom training that involves the handling of a firearm, unless and until relieved of the disability and unless and until the OPOTC Executive Director notifies both the student and the School Commander that the potential weapons disability issue has been favorably resolved. (See ORC 2923.13, Appendix A, and USC Title 18 USC 921). This matter shall be strictly interpreted, and, as a violation could lead to criminal or civil liability for the prospective student, the instructor, and/or the commander, such a violation shall be considered a serious commander certification violation.
- 1.4.3** Pursuant to ORC 2923.21, no person under the age of eighteen may participate in any portion of the firearms training.

Section 2 – Academic Program Opening Audit

The School Commander must schedule the opening audit with the Field Agent a minimum of twenty-one days prior to the proposed school. In order to allow sufficient time to schedule the audit, the Commander shall contact the Field Agent well in advance of the twenty-one day minimum requirement. Once the audit is complete, the Commander shall submit the opening paperwork and the appropriate fee to the Certification Officer. When fees are submitted, the Commander should include the school number and/or the proposed date of the school on the check or on an accompanying document. If fees are being submitted for more than one school, the Commander shall issue separate checks for separate schools.

Violations of this time frame could result in denial of the application and fees held on account. If the appropriate fee or purchase order has not been submitted (Appendix B); or if any portion of the application is incomplete or incorrect, the school will not be opened until everything has been received and/or corrected.

Submission of the Application

At the opening audit, the School Commander will provide the Field Agent with all of the required paperwork. During the opening audit, the Field Agent will review these forms to ensure compliance with OPOTC requirements.

2.1 School Application (Form SF100unv)

2.1.1 This form must be computer generated or typewritten, scannable, and completed in its entirety. Incomplete applications will be returned to the Commander. Each application must contain the following information:

- a. Type of School, circle weapon type(s), if applicable;
- b. Number of firing points on firearms range (if applicable);
- c. Field Agent Assigned;
- d. School Name;
- e. County name in which the course or school is located;
- f. Commander's name and commander number;
- g. Specify the proposed dates of course; total hours, and number of students;
- h. Days of week and hours each day that classes are to be held;
- i. Total number of non-mandatory hours;
- j. Application fee (See Appendix B). To cancel a course you must do so in writing by fax, email, or mail addressed to the Field Agent and the Certification Officer. Schools cancelled five business days prior to the first scheduled day of class, shall result in fees being credited to the academy account. Schools cancelled with less than five days prior to the first day of class

will forfeit their application fee, unless the Executive Director determines that the cancellation is due to a weather emergency, an instructor illness, or other unforeseen event.

- k. Facility address, the site where the course will be conducted;
- l. Range address, the site where the firearms training (if applicable) will be conducted;
- m. Mailing address where all correspondence (i.e., certificates, notices, opening and closing letters, etc.) is to be sent;
- n. List telephone numbers:
 - 1. Commander (daytime telephone);
 - 2. Facility telephone number;
 - 3. Fax number;
 - 4. Commander cell phone;
 - 5. Email address.
- o. A minimum of six (6) Commission certified instructors must be scheduled and instruct for an academic academy.
- p. List only instructors who are scheduled to teach Commission topics.
- q. List each instructor alphabetically by last name, first, and middle initial.
- r. Check the appropriate column(s) for each instructor who is scheduled to teach in a skills topic. Instructor-to-student ratios must be in compliance with Commission requirements.
- s. List Commission instructor certification numbers for each instructor.
- t. List Commission expiration date for each instructor located on the instructor's certificate.
 - a. For each instructor scheduled to teach a topic that requires certification from a non-OPOTC organization, such as First Aid/CPR/AED, School Commanders must submit current instructor certification from the credentialing organization with the school application and verification that they have taken any updates that their specific credentialing agency may require.

2.1.2 Commander signs the application on the second page.

2.2 Course Calendar (Form SF105unv) Must be typed

2.2.1 The School Commander must complete the School Calendar using the SF105unv form. The calendar shall contain the topic headings as they appear on the Private Security Academic Training Curriculum. Only OPOTC topics are to be listed on the calendar.

The Commander must show the Field Agent copies of current instructor certification from the

credentialing organization as to any instructor on the calendar, for any topic that requires certification from a non-OPOTC organization, such as First Aid/CPR/AED. Submit copies of the current instructor certification with the Opening Audit.

2.2.2 The training blocks on the school calendar must include:

- a. Date of instruction;
- b. Day(s) of instruction (e.g., M, T, or W);
- c. Number of hours of instruction;
- d. Time (e.g., 6:00 PM to 10:00 PM or 1900 to 2200);
- e. OPOTC topic number (e.g., Topic 6-2);
- f. OPOTC topic title (e.g., Occupational Safety);
- g. For skills areas, indicate if training is to be held in classroom, firearms range, or gym;
- h. The instructor's last name, first name, middle initial and OPOTC instructor certificate number (e.g., Smith, Mark E. PST 29999);

2.2.3 If mandatory topic hours are expanded, all hours are mandatory (e.g., if Cultural Sensitivity is taught for ten hours instead of four hours, all ten hours are mandatory.) If non-mandatory hours are added all of these hours will be factored in to the ten percent (10%) non-attendance limit.

2.2.4 Training that is scheduled for more than five hours per training day must have at least a 30-minute break period. This break period must be evident on the school calendar, and be scheduled approximately in the middle of the training day. If training exceeds ten hours in a given day, an additional 30-minute break must be scheduled.

2.2.5 Classes from separate academies may not be joined together for the same training session. For example, if a school has both a day program and a concurrent night program, they may not be joined together to share the same classroom and set of instructors. Should a day class and a night class have training at the same facility at the same time (e.g., on a Saturday), they must be scheduled to be in separate classrooms with their own instructor(s).

Note: A student subject to state or federal weapons disability who participates in firearms training may be in violation of state and federal law, punishable as a felony offense. A school Commander who allows a student with a weapons disability to participate in firearms training also may be criminally liable.

2.2.6 Unit 9, Firearms training, if scheduled, shall specify the classroom portion and range portion separately.

2.3 Skill Topic Ratios

The Commission requires the following instructor-to-student ratios during the practical portions of these topics:

- a. Unit 7, Subject Control Techniques: One Commission certified Subject Control Technique instructor for every 10 students.
- b. Unit 7, First Aid/CPR/AED instructor-to-student ratio and resuscitating mannequin-to-student ration shall be as required or suggested by the American Red Cross, American Heart Association, or American Safety & Health Institute. If the ratio for that certifying agency

depends on variables, the class must meet the strictest ratio and the Commander must plan for enough instructors to meet that ratio, unless the Commander provides written documentation from the certifying agency of the more flexible ratio, and documents how the class fits that more flexible ratio. For AHA, the ratio shall be 1 instructor for 6 students. If the instructor is experienced, the ratio shall be 1 instructor for 9 students.

