

**PROBATION OFFICER "PLUG-IN" 40-HOUR BASIC HANDGUN TRAINING PROGRAM
PAPERWORK CHECKLIST**

SCHOOL NAME: _____ SCHOOL NUMBER: _____

SCHOOL COMMANDER: _____

ENROLLMENT PAPERWORK TO BE SUBMITTED PRIOR TO ATTENDANCE:

SF110unv - STUDENT ENROLLMENT LIST

____ NAME OF PROBATION OFFICER, SSN, DOB, & EMPLOYING AGENCY

____ **SF119pof - AUTHORIZATION FOR PROBATION OFFICER TO CARRY A FIREARM FORM** ATTACHED FOR EACH STUDENT

____ **SF101unv - STATEMENT OF UNDERSTANDING** FORM FOR EACH STUDENT-NOTARIZED – MUST BE RECEIVED PRIOR TO FIREARMS TRAINING

____ **SF115unv - ENROLLMENT/CERTIFICATION** FORMS ATTACHED
____ SIGNED BY SCHOOL COMMANDER

CLOSING AUDIT PAPERWORK:

SF120unv - ATTENDANCE ROSTER

____ ORIGINAL COPY
____ TYPED
____ SCHOOL NAME, CLASS NO., & DATES RECORDED (TOP OF PAGE)
____ 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)

____ **SF185unv - NOTIFICATION OF CHANGES IN COURSE SCHEDULE**

SF105unv - REVISED TRAINING CALENDAR FOR HANDGUN TRAINING

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

____ **SF122unv - NOTIFICATION OF MAKE-UP HOURS ATTACHED**

____ **SF120unv - ATTENDANCE ROSTER** WITH MAKE-UP HOURS REFLECTED

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

SF175pof - LETTER OF CERTIFICATION (CLOSING LETTER)

____ TYPED
____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER

FIELD AGENT _____ DATE _____