



## **BASIC TRAINING SPECIAL SUBJECT INSTRUCTOR CERTIFICATION**

### **APPLICATION PROCEDURES**

1. The application must be completed in its entirety, notarized, and signed by a School Commander who has been the Commander of record for a peace officer basic training or peace officer basic refresher school within the past two years.
2. Utilizing the enclosed curriculum units identified on page 7 of the application, select the unit(s)/topic(s) desired for certification. All selected units/topics must be accompanied by written documentation to substantiate the applicant's qualifications to teach each unit/topic.

Copies of degrees, diplomas and certificates of training verifying education and specialized training are considered proper documentation. Letters of recommendation and detailed verification from a responsible person who can attest to your credentials may also be utilized to substantiate your qualification.

3. Return your application with the supporting documentation to:

**OHIO PEACE OFFICER TRAINING COMMISSION  
PROFESSIONAL STANDARDS DIVISION  
INSTRUCTOR APPLICATION  
P.O. BOX 309  
LONDON, OH 43140**

## **SPECIAL SUBJECT INSTRUCTOR CERTIFICATION**

1. Effective date January, 1988.
2. Rule 109:2-1-06, Approval of Instructors, is contained in Chapter 109:2-1 of the Ohio Administrative Code and filed pursuant to Chapter 119 of the Ohio Revised Code.
3. All requests for instructor certification will be processed on forms supplied by the Ohio Peace Officer Training Commission.

Each application must be typed and completed in its entirety. Copies of degrees, diplomas, and/or certificates of training verifying education and specialized training must be attached to the application.

4. Applicants may apply for either a UNIT Instructor Certificate or a SPECIAL SUBJECT Instructor Certificate but not both.
5. **Incomplete applications will be returned to the applicant without processing.**

Minimum qualifications for certification:

1. High school graduate or possession of a G.E.D.
2. Possession of a license in a particular discipline such as medical doctors, attorneys, nurses, judges, teachers of special subjects related to the basic course. (OAC 109:2-1-6(B)(2)(a)), or,

Recognition for competency in law enforcement related areas such as probation, corrections, health, fire, drug enforcement, traffic or other special subject or skill areas in which the person has a minimum of five years of full-time experience and training in the subject area to be taught, three years of which must be based on full-time experience. (OAC 109-2-1-6(B)(2)(b))

3. Effective July 1, 2011, completion of an approved instructor training program or Bachelor's degree in Education.

Exceptions to this requirement include:

- Attorneys licensed in the state of Ohio who apply for special subject certification in any legal topics. A copy of your current attorney registration card must be provided;
- Duly qualified First Aid/CPR/AED (American Heart Association, Red Cross, or American Safety & Health Institute) instructors who apply for special subject certification in first aid. A copy of your current certification card must be provided; and
- Duly qualified special subject instructors in Homeland Security topics.

## **RENEWAL OF SPECIAL SUBJECT INSTRUCTOR CERTIFICATE**

An individual certified as a Special Subject instructor shall renew his/her certificate every three (3) years. Requests for renewal should be filed at least **60 days and no more than 90 days** before the expiration of the certificate.

**NOTE: It is the responsibility of each instructor to ensure his/her certificate is current.**

To qualify for a renewal, the instructor must:

1. have written evidence from the educational or training facility where the instructor received training documenting that the instructor has successfully completed within the past three years, a minimum of twelve (12) clock hours of training in topics related to the basic training curriculum.
2. have written evidence from the school commander or administrator that the instructor has taught in two approved peace officer basic training schools for a minimum total of twelve (12) teaching hours within the past three years.

Effective July 1, 2011, in addition to other topic specific requirements, a special subject instructor who has allowed his certification to lapse is also required to either: (1) successfully complete an OPOTA approved 80 hour Instructor Skills course; or (2) have a Bachelor's degree in Education.

Exceptions to this requirement include:

- Attorneys licensed in the state of Ohio who apply for special subject certification in any legal topics. A copy of your current attorney registration card must be provided;
- Duly qualified First Aid/CPR/AED (American Heart Association, Red Cross, or American Safety & Health Institute) instructors who apply for special subject certification in first aid. A copy of your current certification card must be provided; and
- Duly qualified special subject instructors in Homeland Security topics.

