



**PRIVATE SECURITY  
TOPIC INSTRUCTOR CERTIFICATION  
APPLICATION PROCEDURES**

1. Complete the appropriate application. The application must be completed in its entirety, notarized, and signed by a Private Security Commander who is currently approved and in good standing.
2. Utilizing the enclosed curriculum topics and identification material, select the topic(s) for certification. All selected topics must be accompanied by written documentation to substantiate the applicant's qualifications to teach each topic.

Copies of degrees, diplomas and certificates of training verifying education and specialized training are considered proper documentation. Letters of recommendation and verification from a responsible person qualified in the area you are seeking to teach in and who can attest to your credentials may also be utilized to substantiate your qualifications.

3. **Copy of a current BCI criminal history check (within one year). This report must be attached to the application.**
4. 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. Rule 109:2-3-05, Certification of Instructors, is contained in Chapter 109:2-3 of the Ohio Administrative Code, effective January, 2001, and filed pursuant to Chapter 119 of the Ohio Revised Code.
2. 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. A resume does not substitute for completion of the application. Copies of degrees, diplomas, and/or certificates of training verifying education and specialized training must be attached to the application.

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

## TOPIC INSTRUCTOR CERTIFICATION

Minimum qualifications for certification:

1. Topic instructors will be certified to teach topics within a unit or units not to exceed five topics. Topic instructor applicants will not be considered for firearms and subject control techniques units. [OAC 109:2-3-05(C)].
2. High school graduate or possession of a G.E.D. [OAC 109:2-3-05(C)(1)].
3. Persons licensed, degreed or professionally certified in particular disciplines such as medical doctors, attorneys, nurses, counselors, protection professionals and teachers of specialized subjects related to the private security training course may qualify. Persons licensed, degreed or certified may be eligible to teach all topics within their area of expertise. [OAC 109:2-3-5(C)(2)(a)], or,  
  
Persons recognized for their professional competency in the security, health, fire safety or other related areas must have a minimum of two years experience in the subject area to be taught. [OAC 109-2-3-5(C)(2)(b)].
4. Evidence of a recent criminal record check through the bureau of criminal identification and investigation must be submitted with the application. [OAC 109:2-3-05(C)(3)].
5. Recommendation and signature of a current Private Security Commander in good standing.
6. 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 topic certification in any legal topics (must provide a copy of your attorney registration card);
- Duly qualified first aid (American Heart Association, Red Cross, or American Safety and Health Institute) instructors who apply for topic certification in first aid (must provide a copy of your current instructor certification card); and
- Duly qualified topic instructors in Homeland Security topics.

**PROCEDURE FOR OBTAINING A  
FINGERPRINT-BASED BACKGROUND CHECK  
FROM THE  
BUREAU OF CRIMINAL INVESTIGATION AND IDENTIFICATION (BCI)**

Fingerprint-based criminal history checks are required for Private Security instructor and commander certification.

In order to obtain a BCI Criminal Background Check you must submit a WebCheck® request to BCI, from an approved WebCheck® agency. In order to obtain such a record check, follow this procedure:

- Log onto the Attorney General of Ohio's WebCheck® website:  
<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck>
- Click on the "Contact a provider from this listing" link.
- Locate an agency nearest you and contact them regarding the WebCheck® process.
- After completing the WebCheck® procedure, have your WebCheck® result sent back to you, so that you can attach it to your application.
- Mail your completed application packet to:

Ohio Peace Officer Training Commission  
Professional Standards Division  
PO Box 309  
London, Ohio 43140

**Applications received by the commission that do not have the BCI processed record check attached will be returned unprocessed.**



Dear Private Security Training Instructor Applicant:

Please check the following requirements before you mail your application:

### TOPIC INSTRUCTOR

- 109:2-3-05(C)(1) A high school graduate or possession of a GED certificate
  - 109:2-3-05(C)(2)(a) Persons licensed, degreed or professionally certified in particular disciplines such as medical doctors, attorneys, nurses, counselors, protection professionals and teachers of specialized subjects related to the private security training course may qualify. Persons licensed, degreed or certified in a particular discipline may be eligible to teach all topics within their area of expertise; or,
  - 109:2-3-05(C)(2)(b) Persons formally recognized for their professional competency in the security, health, fire safety or other related areas must have a minimum of two years experience; and,
  - 109:2-3-05(C)(3) Certified copy of a current criminal history report conducted by BCI and attached to the application
  - Recommendation of a currently approved OPOTC Private Security Commander
  - Application notarized
  - Indicate requested areas of certification on the units/topics form
- NOTE: OAC 109:2-3-05(C) states that topic instructors will be certified only to teach topics within a unit or units of the curriculum, not to exceed five (5) topics in the private security academic training course.
- 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 topic certification in any legal topics (please provide a copy of your attorney registration card);
- Duly qualified first aid (American Heart Association, Red Cross, or American Safety and Health Institute) instructors who apply for topic certification in first aid (please provide a copy of your current instructor certification card); and
- Duly qualified topic instructors in Homeland Security topics



# MIKE DEWINE

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## APPLICATION FOR TOPIC INSTRUCTOR CERTIFICATE

(Please type)

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 \_\_\_\_\_ Part time \_\_\_\_\_ Other

### 1. TRAINING/EDUCATION

#### Secondary Education Information

High School Attended \_\_\_\_\_ City & State \_\_\_\_\_

Date of Graduation or Date of Receipt of GED \_\_\_\_/\_\_\_\_/\_\_\_\_ (Circle Graduation or GED, whichever is applicable.)