- c. Instructors for First Aid/CPR/AED must provide the Commander with a copy of their current instructor card from the American Red Cross, American Heart Association, or the American Safety and Health Institute. The commander must show a copy of the card(s) to the Field Agent during the opening audit.

Note: The School Commander must provide students with their certification from the, American Heart Association, American Red Cross, or the American Safety and Health Institute for students who successfully passed the SPO for this unit.

- d. Unit 9, Firearms: One Commission certified Firearms Instructor for every five (5) students at the firing line. A certified Firearms Instructor must be present for all other students not on the firing line. An in-service firearms requalification instructor shall be considered a “Firearms Instructor” only for the purpose of these ratios, but cannot be the lead instructor. No more than two students per firing point may be present at the range during the practical firing portion of the training.

For example, a ten-point range may only have 20 students, (i.e., two relays of ten students each). A class with 40 students would be split into two squads of 20 students, with each 20 student squad receiving a total of 20 hours of training. The instructor-student ratio does not apply to classroom training.

- e. Unit 10 Homeland Security, 10-2 ICS: Commission certified Incident Command System Instructor(s), ratios not required.
- f. Unit 10 Homeland Security 10-3 NIMS: Commission certified National Incident Management System Instructor(s), ratios not required.

NOTE: During the practical exercise, ONLY students enrolled in the firearms training may share the range, regardless of the number of empty stalls between them.

2.4 Review By Certification Officer

2.4.1 After the Field Agent meets with the School Commander and approves the appropriate documents, the documents will be forwarded to the OPOTC Certification Officer, who will also review the application. If approved, the Certification Officer will issue a distinctive school number to the training academy, and will send an opening letter to the School Commander. The opening letter will indicate that the training academy has been approved and may proceed according to the school calendar.

2.4.2 The opening letter will also include the school’s curriculum code, which will correspond with the appropriate version of the state certification examination. No academy may begin classes unless and until an OPOTC school number has been issued. The OPOTC will not recognize any

training class, or portion thereof, conducted prior to the issuance of the opening letter and school number.

- 2.4.3** If a School Commander does not receive written approval at least five (5) days prior to the first scheduled day of training, the School Commander should contact the assigned Certification Officer to inquire as to the status of the application.
- 2.4.4** If the start date for the school changes for any reason, the assigned school number shall immediately become void and the School Commander must re-apply for a new school number at least 21 days prior to the new start date.
- 2.4.5** If the application is denied, the School Commander will be notified in writing of the denial and the reasons for it, along with suggested corrective measures to remedy the problem. No application will be approved unless and until any problems have been corrected to the satisfaction of the OPOTC Executive Director.

Section 3 – Academic Program Enrollment Packet

The third phase of the training academy process consists of the Enrollment Packet.

3.1 Forms (type or print legibly in ink the required information.)

No later than the third day of OPOTC topics, the School Commander shall have prepared the enrollment forms.

3.1.1 Student Enrollment List (SF110unv) Must be typed

The School Commander must complete the scannable form by typing the required information and must include:

School name;
School number;
Proposed dates of the school;
List of students in alphabetical order, by last name, first, and middle initial;
SSN (Social Security Number);
DOB (Date of Birth);
School Commander's signature and date.

Student Paperwork – Organize Student Paperwork as a scannable collated packet for each student in the following order: SF115unv, SF101unv, and if Firearms is applicable the SF145ps, and Firearms Proficiency Testing records. Staple each student packet together. Submit the packets in alphabetical order as reflected on the Student Enrollment List.

3.1.2 Student Enrollment Form/Certification Record (SF115unv)

The student must complete the following:

Name – last name, first name, middle initial;
Social Security number;
Home address;
Date of birth;
Place of birth;
Home telephone number;
Sex;
E-mail;
Driver's license number, including issuing state and date of expiration, including mm/dd/yy;
Race;
Highest level of education completed;

The Commander must complete the following:

Student's status (academic, if applicable firearms and weapon);
Signature of School Commander;

Effective 7/1/16

School name;
School number;
Date;
Do not write in box marked "OPOTC USE ONLY".

3.1.3 OPOTC Statement of Understanding (SF101unv--required for Firearms only)

The student must complete the form by typing or printing the following required information, legibly, in ink:

Student name - last, first, middle initial;
Social security number;
Date of birth;
School name;
School number;
Students must truthfully answer each of the questions;

Prospective students subject to a state or federal weapons disability may **not participate** in any portion of the firearms training, or any classroom training that involves the handling of a firearm, unless and until relieved of the disability.

A "yes" answer to any of questions 1 through 18 on the OPOTC Statement of Understanding, SF101unv, **will prohibit a student from participating** in any portion of firearms training or any classroom training that involves the handling of a firearm unless and until the OPOTC Executive Director notifies both the student and the School Commander that the potential weapons disability issue has been favorably resolved.

This matter shall be strictly interpreted, and, as a violation of Paragraph 1.4.4 could lead to criminal or civil liability for the prospective student, the instructor, and/or the commander, such a violation shall be considered a serious commander certification violation.

Student's signature;

Acknowledgement by a Notary Public;

The School Commander shall review the form with each student and explain that the student may be subject to criminal charges if the student provides false information.

3.1.4 Federal Educational Rights and Privacy Act (FERPA) Consent to Release Student Information, Form SF104unv

Students who are enrolled in a college or university academy must complete this form by typing or by printing legibly in black or blue ink.

Section 4 – Academic Program Training Requirements

The Field Agent will arrange a time with the School Commander to speak to the students and explain the OPOTC requirements necessary for eligibility to take the state certification examination. The School Commander is responsible for explaining any local school policies or requirements.

4.1 Eligibility for the State Certification Examination

Eligibility to take the state certification examination is based upon the student's attendance, successful completion of skills areas, and satisfactory evaluation of the notebook.

4.1.1 Attendance

a. A student who misses any portion of a mandatory topic is **NOT eligible** to take the state certification examination unless all missed time is made-up in compliance with OPOTC procedures. (See Section 5 regarding student makeup requirements.)

b. A student who misses more than ten percent (10%) of training hours in non-mandatory topics is **NOT eligible** to take the state certification examination.

4.1.2 Skills Areas

No student will be permitted to take the state certification examination unless and until they successfully complete the skills assessments in the following units:

- a. Unit 7, Subject Control Techniques;
- b. Unit 8, First Aid/CPR/AED;
- c. Unit 9, Firearms; if applicable;
- d. Unit 10, 10-2 Incident Command System;
- e. Unit 10, 10-3 National Incident Management System;

4.1.3 Student Notebooks

All students will keep a notebook, which shall be submitted to the School Commander for inspection. No student shall be permitted to take the state certification examination unless they have received a satisfactory evaluation of their notebook. Student notebooks shall be available for review by OPOTC staff upon request. The School Commander shall evaluate student notebooks in the following areas.