Dear Peace Officer Basic Training Instructor Applicant:

Please check the following requirements before you mail your application:

**SPECIAL SUBJECTS INSTRUCTOR**

\_\_\_\_\_ 109:2-1-06(B)(1) A high school graduate or possession of a GED certificate

\_\_\_\_\_ 109:2-1-06(B)(2)(a) Possession of a license in a particular discipline such as medical doctors, attorneys, nurses, judges, teachers of special subjects related to the basic course or,

\_\_\_\_\_ 109:2-1-06(B)(2)(b) Recognition for competency in law enforcement related areas such as probation, corrections, health, fire, drug enforcement, traffic or other special subject or skill areas in which the person has a minimum of five years of full-time experience and training in the subject area to be taught, three years of which must be based on full-time experience

\_\_\_\_\_ 109:2-1-06(B)(3) Recommendation of an OPOTC approved school commander

\_\_\_\_\_ Effective July 1, 2011, completion of an approved instructor training program or Bachelor's degree in Education (See exceptions to this requirement on page two of this application.)

\_\_\_\_\_ Application notarized

\_\_\_\_\_ Indicate requested areas of certification. NOTE: OAC 109:2-1-06(B)(4) states that special subject instructors shall not be eligible for approval for the driving or firearms units and in no case shall a special subject instructor be approved for more than five (5) topics in the peace officer basic course.



# MIKE DEWINE

★ OHIO ATTORNEY GENERAL ★



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London, OH 43140  
www.OhioAttorneyGeneral.gov

## APPLICATION FOR SPECIAL SUBJECT INSTRUCTOR CERTIFICATE

(Please type or print clearly)

Name \_\_\_\_\_  
First Middle Last

SSN \_\_\_\_\_ DOB \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Mailing Address \_\_\_\_\_  
#/Street/P.O. Box City State Zip Code

County: Residence \_\_\_\_\_ School \_\_\_\_\_

Phone: Residence (\_\_\_\_) \_\_\_\_\_ Daytime (\_\_\_\_) \_\_\_\_\_

Cell (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

NOTE: This email address will be used for OPOTC/OPOTA business-related communications, some of which may be time sensitive.

At times we receive requests for information on instructors approved to teach a particular topic. By checking this box, you are authorizing OPOTC staff to release information about your instructor certification which would allow others to contact you in their efforts to find an instructor.

Present Employer: \_\_\_\_\_

Your Present Position/Title: \_\_\_\_\_  
\_\_\_\_\_ Full-time Officer \_\_\_\_\_ Part-time Officer \_\_\_\_\_ Other

### 1. EDUCATION

#### A. High School Education or General Education Development Certificate (G.E.D.)

<u>Name &amp; Address of School Attended</u>	<u>Dates Attended (From - To)</u>	<u>High School Diploma</u>	<u>G.E.D. Certificate</u>
_____	_____ (Mo/Yr)	Yes ( ) No ( )	Yes ( ) No ( )

THIS FORM MAY BE REPRODUCED

B. Advanced Training - College or University Education

NOTE: IT IS REQUIRED THAT YOU ATTACH A COPY OF DEGREES OBTAINED

<u>Name &amp; Address of School Attended</u>	<u>Dates Attended (From - To)</u>	<u>Field of Study</u>	<u>Type of Degree</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

NOTE: IT IS REQUIRED THAT YOU ATTACH COPIES OF TRAINING CERTIFICATES RECEIVED.

<u>Name &amp; Address of School Attended</u>	<u>Course Title</u>	<u>Course Length (In Weeks)</u>	<u>Date Completed</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. **FULLTIME EXPERIENCE IN THE SUBJECT AREA TO BE TAUGHT**

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

4. **COMPLETION OF A COMMISSION-APPROVED INSTRUCTIONAL SKILLS COURSE**  
(After August 1, 2007, 40-Hour Instructor Skills and 14-Hour Update required. After July 1, 2009, 80-Hour Instructor Skills 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>
_____	_____	_____	_____

**ATTEST**

I certify the information contained in this Application is true and correct to the best of my knowledge. I understand this Application is made with purpose to secure issuance of an instructional certificate by a governmental agency. I understand the certification requested may, for good cause shown, be withdrawn, canceled, or revoked by the Executive Director of the Ohio Peace Officer Training Commission.

**YOU MUST PERSONALLY APPEAR BEFORE A NOTARY PUBLIC.**

**SIGNATURE OF APPLICANT** \_\_\_\_\_

Subscribed and duly sworn before me according to law, by the above named applicant on this the \_\_\_\_\_

day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_.

