

PAROLE OFFICER BASIC HANDGUN TRAINING OPENING CHECKLIST**PAROLE OFFICER BASIC HANDGUN TRAINING CLOSING CHECKLIST**

School Name _____
 School Commander _____ Proposed Dates _____

School Name _____
 School Number _____ Dates _____

SF100unv - APPLICATION FORM

- _____ APPLICATION
- _____ MINIMUM OF 5 STUDENTS UNLESS AUTHORIZED BY THE EXECUTIVE DIRECTOR
- _____ NO MORE THAN 2 STUDENTS PER FIRING POINT

INSTRUCTOR INFORMATION

- _____ LIST ONLY INSTRUCTORS SCHEDULED TO TEACH
- _____ INSTRUCTOR'S LAST NAME, FIRST NAME, MIDDLE INITIAL
- _____ INSTRUCTOR'S OPOTC CERTIFICATION NO.
- _____ ONE (1) OPOTC CERTIFIED INSTRUCTOR FOR EVERY 5 STUDENTS AT THE FIRING LINE
- _____ CHECK RATIO OF 1 TO 5 INSTRUCTOR TO STUDENT – INDICATE SAFETY OFFICER, IF UTILIZED

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 TRAINING SESSION
- _____ EACH TRAINING SESSION INDICATED AS RANGE OR CLASSROOM
- _____ INSTRUCTOR'S LAST NAME, FIRST NAME & OPOTC CERT. # RECORDED
- _____ 1/2 HOUR BREAK FOR ANY TRAINING SESSION THAT EXCEEDS 4 HOURS
- _____ ONLY OPOTC SUBJECTS MUST APPEAR ON THE CALENDAR
- _____ DATE RECORDED (BOTTOM OF PAGE)
- _____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER

STUDENT ENROLLMENT PACKET – Submitted after School Number Assigned & Before First Day of Class**SF110unv - STUDENT ENROLLMENT LIST**

- _____ NO LESS THAN 5 STUDENTS UNLESS AUTHORIZED BY THE EXECUTIVE DIRECTOR
- _____ NAME OF PAROLE OFFICER, SSN, DOB, & EMPLOYING AGENCY
- _____ SIGNED BY SCHOOL COMMANDER

SF119apa - AUTHORIZATION FOR PAROLE OFFICER TO CARRY A FIREARM FORM ATTACHED FOR EACH STUDENT**SF101unv - NOTARIZED STATEMENT OF UNDERSTANDING FORM FOR EACH STUDENT - MUST BE RECEIVED PRIOR TO FIREARMS TRAINING****ON-SITE INSPECTION**

- _____ CURRENT ON-SITE INSPECTION FORM ON FILE

SF120unv - ATTENDANCE ROSTER

- _____ ORIGINAL COPY
- _____ TYPED
- _____ SCHOOL NAME, CLASS NO., & DATES RECORDED (TOP OF PAGE)
- _____ ATTENDANCE ROSTER
- _____ **MANDATORY FIREARMS, ATTENDANCE REQUIRED FOR ALL SESSIONS**
- _____ STUDENTS' NAMES LISTED ALPHABETICALLY (LAST NAME, FIRST, M.I.)
- _____ HOURS RECORDED PER DAY
- _____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER & DATE-BOTTOM OF PAGE
- _____ SCHOOL COMMANDER'S NAME TYPED (BOTTOM OF PAGE)

SF105unv - REVISED TRAINING CALENDAR

- _____ TYPED
- _____ SIGNED BY SCHOOL COMMANDER
- _____ REVISED CALENDAR INDICATED
- _____ CHANGES IN TIME, DAY, INSTRUCTOR NOTED, IF APPLICABLE
- _____ RE-CHECK RATIOS OF INSTRUCTORS TO STUDENTS FOR FIREARMS

SF122unv - NOTIFICATION OF MAKE-UP HOURS

- _____ SF120unv WITH MAKE-UP HOURS REFLECTED

SF185unv - NOTIFICATION OF CHANGES IN COURSE CALENDAR**SF125unv - FIREARMS SPO SHEETS**

- _____ TYPED OR NEATLY PRINTED
- _____ ORIGINALS
- _____ IF A **FAILURE**, ALSO SUBMIT SPO SHEET
- _____ SIGNATURE OF CERTIFIED INSTRUCTOR(S) & OPOTC NO.
- _____ SIGNATURE OF COMMANDER

SF175apa - LETTER OF CERTIFICATION (CLOSING LETTER)

- _____ TYPED
- _____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER

FIELD AGENT _____ DATE _____