- a. Sufficiency of course content;
- b. Organization;
- c. Appropriateness of the material;
- d. Regularity of entries;
- e. Neatness;

OAC 109:2-3-08

4.2 Skills

4.2.1 Unit 7, Subject Control Techniques

The skills assessment for Subject Control Techniques consists of five (5) SPOs which are recorded by the instructor. SPOs may be tested individually, or combined so that the student performs one SPO after the other as part of a comprehensive test. SPOs shall be recorded on the SF127ps, for Subject Control Proficiency Testing Record.

4.2.2 Unit 8, First Aid/CPR/AED

The skills assessment for First Aid/CPR/AED shall be as required for suggested by the American Red Cross or the American Heart Association or the American Safety and Health Institute as the certifying organization. SPOs shall be recorded on the SF123ps, First Aid/CPR/AED Proficiency Testing Record.

4.2.3 Unit 9, Firearms, if applicable

a. The skills assessment for the firearms unit consists of a number of SPOs that each student shall successfully achieve to be eligible to receive an OPOTA certificate. The 20 hours of firearms training shall include classroom and live-fire training exercises on the range.

The student must correctly complete each SPO on the written test (SF145ps).

The student must complete and meet the minimum requirements for each SPO listed on the Private Security Proficiency Testing Record(s) SF130ps—Revolver, SF135ps—Semi-Automatic Pistol, SF140ps—Shotgun, to receive a certificate of completion.

Each student is afforded two attempts to complete each SPO. Students who are unsuccessful in answering correctly or attaining the minimum level of proficiency within the allotted two attempts must repeat the entire basic course to be certified in firearms.

b. The SF145ps--Firearms Written Student Performance Objectives Test must be completed in the student's own handwriting and all sections of the questions must be answered correctly. To pass the Test, one must successfully answer each and every question on the test. Students who fail the first attempt are given a second and final attempt. At this second and final attempt, to pass the Test, the students must retake the test as a whole and successfully answer each and every question on the test. If a student fails both attempts, he must retake the entire firearms course and successfully complete all requirements to receive a certificate of completion. The School Commander shall sign the Written Test and will submit all attempts of the written test with the closing audit. Both the Commander and the Instructor(s) will sign each SPO score sheet for the Firearms Proficiency Testing Records. Original signatures are required; no stamped signatures will be accepted. OAC 109:2-3-10.

c. OAC 109:2-3-10(A) states in part: "persons holding positions listed in section 109.78 of the Revised Code in which such persons go armed while on duty shall successfully complete a basic firearms training course which includes a minimum of twenty hours of training in each handgun used. . . ." For the purpose of that section "each handgun" shall mean either revolver or semi-automatic, and the twenty hours of training will be in either revolver training or semi-automatic training, depending on which firearm the student will be using while on duty.

4.2.4 Unit 10, Homeland Security

10-2 Incident Command System. The skills assessment for Incident Command System is based on the test as provided by the nationally recognized FEMA organization. SPOs shall be recorded on the SF134ps, Incident Command System Proficiency Testing Record.

10-3 National Incident Management System. The skills assessment for the National Incident Management System is based on the test as provided by the nationally recognized FEMA organization. SPOs shall be recorded on the SF136ps, National Incident Management System Proficiency Testing Record.

4.3 State Certification Examination

4.3.1 The Commission will prepare, conduct and score a final examination for each person successfully completing the private security academic training course.

Each student recommended for certification must pass the state certification examination with a minimum score to be determined by the Commission (presently 70%).

The state certification test is to be taken based upon the knowledge that the student has personally gained. It is not open-book, open-notes, open-blackboard, open laptop, open-notebook, etc. Special skills training is tested through practical demonstrations and by Commission approved nationally recognized programs, and will not be covered on the state certification examination. These areas are First Aid/CPR/AED, Firearms, Subject Control Techniques, Incident Command System, and National Incident Management System.

4.3.2 Any student who has been evaluated as unsatisfactory in any of the skills areas is ineligible to take the state certification examination.

4.3.3 The results of the examination shall be made known to the Commander within five business days of the date administered. A student failing to achieve the designated minimum score shall be given one retest. A student failing to achieve the designated minimum score shall be given one retest as scheduled by the Testing Coordinator. Students who fail the retest shall not be permitted to take the state certification examination again unless they successfully complete another private security academic training course.

Section 5 – Academic Program

Ongoing Procedures

5.1 Notification of Changes to School Calendar (SF185unv)

5.1.1 The School Commander shall notify the Field Agent at least 24 hours in advance of any of the following changes to the school calendar:

- a. Dates;
- b. Topics;
- c. Locations (include facilities, room numbers, and range if applicable);
- d. Times;
- e. Cancellations;
- f. Instructor(s);
- g. The School Commander must revise the school calendar as these changes occur.

5.1.2 Use the Notification of Change SF185unv to document all changes. Submit the SF185unv to the Field Agent containing the following information:

- a. School name and number;
- b. “A” (add), “D” (delete), or “C” (change) in Instructor Change column (if applicable); “A” adding an instructor who must be certified by a non-OPOTC organization, such as First Aid/CPR/AED, will require submission of their current certificate from their credentialing organization. Attach to the SF185unv form.
- c. Original date;
- d. Proposed date;
- e. Location of the class;
- f. Proposed times of reschedule;
- g. Correct OPOTC topic number and title;
- h. Instructor’s last name, first, and middle initial, OPOTC certificate number and expiration date;
- i. The reason the change is needed;
- j. Date the School Commander notified the Field Agent of the proposed change;
- k. School Commander’s signature. Original or electronic signatures are acceptable.

5.1.3 In instances of an instructor addition or substitution (change), the School Commander shall submit copies of applicable OPOTC certifications attached to SF185 to the Field Agent. In instances of an instructor addition or substitution (change) any topic that requires certification from a non-OPOTC organization, such as First Aid/CPR/AED, the School Commander shall submit copies of the applicable certifying document from the credentialing organization; documentation of any updates that the credentialing organization may require, and the OPOTC instructor certificate and shall attach these documents to the SF185 to the Field Agent.

5.1.4 For same day changes the School Commander shall contact the Field Agent by telephone or voice message indicating that a change in the school calendar must occur that day, and stating the reason for the change. The School Commander will then prepare and send the SF185unv form.

5.1.5 Make-ups must be completed with 14 days of the date that the student who missed the

hours returns to class, unless excused by way of a medical or military extension.

