



**PRIVATE SECURITY BASIC TRAINING PROGRAM  
SPECIAL TOPIC INSTRUCTOR APPLICATION**

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

- Must be a high school graduate or possess a GED
- Must be licensed, degreed, or professionally certified in the area of requested topics. Must have a minimum of two years experience.
- Completion of OPOTC-approved 80-hour Instructional Skills course, or 40-hour Instructional Skills course and 14-hour update, or Bachelor's Degree in Education
- Exceptions to the training requirements are:
  - Attorneys licensed in the state of Ohio who apply for Special Subject certification in any legal topic. (Submit a copy of your attorney registration card.)
  - Duly qualified First Aid instructors for American Heart Association, Red Cross, or American Safety and Health Institute. (Submit a copy of your instructor card.)
  - Duly qualified Special Topic Instructors in Homeland Security topics
- Recommendation of a currently-approved OPOTC Private Security commander in good standing
- A recent criminal history report conducted by BCI&I

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

Return application with all supporting documentation to:

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

FAX (740) 845-2675

Email: [OPOTC.Instructors@OhioAttorneyGeneral.gov](mailto:OPOTC.Instructors@OhioAttorneyGeneral.gov)



# MIKE DEWINE

★ OHIO ATTORNEY GENERAL ★



Ohio Peace Officer Training Commission  
Office 800-346-7682  
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P.O. Box 309  
London, OH 43140  
www.OhioAttorneyGeneral.gov

## PROCEDURE FOR OBTAINING A FINGERPRINT-BASED BACKGROUND CHECK FROM THE BUREAU OF CRIMINAL INVESTIGATION AND IDENTIFICATION (BCI)

Fingerprint-based criminal history checks are required for Private Security instructor and commander certification.

In order to obtain a BCI Criminal Background Check you must submit a WebCheck request to BCI, from an approved WebCheck agency. In order to obtain such a record check, follow this procedure:

- Log onto the Attorney General of Ohio's website: [www.ohioattorneygeneral.gov](http://www.ohioattorneygeneral.gov).
- Scroll to the bottom of the page and click on "Webcheck Locations" under the "Services" heading.
- Locate an agency nearest you and contact them regarding the WebCheck process.
- After completing the WebCheck procedure, have your WebCheck result sent **back to you**, so that you can attach it to your application. **Results received separately from the application will not be accepted.**
- Submit your completed application packet to:

Ohio Peace Officer Training Commission  
Professional Standards Division  
PO Box 309  
London, Ohio 43140  
FAX: (740) 845-2675

**Applications received by the commission that do not have the BCI processed record check attached will be returned unprocessed.**



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

Note: Attach only copies of training certificates applicable to the areas for which you are seeking certification.

<u>Name of School Attended</u>	<u>Course Title</u>	<u>Course Length (In Weeks)</u>	<u>Date Completed</u>	<u>Cert/Lic (Y) (N)</u>

**3. FULL-TIME EXPERIENCE IN THE SUBJECT AREA TO BE TAUGHT**

<u>Agency Name</u>	<u>Title/ Position</u>	<u>Employment Dates (From - To)</u>	<u>Total Number of Yrs/Mos Employed</u>

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

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

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

<u>Name &amp; Address of Instructor Skills School Completed</u>	<u>Dates Attended (From - To)</u>	<u>Number of Clock Hours</u>	<u>Date Course Completed</u>

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

**5. CRIMINAL HISTORY**

Have you ever been convicted of a felony in any jurisdiction of the United States or under the Uniform Code of Military Justice? \_\_\_\_\_no \_\_\_\_\_yes

Have you ever been convicted of an offense of domestic violence or any related offense occurring as a result of a domestic violence incident? \_\_\_\_\_no \_\_\_\_\_yes

Do you currently have criminal charges pending in any jurisdiction? \_\_\_\_\_no \_\_\_\_\_yes

Have you ever been investigated for, disciplined for, terminated for, matters of veracity or of moral turpitude? \_\_\_\_\_no \_\_\_\_\_yes If yes, include a detailed summary.

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**Attach copy of criminal record check processed through BCI to the completed application.**

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

**AFFIDAVIT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Printed name of Notary

(Seal)

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Date notary commission expires

**COMMANDER RECOMMENDATION AND INTENT TO EMPLOY**

As a currently-certified Commander for this OPOTC program, and with knowledge of the Ohio Revised Code and Ohio Administrative Code laws and regulations regarding this program, I have reviewed the above application, including all attachments.

\_\_\_\_\_  
(initial)

Within the next twelve (12) months, I intend to employ this applicant as an instructor in an OPOTC-approved academy that I will command.

\_\_\_\_\_  
(initial)

Attesting to the above, I recommend this application be accepted and the applicant certified.

\_\_\_\_\_  
School Commander's Name (Typed)

\_\_\_\_\_  
OPOTC PSC or PSF #

\_\_\_\_\_  
School Commander's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Name

\_\_\_\_\_  
School Mailing Address

(\_\_\_\_) \_\_\_\_\_  
Daytime Phone

(\_\_\_\_) \_\_\_\_\_  
Fax

\_\_\_\_\_  
E-Mail

Certificate will be emailed to Instructor. Check if certificate is also to be emailed to Commander.

**THIS FORM MAY BE REPRODUCED**



**Private Security Training Curriculum  
 Effective 01/01/2017**

Please check topics qualified to teach.

1. ADMINISTRATION

- 1.  Orientation (Commander Only)
- 2.  Role of Private Security
- 3.  Ethics & Professionalism

2. LEGAL

- 1.  Overview of the Criminal Justice System
- 3.  Liability
- 7.  Testifying

3. HUMAN RELATIONS

- 1.  Interacting with the Media
- 2.  Crisis Intervention
- 3.  Drug Awareness
- 5.  Juveniles
- 7.  Community Diversity & Procedural Justice

4. COMMUNICATIONS

- 2.  Report Writing
- 3.  Interviews

5. LOSS PREVENTION

- 1.  Loss Prevention

6. SAFETY & PROTECTIVE SERVICES

- 1.  Fire Safety
- 2.  Occupational Safety
- 3.  Patrol Techniques
- 4.  Crowd Control

7. SUBJECT CONTROL TECHNIQUES\*

- 1.  Subject Control Techniques

8. FIRST AID/CPR/AED

- 1.  First Aid/CPR/AED

9. FIREARMS\*

- 1.  Revolver
- 2.  Semi-Auto
- 3.  Shotgun

10. HOMELAND SECURITY

- 1.  Terrorism Awareness
- 2.  Incident Command System (ICS)
- 3.  National Incident Management System (NIMS)

**\*ONLY UNIT INSTRUCTOR APPLICANTS MAY REQUEST UNIT 9**