

STAND-ALONE REFRESHER OPENING CHECKLIST	STAND-ALONE REFRESHER CLOSING CHECKLIST	
School Name _____ School Commander _____ Proposed Dates _____	School Name _____ School Number _____ Dates _____	
<p>SF100unv – APPLICATION FORM</p> <p>____ POSTMARKED 21 CALENDAR DAYS PRIOR TO START OF ACADEMY TYPED</p> <p>____ NUMBER OF TOTAL HOURS _____</p> <p>____ VERIFY CURRICULUM CODE _____</p> <p>INSTRUCTOR INFORMATION:</p> <p>____ LIST ONLY INSTRUCTORS SCHEDULED TO TEACH OPOTC REQUIRED TOPICS</p> <p>____ INSTRUCTOR'S LAST NAME, FIRST NAME, MIDDLE INITIAL</p> <p>____ INSTRUCTOR'S OPOTC CERTIFICATION NUMBER AND EXPIRATION DATE</p> <p>SF105unv – CALENDAR</p> <p>____ TYPED</p> <p>____ SCHOOL NAME AT THE TOP OF PAGE</p> <p>____ DATE RECORDED FOR EACH SESSION</p> <p>____ DAY RECORDED</p> <p>____ NUMBER OF HOURS RECORDED</p> <p>____ TIME RECORDED (FROM/TO)</p> <p>____ TOPIC NUMBER RECORDED FOR EACH TOPIC TITLE</p> <p>____ OPOTC TOPIC TITLE RECORDED (EXAMPLE: LAWS OF ARREST)</p> <p>____ INSTRUCTOR'S LAST NAME, FIRST NAME, & OPOTC CERTIFICATION NUMBER RECORDED</p> <p>____ ½ HOUR BREAK FOR EVERY TRAINING SESSION THAT EXCEEDS 5 HOURS</p> <p>____ ONLY OPOTC SUBJECTS AND TOPICS APPEAR ON CALENDAR</p> <p>____ DATE RECORDED (BOTTOM OF PAGE)</p> <p>____ "ORIGINAL" CALENDAR SUBMITTED</p> <p>____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER</p>	<p>ENROLLMENT PACKET</p> <p>____ SF110unv – STUDENT ENROLLMENT LIST</p> <p>____ STUDENTS LISTED</p> <p>____ ALPHABETICALLY</p> <p>____ ALL SIGNED BY SCHOOL COMMANDER</p> <p>____ SF115unv – STUDENT ENROLLMENT FORM OPOTC LETTER OF DETERMINATION STATEMENT OF UNDERSTANDING.</p> <p>____ NEGATIVE RESPONSES ADDRESSED WITH COMMANDER</p> <p>SF120unv – ATTENDANCE ROSTER</p> <p>____ TYPED</p> <p>____ SCHOOL NAME, NUMBER, & DATES RECORDED (TOP OF PAGE)</p> <p>____ ATTENDANCE ROSTER SHOWS OPOTC REQUIRED TOPICS ONLY</p> <p>____ ALL TOPICS CLEARLY INDICATED UNDER DAY TAUGHT</p> <p>____ STUDENTS' NAMES LISTED</p> <p>____ ALPHABETICALLY (LAST NAME, FIRST, M.I.)</p> <p>____ HOURS OF ACTUAL ATTENDANCE RECORDED PER DAY</p> <p>____ ORIGINAL SIGNATURE OF COMMANDER & DATE (BOTTOM OF PAGE)</p> <p>____ SCHOOL COMMANDER'S NAME TYPED (BOTTOM OF PAGE)</p> <p>SF105unv – REVISED TRAINING CALENDAR</p> <p>____ TYPED</p> <p>____ SIGNED BY SCHOOL COMMANDER</p> <p>____ REVISED CALENDAR INDICATED</p> <p>____ CHANGES IN TIME, DAY, INSTRUCTOR NOTED</p>	<p>SF155bas – STUDENT EVALUATION RECORD</p> <p>____ TYPED</p> <p>____ SCHOOL NAME & NUMBER RECORDED (TOP OF PAGE)</p> <p>____ FAILED NOTEBOOK INDICATED WITH AN "x"</p> <p>____ 100% ATTENDANCE REQUIRED</p> <p>SF185unv – NOTIFICATION OF CHANGES IN COURSE SCHEDULE</p> <p>____ TYPED</p> <p>____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER</p> <p>SF122unv – NOTIFICATION OF MAKE-UP HOURS MAKE-UP ATTENDANCE ROSTER ATTACHED (SF120unv)</p> <p>____ COPIES OF INSTRUCTOR CERTIFICATES INDICATING TOPICS IF OTHER THAN ORIGINAL</p> <p>SF175unv – LETTER OF CERTIFICATION (CLOSING LETTER)</p> <p>____ TYPED</p> <p>____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER</p> <p>EX705 – QUALIFICATION FORM</p> <p>____ TYPED</p> <p>____ VERIFY CURRICULUM CODE _____</p> <p>EX710 – ACADEMY ROSTER</p> <p>____ TYPED</p>
<p>ON-SITE INSPECTION</p> <p>____ CURRENT ON-SITE INSPECTION FORM ON FILE</p>	FIELD AGENT _____ DATE _____	