5.1.6 The SF185unv is a continuing form. When changes occur, the School Commander will follow the same process and complete the next line on the form.

5.1.7 The School Commander shall submit the SF185unv at the closing audit. In case of an instructor addition or substitution (change) for any topic that requires certification from a non-OPOTC organization, such as First Aid/CPR/AED, the School Commander shall submit copies of the applicable certifying document from the credentialing organization; documentation of any updates that the credentialing organization may require, and the OPOTC instructor certificate and shall attach these documents to the SF185 to the Field Agent.

5.2 Monitor classes

5.2.1 The School Commander shall be available to answer student questions and provide guidance when appropriate.

5.2.2 The School Commander and Instructors are responsible for maintaining discipline during all training activities.

5.2.3 The School Commander and Instructors shall ensure that required instructor-to-student ratios are met during skills area training, if applicable. Classroom portions of skill area topics do not require instructor-to-student ratios.

5.2.4 The School Commander and Instructors shall ensure that the correct versions of OPOTC lesson plans are being utilized in class.

5.2.5 The School Commander and Instructors shall give due regard to safety considerations during all training activities (e.g., dangerous weather conditions).

5.3 Sign-in Sheets (SF121unv)

5.3.1 The School Commander shall maintain an accurate SF121unv Sign-in Sheet for each day Commission topics are scheduled and make them available for inspection by Commission staff.

5.3.2 The SF121unv shall be scannable and contain the following information:

- a. School name and number, including prefix (PSA11-000);
- b. Date of class;
- c. All topic titles, numbers, and hours of each topic as scheduled;
- d. Total number of hours of the training day (OPOTC topics only);
- e. Typewritten in alphabetical order, student by last name, first, and middle initial;
- f. Signature of each student next to their name;
- g. Exact time each student arrives at class for the day (e.g., 7:52 a.m. or 0752);
- h. Exact time each student leaves class for a 30-minute break or for an extended amount of time (e.g., court appearances, illness, etc.);
- i. Exact time each student re-enters class after a 30-minute break or other extended absences;

- j. Exact time each student leaves class at the end of the training day;
- k. Signature and certificate number of each instructor teaching topics and each safety officer (SOs required for firearms classes only) listed on the sign-in sheet by alphabetic designator;
- l. Indicate instructor by circling letter in the boxes next to the topic and title;
- m. Use additional pages of the sign-in form if more space is required for multiple sign-in and sign-out times;
- n. Hours “present” or “absent” for each student.

5.3.3 All scheduled instructors shall sign the sign-in sheets at the conclusion of each class.

5.3.4 The School Commander shall verify each sign-in sheet’s accuracy, and sign and maintain them.

5.4 Attendance Roster (SF120unv)

5.4.1 The School Commander shall maintain the SF120unv on a weekly basis and keep track of the number of hours and topics that each student must make-up.

5.4.2 The SF120unv shall be scannable and contain the following information:

- a. School name and number;
- b. School dates;
- c. Students names – last, first, middle initial listed in alphabetical order;
- d. Dates of classes shall be listed on the top line of the form;
- e. List the number of hours in attendance for each student on each day;
- f. Topic numbers shall be listed on the last line of the form. If multiple pages are required due to the number of students, list topic numbers for all topics on all pages;
- g. School Commander’s signature and date;
- h. Typed name of School Commander.

5.5 Notification of Make-up Hours (SF122unv)

5.5.1 Whenever it becomes necessary for a student to make-up training that they have missed, the School Commander shall notify the Field Agent at least 24 hours in advance of the make-up session. This notification will be made by using form SF122unv. This form must contain:

- a. School name;
- b. School number;
- c. Student’s name (last name, first name, middle initial);
- d. Date original class missed;
- e. Proposed date of make-up class;
- f. Number of hours to be made up;
- g. Time of make-up session;
- h. OPOTC topic number and title;
- i. Instructor name and certificate number. In instances of an instructor change, submit copies of applicable OPOTC instructor’s certificate. In instances of an instructor change for any topic that requires certification by a non-OPOTC organization, such as First Aid/CPR/AED, submit copies of the OPOTC instructor’s certificate and applicable certifying document from the credentialing organization, together with documentation of the completion of any updates that

the credentialing organization may require.

- j. Location of make-up session;
- k. Date Field Agent was notified;
- l. Commander's initials on the form once make-up has been completed;
- m. School Commander's name typed;
- n. School Commander's signature. Either original or electronic signatures are acceptable.

5.5.2 The SF122unv is a continuing form. When the next student requires make-up hours, the School Commander will follow the same process and complete the next line on the form.

5.5.3 School Commanders shall maintain the SF122unv and present it to the Field Agent at the closing audit, along with a separate form SF120unv, Student Attendance Roster for students who are required to make-up hours. A separate SF121unv Sign-in Sheet shall be used for each make-up session. Make-up hours shall not be included on the master SF121unv Sign-in Sheet.

5.5.4 If a student arrives late to class and is 15 minutes or less late, the instructor has the discretion 1) to count the absence as one-half (1/2) hour, or 2) to make up the time and missed material at the end of the class day with that original instructor. The make-ups cannot be done on class breaks.

If the instructor opts to make the time and missed material at the end of the class day, the make-up must be noted at the bottom of the Student Sign-In Sheet, SF121unv, and signed by the instructor. No entry is required on the Notification of Make-up Hours, SF122unv. For example, if the class time is from 1800-2200 hours and a student arrives late and signs in at 1812 hours, at the instructor's discretion, the student may stay over with that instructor and sign out 12 minutes after class dismissal.

5.5.5 If the student is more than 15 minutes late, then the time must be made up in a minimum of one-half hour increments at a later time by the original instructor. It can also be made up by another instructor, provided that first the Commander must contact OPOTC staff and receive confirmation that the other instructor is OPOTC-certified in that topic. Any make up, whether by the original instructor or another certified instructor, must be documented on the Notification of Make-up, SF122unv and accompanying Student Attendance Roster, SF120unv.

5.5.6 If hours are to be made-up on the same day they were missed, the School Commander will notify the Field Agent by phone or voice message in advance and then fax the SF122 to the Field Agent ASAP.

5.5.7 If the hours to be made up are taught by a different instructor, that instructor must teach the entire topic.

5.5.8 Students who must complete make-ups may not be combined with other students who missed different content in the same topic. A memo-to-file signed by the instructor verifying that the students received instruction covering their respective missed content shall be included with the school file and provided for inspection at the closing audit.

5.5.9 All make-up hours must be completed by the last day in which OPOTC topics will be taught in the training academy. If the actual regularly scheduled class that was missed was scheduled on that last day, the student must complete that make-up within 3 business days.

