

PRIVATE SECURITY ACADEMIC TRAINING OPENING CHECKLIST**PRIVATE SECURITY ACADEMIC TRAINING CLOSING CHECKLIST**

School Name _____
 School Commander _____ Proposed Dates _____

School Name _____
 School Number _____ Dates _____

SF100UNV – APPLICATION FORM

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

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

SF155PS – CURRICULUM AUDIT SHEET**SF105UNV – CALENDAR**

____ TYPED
 ____ SCHOOL NAME AT THE TOP OF PAGE
 ____ DATE RECORDED FOR EACH SESSION
 ____ DAY RECORDED
 ____ NUMBER OF HOURS RECORDED
 ____ TIME RECORDED (FROM/TO)
 ____ TOPIC NUMBER RECORDED FOR EACH TOPIC TITLE (EXAMPLE:
 ____ 2.4 [LAWS OF ARREST])
 ____ OPOTC TOPIC TITLE RECORDED (EXAMPLE: LAWS OF ARREST)
 ____ INSTRUCTOR'S LAST NAME, FIRST NAME, & OPOTC
 ____ CERTIFICATION NUMBER RECORDED
 ____ ½ HOUR BREAK FOR EVERY TRAINING SESSION THAT EXCEEDS 4
 ____ HOURS
 ____ ONLY OPOTC SUBJECTS AND TOPICS APPEAR ON CALENDAR
 ____ DATE RECORDED (BOTTOM OF PAGE)
 ____ "ORIGINAL" CALENDAR SUBMITTED
 ____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER

ON-SITE INSPECTION

____ CURRENT ON-SITE INSPECTION FORM ON FILE

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

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

SF120UNV – ATTENDANCE ROSTER

____ ORIGINAL SUBMITTED
 ____ SCHOOL NAME, NUMBER, & DATES
 ____ RECORDED (TOP OF PAGE)
 ____ ATTENDANCE ROSTER SHOWS OPOTC
 ____ REQUIRED TOPICS ONLY
 ____ MANDATORY TOPICS CLEARLY INDICATED
 ____ – INDICATE MANDATORY TOPIC NUMBER
 ____ UNDER DAY TAUGHT
 ____ STUDENTS' NAMES LISTED
 ____ ALPHABETICALLY (LAST NAME, FIRST, M.I.)
 ____ HOURS OF ACTUAL ATTENDANCE
 ____ RECORDED PER DAY
 ____ ORIGINAL SIGNATURE OF COMMANDER &
 ____ DATE (BOTTOM OF PAGE)
 ____ SCHOOL COMMANDER'S NAME TYPED
 ____ (BOTTOM OF PAGE)

SF121UNV – STUDENT SIGN-IN SHEET**SF105UNV – REVISED TRAINING CALENDAR**

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

SF155PS – STUDENT EVALUATION RECORD

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

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

SF122UNV – NOTIFICATION OF MAKE-UP HOURS
 ____ MAKE-UP ATTENDANCE ROSTER
 ____ ATTACHED (SF120UNV)

**SF175UNV – LETTER OF CERTIFICATION (CLOSING
 LETTER)**

____ TYPED
 ____ ORIGINAL SIGNATURE OF SCHOOL
 ____ COMMANDER

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

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

EX705 – QUALIFICATION FORM

____ TYPED

EX710 – ACADEMY ROSTER

____ TYPED