



MIKE DEWINE

★ OHIO ATTORNEY GENERAL ★



Ohio Peace Officer Training Commission
740-845-2700
800-346-7682
Fax 740-845-2675

P.O. Box 309
London, Ohio 43140
www.OhioAttorneyGeneral.gov

BASIC TRAINING UNIT 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**

APPROVAL OF INSTRUCTORS

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.**

UNIT INSTRUCTOR CERTIFICATION

Minimum qualifications for certification:

1. High school graduate or possession of G.E.D.
2. Five (5) years of experience as a full-time law enforcement officer.
3. Completion of an approved instructors training program - minimum of 40 clock hours.
4. Completion of a training program which will allow a person to learn specific knowledge and skills in the unit for which he/she desires certification. (ie. Firearms, Driving, Subject Control, or SFST, etc.)
5. Recommendation and signature of a school commander and written approval of the Executive Director.

RENEWAL OF UNIT INSTRUCTOR CERTIFICATE

An individual certified as a Unit 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 twenty-four (24) clock hours of training in topics related to the basic training curriculum.
2. have written evidence from the school commander that the instructor has taught in two approved peace officer basic training schools for a minimum total of twenty-four (24) teaching hours within the past three years.

Dear Peace Officer Basic Training Instructor Applicant:

Please check the following requirements before you mail your application:

UNIT INSTRUCTOR

- ___ 109:2-1-06(A)(1) A high school graduate or possession of a GED certificate
- ___ 109:2-1-06(A)(2) Five years full time experience as a law enforcement officer
- ___ 109:2-1-06(A)(3) Completion of a forty hour instructional skills course approved by OPOTC
- ___ 109:2-1-06(A)(4) Completion of a training program which will allow a person to learn specific skills in a unit for which they desire certification, pertinent documentation attached
- ___ To be approved for Firearms, must complete an OPOTC-approved instructor course in weapon(s) in which instructor desires certification and an OPOTC “Firearms Instructor: Weapon Training & Requalification” course.
- ___ 109:2-1-06(A)(5) Recommendation of an OPOTC approved school commander
- ___ Application notarized
- ___ Indicate requested areas of certification.



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APPLICATION FOR UNIT 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.

I authorize the OPOTC to place my firearms instructor information on the publicly accessible web site for Concealed Carry Weapon instructor purposes. My home address/phone may be used: ___Yes ___No
If no, other: _____

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.)

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

THIS FORM MAY BE REPRODUCED

B. Advanced Training - College or University Education

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

2. **SPECIAL TRAINING RECEIVED**

(F.B.I. Academy, Special Police, Government, Military Organizations, *OSP, OPOTA*, etc.)

<u>Agency Name and Address</u>	<u>Dates (From - To)</u>	<u>Total Number of Years/Months</u>

3. **EXPERIENCE AS A FULL-TIME LAW ENFORCEMENT OFFICER**

If specialized assignment (detective, narcotics, SWAT, etc.) list below with dates.

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

4. **COMPLETION OF A COMMISSION-APPROVED INSTRUCTIONAL SKILLS COURSE**

(A minimum of 40 clock hours is required. 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 & 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 & 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 _____

THIS SECTION TO BE COMPLETED AND SIGNED BY 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 Unit Instructor certificate for the units 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



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

A SPECIAL SUBJECT
INSTRUCTOR CANNOT
REQUEST UNITS 4 OR 5

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)

* Denotes Instructor Course Is Required For Certification.