5.5.10 If, at the time of the closing audit, the School Commander is willing to accommodate a student who has exceeded the ten percent (10%) absence limit for non-mandatory OPOTC topics, or if the

student has missed any portion of a mandatory topic, the School Commander must:

Submit a request to the Executive Director to allow a Student to make up hours. No make-up hours may be completed without at least the verbal approval of the Executive Director or his designee. As provided in OAC 109:2-3-07(A)(1)(b), the student will not be permitted to take the state certification examination until the make-up hours are completed and the student has fully complied with the OPOTC attendance policy.

The written request should specify the proposed date of the make-up session, the topic and hours to be taught, and the names of the instructor(s) and student(s) who will complete the make-up session;

The SF122unv must be completed and submitted to Field Agent prior to the approved make-up session.

Upon completion of the make-up session, the School Commander shall present the SF122unv Notice of Make-up; SF120unv Student Attendance Roster; and the SF121unv Sign-in Sheet, to the Field Agent.

5.6 Class time

5.6.1 The School Commander shall ensure that instructors teach class for the entire time scheduled.

5.6.2 Clock hour requirement is based on a 50-minute hour allowing for a 10-minute break per hour. Breaks may not be combined (i.e. in order to shorten a class day, extend lunch, delay starting time, etc.).

5.6.3 Class time may not be used for instructor preparation (e.g., making copies, setting up audio-visual equipment, traveling to and from firearms range, etc.).

5.7 Skills Topics Ratios

The skills topic ratios outlined in the Opening Audit Section must be followed.

5.8 Scheduling the State Certification Examination

5.8.1 The School Commander must first schedule the closing audit with the Field Agent, before contacting the Testing Coordinator. The examination may not take place sooner than 14 days after the final audit. The Commander must by mail, fax, email, or personal deliver 1) the final audit documentation to the Certification Officer and 2) the EX705 and EX710 to the Testing Coordinator, on the day of the closing audit.

5.8.2 The Testing Coordinator will confirm the exam date by sending form EX720 to the Commander.

5.8.3 The school commander or designee **must** accompany the student(s) to the State Certification Exam (SCE). In addition to seeing cadets through this final phase of their training, the commander's presence will assist the Commission testing staff to ensure the students are present, professional, quiet, and respectful to venue staff and guests, and to remind students of items that are prohibited from the testing area.

Prohibited items include:

- Food and drinks

- Cell phones (watches are permitted with silent mode setting)
- Weapons of any type
- Jackets, coats, and hats (to include head covers of any type)
- Purses, briefcases, backpacks, satchels, etc.
- Notebooks, study guides, paper, or other materials of any kind

5.8.4 Any student who needs special accommodations in taking the state certification examination must have the School Commander submit a completed OPOTC State Certification Examination Special Accommodation Request and Checklist, EX735, to the OPOTC Testing Coordinator. Requests for special accommodations must be made by the School Commander and should be submitted as soon as possible, but no later than 45 days prior to the last day in which OPOTC topics are taught. Along with the completed EX735, the School Commander shall submit the following documentation:

- a. A description of the student’s specific disability and the special accommodations requested. Such accommodation can include a request for an extended time limit, an oral examination, or both, as well as a detailed explanation of why these accommodations are needed;
- b. A current, within three years, written diagnosis from a licensed physician, psychologist or other qualified professional stating the student’s specific disability and the detailed nature of the disability or:
 1. An Individual Education Plan (IEP); or
 2. A Multi-Functional Evaluation (MFE).
- c. If the request is approved, the Testing Coordinator will schedule a date with the Commander;
- d. Special needs examinations will be conducted at the OPOTA campus in London, Ohio, on an individual basis.

5.9 Collect and Grade Student Notebooks

5.9.1 The School Commander must evaluate the students’ notebooks as either satisfactory or unsatisfactory. If satisfactory, enter “S” in the applicable column. If unsatisfactory, enter “U” in the applicable column (NB for Notebook) on the Student Evaluation SF155ps.

5.9.2 Return notebooks to students after evaluating them.

5.10 Collect All SPO Score Sheets

5.10.1 The School Commander shall ensure that all skill area SPO score sheets have been properly completed by the student and instructor. The School Commander shall ensure that the SPO score sheets for each student correspond to the Curriculum Code assigned to the school the student attended.

5.10.2 The School Commander shall verify that the instructor signs each SPO score sheet. Original signatures are required; no stamped signatures will be accepted.

5.10.3 SPO score sheets shall be categorized by skills area, scannable, and arranged alphabetically to correspond with the SF120unv Student Attendance Roster (regardless of whether they passed or failed).

5.10.4 The School Commander shall keep the original SPO score sheets on file for Subject Control Techniques, First Aid/CPR/AED, ICS and NIMS, and shall make them available for review by the Field Agent at the closing audit or upon request.

5.10.5 The original copy of the Firearms SPO score sheet(s) and copies of all attempts at the written SPO test, Form SF145ps, shall be submitted with the closing packet. The School Commander should keep copies of these forms for the academy file.

5.11 Records Maintenance: School Commanders are strongly encouraged to consult with legal counsel regarding their responsibility to maintain sign-in sheets, SPO score sheets and other school records for each student who attends a Private Security Academic Training Program.

Section 6 – Academic Program Closing Audit

Before the last day of class in which OPOTC topics are taught, the Commander will contact the Field Agent to schedule a closing audit. The closing audit must be conducted after the last day of class in which OPOTC topics are taught and no later than 14 days before the scheduled state certification exam.

Once the audit is complete the Commander will send the closing paperwork and the appropriate fee to a Certification Officer. Any errors, omissions or discrepancies in the closing paperwork will be corrected before the closing documents are submitted to the Certification Officer for final review and approval.

6.1 Students

6.1.1 The appropriate paperwork for students shall be submitted to the Field Agent at the closing audit. All closing documents submitted shall be original, and either computer-generated or typed. The forms to be submitted are as follows:

6.1.2 SF105unv—Revised School Calendar which include all dates, times, topics and instructors as the course was actually conducted.

6.1.3 SF185unv—Notification of Change in Schedule

6.1.4 SF120unv—Student Attendance Roster

6.1.5 SF121unv—Student Sign-in Sheets

6.1.6 SF122unv—Notification of Make-up Hours. This shall include a separate SF120unv Student Attendance Roster, listing only the make-up hours for each student who was required to make up any portion of a training session.

