

**CORRECTIONS FULL-SERVICE JAIL BASIC TRAINING  
OPENING CHECKLIST/ENROLLMENT PACKET**

**CORRECTIONS FULL-SERVICE JAIL BASIC TRAINING  
CLOSING CHECKLIST**

School Name \_\_\_\_\_  
School Commander \_\_\_\_\_ Proposed Dates \_\_\_\_\_

School Name \_\_\_\_\_  
School Commander \_\_\_\_\_ School Number \_\_\_\_\_

**SF100UNV - APPLICATION FORM**

\_\_\_\_ RECEIVED 21 CALENDAR DAYS PRIOR TO START DATE OF SCHOOL  
\_\_\_\_ TYPED  
\_\_\_\_ DOES NOT EXTEND MORE THAN 12 WEEKS (UNLESS APPROVED BY THE EXECUTIVE DIRECTOR)  
\_\_\_\_ NUMBER OF TOTAL HOURS  
\_\_\_\_ NUMBER OF NON-MANDATORY HOURS

**INSTRUCTOR INFORMATION**

\_\_\_\_ LIST ONLY INSTRUCTORS SCHEDULED TO TEACH OPOTC REQUIRED TOPICS- MINIMUM OF SIX (6)  
\_\_\_\_ INSTRUCTOR'S LAST NAME, FIRST NAME, MIDDLE INITIAL  
\_\_\_\_ INDICATE ONE SUBJECT CONTROL INSTRUCTOR FOR EVERY 10 STUDENTS  
\_\_\_\_ INSTRUCTOR'S OPOTC CERTIFICATION NUMBER AND EXPIRATION DATE  
\_\_\_\_ SCHOOL COMMANDER TO VERIFY CURRENCY OF THE FIRST AID AND CPR INSTRUCTORS - SUBMIT COPY OF INSTRUCTOR CARD FROM NATIONAL PROGRAM

**SF105UNV - CALENDAR**

\_\_\_\_ TYPED  
\_\_\_\_ SCHOOL NAME SUBMITTED AT THE TOP OF THE PAGE  
\_\_\_\_ DATE RECORDED FOR EACH SESSION  
\_\_\_\_ DAY RECORDED  
\_\_\_\_ # OF HOURS RECORDED  
\_\_\_\_ TIME RECORDED (FROM/TO)  
\_\_\_\_ TOPIC # RECORDED FOR EACH TOPIC TITLE **EXAMPLE: 2-1**  
\_\_\_\_ OPOTC TOPIC TITLE RECORDED **EXAMPLE: OVERVIEW OF CRIMINAL JUSTICE SYSTEM**  
\_\_\_\_ INSTRUCTOR'S LAST NAME, FIRST NAME, & OPOTC CERT. # RECORDED  
\_\_\_\_ 1/2 HOUR BREAK FOR EVERY TRAINING SESSION THAT EXCEEDS 4 HOURS  
\_\_\_\_ ONLY OPOTC SUBJECTS & HOURS MUST APPEAR ON THE CALENDAR  
\_\_\_\_ DATE RECORDED (BOTTOM OF PAGE)  
\_\_\_\_ ORIGINAL SIGNATURE OF SCHOOL COMMANDER

**ON-SITE INSPECTION**

\_\_\_\_ **CURRENT ON-SITE INSPECTION FORM ON FILE**

**ENROLLMENT PACKET SUBMITTED WITHIN THREE (3) CALENDAR DAYS AFTER START DATE**

**SF110UNV - STUDENT ENROLLMENT LIST**

\_\_\_\_ NO LESS THAN 5 STUDENTS UNLESS APPROVED BY EXECUTIVE DIRECTOR  
\_\_\_\_ INDICATE ORIGINAL OR REVISED  
\_\_\_\_ NAME OF CORRECTIONS OFFICER, SSN, DOB, & APPOINTING AGENCY  
\_\_\_\_ SIGNED BY SCHOOL COMMANDER

\_\_\_\_ **SF115UNV - STUDENT ENROLLMENT/CERTIFICATION FORM FOR EACH STUDENT**

\_\_\_\_ **SF101UNV - STATEMENT OF UNDERSTANDING FOR EACH STUDENT**

\_\_\_\_ FOR UPDATE STUDENTS AND STUDENTS GRANTED PRIOR TRAINING EQUIVALENCY CREDIT-SEE COMMANDER MANUAL FOR DETAILS

**SF120UNV - ATTENDANCE ROSTER**

\_\_\_\_ ORIGINAL COPY  
\_\_\_\_ TYPED  
\_\_\_\_ SCHOOL NAME, NUMBER, & DATES RECORDED (TOP OF PAGE)  
\_\_\_\_ ATTENDANCE ROSTER FOR OPOTC-REQUIRED TOPICS ONLY  
\_\_\_\_ **MANDATORY TOPICS CLEARLY INDICATED-INDICATE MANDATORY TOPIC NUMBER UNDER DAY TAUGHT**  
\_\_\_\_ STUDENTS' NAMES LISTED ALPHABETICALLY (LAST NAME, FIRST, M.I.)  
\_\_\_\_ HOURS OF ACTUAL ATTENDANCE RECORDED PER DAY  
\_\_\_\_ ORIGINAL SIGNATURE OF CORRECTIONS TRAINING SCHOOL COMMANDER & DATE- BOTTOM OF PAGE  
\_\_\_\_ SCHOOL COMMANDER'S NAME TYPED (BOTTOM OF PAGE)  
\_\_\_\_ PRIOR EQUIVALENT AND UPDATE STUDENTS LISTED SEPARATELY

**SF122UNV - NOTIFICATION OF MAKE-UP HOURS ATTACHED**

\_\_\_\_ MAKE-UP ATTENDANCE ROSTER ATTACHED-SF120UNV

**SF160CBT - STUDENT EVALUATION RECORD**

\_\_\_\_ ORIGINAL COPY  
\_\_\_\_ TYPED  
\_\_\_\_ SCHOOL NAME & NUMBER RECORDED (TOP OF PAGE)  
\_\_\_\_ INDICATE AN "S" OR "U" FOR TECHNICAL SKILLS TOPICS  
\_\_\_\_ NOTEBOOK (S OR U)  
\_\_\_\_ % OF OPOTC HOURS MISSED - MAXIMUM OF 10% ALLOWED OF OPOTC NON-MANDATORY HOURS  
\_\_\_\_ PRIOR EQUIVALENT AND UPDATE STUDENTS LISTED SEPARATELY

**SF105UNV - REVISED TRAINING CALENDAR (IF APPLICABLE)**

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

\_\_\_\_ **SF127CBT - SUBJECT CONTROL PROFICIENCY TESTING RECORD**

\_\_\_\_ **SF185UNV - NOTIFICATION OF CHANGES IN COURSE SCHEDULE**

**SF175CBT - LETTER OF CERTIFICATION (CLOSING LETTER)**

\_\_\_\_ TYPED  
\_\_\_\_ ORIGINAL SIGNATURE OF SCHOOL COMMANDER

**EX705 - EXAMINATION QUALIFICATION FORM**

\_\_\_\_ TYPED

**EX710 - STUDENT ROSTER FOR EXAMINATION**

\_\_\_\_ TYPED