County of \_\_\_\_\_ and State of \_\_\_\_\_

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

Printed Name & Title \_\_\_\_\_

Commission Expiration \_\_\_\_\_

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**THIS SECTION TO BE COMPLETED AND SIGNED BY A PEACE OFFICER BASIC  
TRAINING SCHOOL COMMANDER ONLY**

**RECOMMENDATION BY AN APPROVED AND CURRENT PEACE OFFICER BASIC  
TRAINING SCHOOL COMMANDER**

Pursuant to the Rules and Regulations specified in 109:2-1-06(A) of the Ohio Administrative Code, I recommend the above named individual receive a Special Subject Instructor certificate for the special subjects indicated on the attached form. For purposes of making this recommendation, I have been the Commander of record for a basic training or refresher school in the past two years.

\_\_\_\_\_  
Name of School Commander  
(Please type or print clearly)

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of School Commander

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commander Number



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## Ohio Peace Officer Training Commission Peace Officer Basic Training Curriculum Effective 07/01/2012

### 1. Administration

1.  Introduction To Basic Training
2.  Role Of American Peace Officer
3.  Philosophy & Principles Of The American Justice System
4.  The Criminal Justice System & Structure Of The American Courts\*
5.  Ethics & Professionalism
6.  Community Policing
7.  Fundamentals of Report Writing

### 2. Legal\*

1.  General Provisions\*
2.  Ohio Revised Code\*
3.  Laws Of Arrest\*
4.  Search & Seizure\*
5.  Legal Aspects Of Interview & Interrogation\*
6.  Civil Liability & Use Of Force\*
7.  Testifying In Court & Rules Of Evidence\*

### 3. Human Relations

1.  Communicating With The Public & The Media
2.  Interacting With The Special Needs Population
3.  Domestic Violence\*
4.  Crisis Intervention\*
5.  Child Abuse & Neglect\*
6.  Missing Children Investigation\*
7.  Juvenile Justice System\*
8.  Victims' rights
9.  Crime Prevention
10.  Community Diversity\*
11.  Missing Persons\*

### 4. Firearms\*

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

### 5. Driving\*

### 6. Subject Control Techniques\*

### 7. First Aid/CPR/AED\*

### 8. Patrol

1.  Vehicle Patrol Techniques
2.  Foot Patrol
3.  Responding To Crimes In Progress
4.  Building Searches
5.  Stops & Approaches\*
6.  Auto Theft & V.I.N. Reconstruction
7.  Gang Awareness
8.  Communications
9.  Prisoner Booking & Handling
10.  Ohio Law Enforcement Gateway (OHLEG)

### 9. Civil Disorders

1.  Control Of Nonviolent Crowds, Confronting Hostile Crowds
2.  Riot Formations
3.  Chemical Agents

### 10. Traffic

1.  Introduction To Traffic
2.  Motor Vehicle Offenses
3.  Commercial Vehicle Offenses
4.  Traffic Crash Investigation
5.  Uniform Traffic Ticket
6.  Speed Enforcement\*
7.  Traffic Direction & Control
8.  Standardized Field Sobriety Testing (SFST)\*
9.  Exercise For Traffic Investigation

### 11. Investigation

1.  Crime Scene Search
2.  Evidence Collection Techniques
3.  Crime Scene Sketching & Detailed Drawing
4.  Police Photography
5.  Tracing Stolen Property
6.  Arson Scene Investigation
7.  Drug Awareness
8.  INTENTIONALLY LEFT BLANK
9.  Confidential Informants
10.  Observation, Perception, & Description
11.  Line-Ups
12.  Gambling & Prostitution
13.  Liquor Control & Enforcement
14.  Surveillance
15.  Interview & Interrogation Techniques
16.  Search Warrants
17.  INTENTIONALLY LEFT BLANK
18.  INTENTIONALLY LEFT BLANK

### 12. Physical Conditioning\*

### 13. Homeland Security

1.  HAZMAT and WMD Awareness for the First Responder\*
2.  Bombs and Explosives
3.  Terrorism Awareness
4.  Incident Command System
5.  National Incident Management System (NIMS)

A SPECIAL SUBJECT  
INSTRUCTOR CANNOT  
REQUEST UNITS 4 OR 5

\* Denotes Instructor Course Is Required For Certification.