SF155ps—Student Evaluation Record:

This scannable report must be compiled and maintained during the course of the School and the Commander shall submit a completed hardcopy of the SF155ps at the closing;

The SF155ps form shall be completed as follows:

School name, course number, and dates;

Student names, list in alphabetical order by last name, first, middle initial;

Complete all blanks for applicable skill areas with “S” (Satisfactory), “U” (Unsatisfactory), or “N/A” (Not Applicable);

List the percentage of non-mandatory Commission hours the student missed. This is calculated by dividing the number of hours missed by the number of non-mandatory Commission hours;

NOTE: Students who miss more than 10% of Commission non-mandatory classes are not eligible to take the state certification examination.

The exam score column will be completed by the Certification Officer;

Commander's signature and date.

SPO score sheets for First Aid/CPR/AED, Subject Control Techniques, Incident Command System, and National Incident Management System. Students, who successfully pass Unit 8 First Aid/CPR/AED, must be provided by their academy a copy of their certification from the American Heart Association, American Red Cross, or the American Safety and Health Institute.

If applicable, the original Firearms SPO score sheets and the written test (SF145ps) shall be submitted to OPOTC with the closing paperwork. Firearms Proficiency Testing Record for each weapon for which a certificate of completion is sought must be submitted.

The School Commander shall sign the Written Test SF145ps. The Commander, all Instructors, present will sign each SPO score sheet for the Firearms Proficiency Testing Records. Original signatures are required; no stamped signatures will be accepted.

The SF135ps Semi-Auto Pistol Proficiency Testing Record
The SF130ps Revolver Proficiency Testing Record
The SF140ps Shotgun Proficiency Testing Record

The original SPO score sheets for Subject Control Techniques, First Aid/CPR /AED, and test results for ICS and NIMS shall remain on file with the academy.

6.1.9 If Firearms apply, organize Student Paperwork as a scannable collated packet for each student in the following order: SF115unv, SF101unv, SF145ps, and Firearms Proficiency Testing records. Staple each student packet together and submit them alphabetically as on the Student Enrollment List.

6.1.10 SF175unv—Closing Letter

6.1.11 EX705—Qualification Form. This form shall be completed as follows:

- a. Complete entire form;
- b. All Private Security Academic schools must be audited by an OPOTC Field Agent prior to the state certification examination. The Field Agent shall sign and date the EX705 in order for the academy to be eligible to test;
- c. Send the signed EX705 to the OPOTC Testing Coordinator at least 48 business hours prior to the scheduled test date;

A copy of the EX705 must be sent with the closing paperwork to the OPOTC Certification Officer.

6.1.12 EX710 Academy Roster shall be scannable and completed in its entirety as follows:

- a. List student names alphabetically by last name, first name, middle initial;
- b. List only those students who are eligible to test and attending on that particular test date;

Send the signed EX710 to the OPOTC testing coordinator at least 48 business hours prior to the scheduled test date;

- d. The EX710 shall be sent with the closing paperwork to the OPOTC Certification Officer.

Section 7 – Academic Program State Certification Examination

7.1 State Certification Examination

7.1.1 The Commission Testing Coordinator will contact the School Commander with the test results. The examination results will be released to the School Commander or a designated contact person.

7.1.2 The Testing Coordinator will score the examination and notify the School Commander of the scores within five (5) business days following the examination.

7.1.3 Requests pertaining to testing arrangements or examination results shall be made by the School Commander or designated person. Students shall be instructed to contact their Commander directly for testing arrangements and examination results.

7.1.4 Students who fail the examination will be permitted one retest. The retest will be scheduled by the Testing Coordinator to take place within two weeks of the original test date, when possible. This also applies to no-shows with one retest remaining. The School Commander will be notified of the retest date at the same time the School Commander receives the test results.

7.1.5 If a student fails to attend the scheduled state certification exam, the Testing Coordinator will send an EX730, OPOTC State Certification Absence Form, to the Commander. Within two (two) business days of receiving that form, the Commander must complete and return it to the Testing Coordinator.

- a. If the Commander indicates that the student did not have a legitimate reason to miss
The exam, the absence will count as a failure.
- b. If the Commander indicates that the student did have a legitimate reason to miss the
exam, the absence will not be counted as a failure.
- c. In either case, the Commander must state the reason for the absence.
- d. In either case, no more than two (2) EX730's can be requested and/or approved.

7.1.6 Students who fail the retest must repeat the Private Security Academic Training course in order to re-take the examination.

Section 8 – Academic Program

Post-Closing Procedures

School Commanders must inform all students of the guidelines for receiving certificates of completion for either the academic or firearms training course.

8.1 Certification of Students

8.1.1 The OPOTC Certification Officer will review all documents submitted in the closing audit.

8.1.2 Private Security certificates will only be issued for students who have passed the state certification examination.

A student who successfully completes the Academic Training Course but fails the optional firearms course will receive a certificate for the Academic Training Course only.

A student who successfully completes the optional firearms training portion of the Private Security Academic Training Course but fails the Academic Training Course will not receive a certificate.

OAC 109:2-3-11.

8.1.3 Certificates will be returned to the Commander for signature.

8.1.4 The Commander is responsible for the distribution of the certificates to the students within five calendar days of receiving them from OPOTC.

APPENDIX A

DISQUALIFYING CRIMES

Ohio Revised Code 2923.13 Having weapons while under disability.

(A) Unless relieved from disability as provided in section 2923.14 of the Revised Code, no person shall knowingly acquire, have, carry, or use any firearm or dangerous ordnance, if any of the following apply:

- (1) The person is a fugitive from justice.
- (2) The person is under indictment for or has been convicted of any felony offense of violence or has been adjudicated a delinquent child for the commission of an offense that, if committed by an adult, would have been a felony offense of violence.
- (3) The person is under indictment for or has been convicted of any offense involving the illegal possession, use, sale, administration, distribution, or trafficking in any drug of abuse or has been adjudicated a delinquent child for the commission of an offense that, if committed by an adult, would have been an offense involving the illegal possession, use, sale, administration, distribution, or trafficking in any drug of abuse.
- (4) The person is drug dependent, in danger of drug dependence, or a chronic alcoholic.
- (5) The person is under adjudication of mental incompetence.

(B) Whoever violates this section is guilty of having weapons while under disability. A violation of division (A) of this section is a felony of the fifth degree. A violation of division (B) of this section is a felony of the third degree.

Ohio Revised Code 2923.14 Relief from disability

(A) Any person who is prohibited from acquiring, having, carrying, or using firearms, may apply to the court of common pleas in the county where he resides for relief from such prohibition.

(B) The application shall recite the following:

- (1) All indictments, convictions, or adjudications upon which the applicant's disability is based, the sentence imposed and served, and probation, parole, or partial or conditional pardon granted, or other disposition of each case;
 - (2) Facts showing the applicant to be a fit subject for relief under this section.
- (C) A copy of the application shall be served on the county prosecutor, who shall cause the matter to be investigated, and shall raise before the court such objections to granting relief as the investigation reveals.