#### College/University Information

Institution Attended \_\_\_\_\_ City & State \_\_\_\_\_

Course of Study/Major \_\_\_\_\_ Dates Attended: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Diploma/Degree Awarded (if applicable) \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Attach Copy of Degree/Diploma)

If no degree, number of quarter hours \_\_\_\_\_ semester hours \_\_\_\_\_ attended.

(Attach Copy of Transcript from College/University showing number of hours attended)

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

Note: Attach only copies of training certificates applicable to the areas for which you are seeking certification.

| <u>Name of School Attended</u> | <u>Course Title</u> | <u>Course Length (In Weeks)</u> | <u>Date Completed</u> | <u>Cert/Lic (Y) (N)</u> |
|--------------------------------|---------------------|---------------------------------|-----------------------|-------------------------|
| _____                          | _____               | _____                           | _____                 | _____                   |
| _____                          | _____               | _____                           | _____                 | _____                   |

**3. FULL-TIME EXPERIENCE IN THE SUBJECT AREA TO BE TAUGHT**

| <u>Agency Name</u> | <u>Title/ Position</u> | <u>Employment Dates (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> |
|---|-----------------------------------|------------------------------|------------------------------|
| _____   | _____                             | _____                        | _____                        |
| _____   | _____                             | _____                        | _____                        |

**5. CRIMINAL HISTORY**

Have you ever been convicted of a felony in any jurisdiction of the United States or under the Uniform Code of Military Justice? \_\_\_\_\_no \_\_\_\_\_yes

Have you ever been convicted of an offense of domestic violence or any related offense occurring as a result of a domestic violence incident? \_\_\_\_\_no \_\_\_\_\_yes

Do you currently have criminal charges pending in any jurisdiction? \_\_\_\_\_no \_\_\_\_\_yes

**Attach copy of criminal record check processed through BCI to the completed application.**

**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 OR OTHER AUTHORIZED OFFICIAL.**

**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 Official \_\_\_\_\_

Title of Official \_\_\_\_\_

(Affix Seal)

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

**THIS SECTION TO BE COMPLETED BY COMMANDER ONLY**

**RECOMMENDATION BY AN APPROVED PRIVATE SECURITY COMMANDER**

Pursuant to the Rules and Regulations specified in of the Ohio Administrative Code, I recommend the above named individual receive a Topic Instructor certificate for the topics indicated on the attached form. For purposes of making this recommendation, I am a current Commander in good standing.

\_\_\_\_\_  
Name of Commander (Please type)

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

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Date

**THIS FORM MAY BE REPRODUCED**



# MIKE DEWINE

★ OHIO ATTORNEY GENERAL ★



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

Please check topics qualified to teach.

### **1. ADMINISTRATION**

1.  Orientation (Commander Only)
2.  Role of Private Security
3.  Ethics & Professionalism

### **2. LEGAL**

1.  Overview of the legal system
2.  Criminal Law
3.  Liability
4.  Legal Authority
5.  *Intentionally Left Blank*
6.  Evidence
7.  Testifying

### **3. HUMAN RELATIONS**

1.  Public Relations
2.  Crisis Situations
3.  Substance Abuse
4.  Sexual Harassment
5.  Juveniles
6.  Dealing with Persons with Developmental Disabilities
7.  Cultural Sensitivity

### **4. COMMUNICATIONS**

1.  Field Note Taking
2.  Report Writing
3.  Interviews
4.  Communication Systems
5.  Interpersonal Communications

### **5. LOSS PREVENTION**

1.  Observation & Description
2.  Physical Security
3.  Information Security
4.  Retail Security
5.  Personnel Security
6.  Internal Theft
7.  Crime Prevention

### **6. SAFETY & PROTECTIVE SERVICES**

1.  Fire Safety
2.  Occupational Safety
3.  Patrol Techniques
4.  Crowd Control

### **7. SUBJECT CONTROL TECHNIQUES\***

1.  Subject Control Techniques

### **8. FIRST AID/CPR/AED**

1.  First Aid/CPR/AED

### **9. FIREARMS\***

1.  Revolver
2.  Semi-Auto
3.  Shotgun

### **10. HOMELAND SECURITY**

1.  *Intentionally Left Blank*
2.  Incident Command System
3.  National Incident Management System

**\*ONLY UNIT INSTRUCTOR APPLICANTS MAY REQUEST UNIT 7 AND UNIT 9**