(D) Upon hearing, the court may grant the applicant relief pursuant to this section, if all of the following apply:

- (1) One of the following applies:
 - (a) If the disability is based upon an indictment, a conviction, or an adjudication, the applicant has been fully discharged from imprisonment, community control, post-release control, and parole, or, if the applicant is under indictment, has been released on bail or recognizance.
 - (b) If the disability is based upon a factor other than an indictment, a conviction, or an adjudication, that factor no longer is applicable to the applicant.
 - (2) The applicant has led a law-abiding life since his discharge or release, and appears likely to continue to do so;
 - (3) The applicant is not otherwise prohibited by law from acquiring, having, or using firearms.
- (E) Costs of the proceeding shall be charged as in other civil cases, and taxed to the applicant.
- (F) Relief from disability granted pursuant to this section restores the applicant to all civil firearm rights to the full extent enjoyed by any citizen, and is subject to the following conditions:
- (1) Applies only with respect to indictments, convictions, or adjudications, or to the other factor, recited in the application as the basis for the applicant's disability;
 - (2) Applies only with respect to firearms lawfully acquired, possessed, carried, or used by the applicant;
 - (3) Does not apply with respect to dangerous ordnance;
 - (4) May be revoked by the court at any time for good cause shown and upon notice to the applicant;

(5) Is automatically void upon Commission by the applicant of any offense embraced by division (A)(2) or (3) of section 2923.13 of the Revised Code, or upon the applicant's becoming one of the class of persons named in division (A)(1), (4), or (5) of such section.

Ohio Revised Code 2953.36

Sections 2953.31 to 2953.35 of the Revised Code do not apply to any of the following:

...

(C) Convictions of an offense of violence when the offense is a misdemeanor of the first degree or a felony and when the offense is not a violation of Section 2917.03 of the Revised Code and is not a violation of Section 2903.13, 2917.01 or 2917.31 of the Revised Code that is a misdemeanor of the first degree;

Ohio Revised Code 2925.11 Drug possession offenses

(D) Arrest or conviction for a minor misdemeanor violation of this section does not constitute a criminal record and need not be reported by the person so arrested or convicted in response to any inquiries about the person's criminal record, including any inquiries contained in any application for employment, license, or other right or privilege, or made in connection with the person's appearance as a witness.

Ohio Revised Code 2923.21 Furnishing Weapons to a Minor

(A) No person shall do any of the following:

- (1) Sell any firearm to a person who is under eighteen years of age;
- (2) Subject to division (B) of this section, sell any handgun to a person who is under twenty-one years of age;
- (3) Furnish any firearm to a person who is under eighteen years of age or, subject to division (B) of this section, furnish any handgun to a person who is under twenty-one years of age, except for lawful hunting, sporting, or educational purposes, including, but not limited to, instruction in firearms or handgun safety, care, handling, or marksmanship under the supervision or control of a responsible adult;
- (4) Sell or furnish a firearm to a person who is eighteen years of age or older if the seller or furnisher knows, or has reason to know, that the person is purchasing or receiving the firearm for the purpose of selling the firearm in violation of division (A)(1) of this section to a person who is under eighteen years of age or for the purpose of furnishing the firearm in violation of division (A)(3) of this section to a person who is under eighteen years of age;
- (5) Sell or furnish a handgun to a person who is twenty-one years of age or older if the seller or furnisher knows, or has reason to know, that the person is purchasing or receiving the handgun for the purpose of selling the handgun in violation of division (A)(2) of this section to a person who is under twenty-one years of age or for the purpose of furnishing the handgun in violation of division (A)(3) of this section to a person who is under twenty-one years of age;
- (6) Purchase or attempt to purchase any firearm with the intent to sell the firearm in violation of division (A)(1) of this section to a person who is under eighteen years of age or with the intent to furnish the firearm in violation of division (A)(3) of this section to a person who is under eighteen years of age;
- (7) Purchase or attempt to purchase any handgun with the intent to sell the handgun in violation of division (A)(2) of this section to a person who is under twenty-one years of age or with the intent to furnish the handgun in violation of division (A)(3) of this section to a person who is under twenty-one years of age.

(B) Divisions (A)(1) and (2) of this section do not apply to the sale or furnishing of a handgun to a person eighteen years of age or older and under twenty-one years of age if the person eighteen years of age or older and under twenty-one years of age is a law enforcement officer who is properly appointed or employed as a law enforcement officer and has received firearms training approved by the Ohio peace officer training council or equivalent firearms training.

(C) Whoever violates this section is guilty of improperly furnishing firearms to a minor, a felony of the fifth degree.

U.S. Criminal Code Section 921

(33)

(A) Except as provided in subparagraph (C), the term “misdemeanor crime of domestic violence” means an offense that –

(i) is a misdemeanor under Federal or State law; and

(ii) has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.

(B) A person shall not be considered to have been convicted of such an offense for purposes of this chapter [18 USCS §§ 921 et seq.], unless –

(i) the person was represented by counsel in the case, or knowingly and intelligently waived the right to counsel in the case; and

(ii) in the case of a prosecution for an offense described in this paragraph for which a person was entitled to a jury trial in the jurisdiction in which the case was tried, either

(aa) the case was tried by a jury, or

(bb) the person knowingly and intelligently waived the right to have the case tried by a jury, by guilty plea or otherwise.

(iii) A person shall not be considered to have been convicted of such an offense for purposes of this chapter [18 USCS §§ 921 et seq.] if the conviction has been expunged or set aside, or is an offense for which the person has been pardoned or has had civil rights restored (if the law of the applicable jurisdiction provides for the loss of civil rights under such an offense) unless the pardon, expungement, or restoration of civil rights expressly provides that the person may not ship, transport, possess, or receive firearms.

U.S. Criminal Code Section 922

(d) It shall be unlawful for any person to sell or otherwise dispose of any firearm or ammunition to any person knowing or having reasonable cause to believe that such person –

...

(9) has been convicted in any court of a misdemeanor crime of domestic violence.

...

(g) It shall be unlawful for any person –

...

(9) who has been convicted in any court of a misdemeanor crime of domestic violence, to ship or transport in interstate or foreign commerce, or possess in or affecting commerce, any firearm or ammunition; or to receive any firearm or ammunition which has been shipped or transported in interstate or foreign commerce.

U.S. Criminal Code Section 925

(a) (1) The provisions of this chapter [18 USCS §§ 921 et seq.], except for sections 922(d)(9) and 922(g)(9) and provisions relating to firearms subject to the prohibitions of section 922(p), shall not apply with respect to the transportation, shipment, receipt, possession, or importation of any firearm or ammunition imported for, sold or shipped to, or issued for the use of, the United States or any department or agency thereof or any State or any department, agency, or political subdivision thereof.

“ATF MEMO” Received via fax by OPOTC 12/11/96 - Retyped 4/16/99

[seal]

DEPARTMENT OF THE TREASURY
BUREAU OF ALCOHOL TOBACCO AND FIREARMS
WASHINGTON, D.C. 20226

OPEN LETTER TO ALL STATE AND LOCAL
LAW ENFORCEMENT OFFICIALS

The purpose of this letter is to provide information to all State and local law enforcement agencies regarding one specific aspect of the recently enacted Omnibus Consolidated Appropriations Act of 1997 (the Act). One part of the Act amended the Gun Control Act of 1968 (GCA) to make it unlawful for any person convicted of a “misdemeanor crime of domestic violence” to ship, transport, possess, or receive firearms or ammunition. It also makes it unlawful for any person to sell or otherwise dispose of a firearm or ammunition to any person knowing or having reasonable cause to believe that the recipient has been convicted of such a misdemeanor. This new prohibition does apply to all law enforcement officers.

Act adds new firearms disability

As defined in the GCA, a “misdemeanor crime of domestic violence” means an offense that:

- (1) is a misdemeanor under Federal or State law; and
- (2) has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.

This definition includes all misdemeanors that involve the use or attempted use of physical force (e.g., simple assault, assault and battery) if the offense is committed by one of the defined parties. This is true whether or not the State statute or local ordinance specifically defines the offense as a domestic violence misdemeanor. For example, a person convicted of misdemeanor assault against his or her spouse would be prohibited from receiving or possessing firearms or ammunition. Moreover, the prohibition applies to persons convicted of such misdemeanors at any time, even if the conviction occurred prior to the new law’s effective date, September 30, 1996. As of the effective date of the new law, such a person may no longer possess a firearm or ammunition. However, with respect to all persons, a conviction would not be disabling if it has been expunged, set aside, pardoned, or the person has had his or her civil rights restored (if the law of the applicable jurisdiction provides for the loss of civil rights under such an offense) AND the person is not otherwise prohibited from possessing firearms or ammunition.

New disability applies to law enforcement officers

In addition, the Act amended the GCA so that employees of government agencies convicted of qualifying misdemeanors would not be exempt from this new disability with respect to their receipt or possession of firearms or ammunition. Thus, law enforcement officers and other government officials who have been convicted of a qualifying misdemeanor will not be able to lawfully possess or receive firearms or ammunition for any purpose,

Effective 7/1/16

including performing their official duties. This disability applies to firearms and ammunition issued by government agencies, firearms and ammunition purchased by officials for use in performing their official duties, and personal firearms and ammunition possessed by such officials.

In view of this amendment's effect on law enforcement officers, your department may want to determine if any employee who is authorized to carry a firearm is subject to this disability and what appropriate action should be taken. Employees subject to this disability must immediately dispose of all firearms and ammunition in their possession. The continued possession of firearms and ammunition by persons under this disability is a violation of law and may subject the possessor to criminal penalties. In addition, such firearms and ammunition are subject to seizure and forfeiture.

In cases where your agency becomes aware of individuals subject to this disability, we recommend that such persons be encouraged to relinquish all firearms and ammunition in their possession immediately to a third party, such as their attorney, their local police agency, or a firearms dealer.

If such person refuses to relinquish the firearm or ammunition, and your agency is without authority to retain or seize the firearm or ammunition, you should contact the local ATF office.

Brady Act

In the so-called "Brady States" Chief Law Enforcement Officers (CLEOs) "shall make a reasonable effort" to determine whether a prospective buyer's receipt of a handgun would be in violation of the law. CLEOs have five business days in which to make that reasonable effort. What constitutes a "reasonable effort" is to be determined by each law enforcement agency based on its own circumstances, e.g., the availability of resources, access to records, and the law enforcement priorities of the jurisdiction.

This "reasonable effort" standard is not altered by the addition of this new disqualifying category. It remains fully within the discretion of the CLEO to determine what effort is reasonable. For example, even if the CLEO determines that a misdemeanor assault conviction has occurred, it remains fully within the CLEO's discretion to determine whether to make further inquiry.

ATF forms are being revised to reflect the new category of prohibited persons.

If you have any questions concerning these new provisions, contact your local ATF office or the Firearms and Explosives Regulatory Division at 202-927-8300.

[sig]

John W. Magaw
Director

QUESTIONS AND ANSWERS REGARDING
MISDEMEANOR CRIME OF DOMESTIC VIOLENCE

Q. X was convicted of misdemeanor assault on October 10, 1996. The crime of assault does not make specific mention of domestic violence but the criminal complaint reflects that he assaulted his wife. May X still possess firearms or ammunition?

A. No. X may no longer possess firearms or ammunition.

Q. X was convicted of the same crime on September 20, 1996, 10 days before the effective date of the new statute. He possesses a firearm on October 10, 1996. May X lawfully possess firearms?

A. No. If a person was convicted of the crime at any time, he or she may not lawfully possess firearms or ammunition on or after September 30, 1996.

Q. Officer C was charged with felony assault on her child in 1989. She pled guilty to a misdemeanor and the felony charge was dismissed. She was suspended from the police force and ordered to undergo counseling. After successful completion of the counseling, she was reinstated. May Officer C lawfully possess firearms or ammunition?

A. No. Officer C may no longer lawfully possess firearms or ammunition either on or off duty.

Note: For one who has been convicted of a misdemeanor crime of domestic violence, the prohibition on the possession of firearms and ammunition does not apply if the individual has received a pardon for the crime, the conviction has been expunged or set-aside, or the person has had civil rights restored (if there was a loss of civil rights) AND the person is not otherwise prohibited from possessing firearms or ammunition.

APPENDIX B

**PRIVATE SECURITY
FEE SCHEDULE**

PRIVATE SECURITY CURRENT FEE SCHEDULE

(Effective 1/1/01)

Academic Training Course:

Application Fee	\$125.00
Certification Fee (for each certificate requested)	15.00

Firearms Basic Training Course:

Application Fee	\$100.00
Certification Fee (for each certificate requested)	10.00

Firearms Requalification Course:

Application Fee	\$50.00
Certification Fee (for each certificate requested)	5.00

Replacement Certificates Requested By Commander:

Academic Training Course	\$15.00 ea.
Firearms Basic Training Course	10.00 ea.
Firearms Requalification Course	5.00 ea.

Duplicate Certificates Requested By Student:

Academic Training Course	\$15.00 ea.
Firearms Basic Training Course	5.00 ea.
Firearms Requalification Course	5.00 ea.



Ohio Attorney General's Office
Ohio Peace Officer Training Commission

07/01/2016

How to contact us

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