

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)

3. BACKGROUND INFORMATION

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 certified copy of criminal record check processed through BCI&I to the completed application.

4. PROFESSIONAL REFERENCES

	<u>Name</u>	<u>Position</u>	<u>Company</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Attach letters of reference from the above-named individuals. These must accompany application.

5. ATTEST

I certify that the information contained in this application is true and correct to the best of my knowledge. I understand that this application is made with purpose to secure issuance of a commander's certificate by a governmental agency. I understand the certification requested may, with proper cause, be withdrawn, canceled or revoked by the issuing agency.

YOU MUST PERSONALLY APPEAR BEFORE A NOTARY PUBLIC OR OTHER AUTHORIZED OFFICIAL FOR THIS PURPOSE.

SIGNATURE OF APPLICANT _____

SUBSCRIBED AND SWORN BEFORE ME ACCORDING TO LAW, BY THE ABOVE NAMED APPLICANT THIS _____ DAY OF _____, 20____

AT _____ IN THE COUNTY OF _____ AND THE STATE OF OHIO.

SIGNATURE OF NOTARY PUBLIC _____ (AFFIX SEAL BELOW)

OFFICIAL TITLE _____

MY COMMISSION EXPIRES _____

**Return Application to:
P. S. Commander Certification
Ohio Peace Officer Training Commission
P.O. Box 309, London, Ohio 43140**

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

**PROCEDURE FOR OBTAINING A FINGERPRINT 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.

Effective June 1, 2006, BCI will no longer accept civilian hard-copy fingerprint criminal background requests. 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.

109:2-3-04 **Certification of commanders.**

- (A) Each commander is required to obtain certification from the executive director in order to conduct private security training courses. Such certification will be based upon the submission of a notarized, typewritten statement of qualifications, on a form prescribed by the executive director, by the person seeking certification as a commander. The commander shall conform to the minimum qualifications as set forth in this chapter and must be associated with an approved training facility. Substantiating documentation of qualifications shall accompany the application at the time of submission.

- (B) Minimum qualifications for certification as a private security academic training course commander shall be as follows:
 - (1) High school graduate or possession of a "General Education Development" certificate; and

 - (2) Three years full time experience in the private security field, a security-related field or the equivalent, as determined by the executive director. Law enforcement experience does not automatically qualify as security-related experience. The determination of applicability will be based upon the functions performed as a law enforcement officer; and

 - (3) Two years full time experience in a management-level position or completion of ninety quarter hours or sixty semester hours at an accredited college or university; and

 - (4) Three professional references from individuals currently employed in the security or a security-related field in a management-level position, who have known the individual for at least three years; and

 - (5) No conviction for a felony or crime of moral turpitude including but not limited to theft, fraud, falsification, drug or sex offenses within twenty years of the date of application for certification. Evidence of a current criminal records check through the bureau of criminal identification and investigation must be submitted with the application.

- (C) Joint vocational school private security commanders may be exempted from requirements of paragraph (B)(2) of rule 109:2-3-04 of the Administrative Code by the executive director. This certificate will be specific for those commanders conducting commission-approved courses in joint vocational schools only.

- (D) Minimum qualifications for certification as a basic firearms commander or requalification commander.
 - (1) High school graduate or possession of a "General Education Development" certification; and

(2) Five years full time experience in the private security field, a security-related field or equivalent as determined by the executive director. Law enforcement experience does not automatically qualify as security-related experience. The determination of applicability will be based upon the functions performed as a law enforcement officer; and

(3) Three professional references from individuals currently employed in the security or a security-related field in a management-level position, who have known the individual for at least three years; and

(4) No convictions for a felony or crime of moral turpitude including but not limited to theft, fraud, falsification, drug or sex offenses within twenty years of the date of application for certification. Evidence of a current criminal record check through the bureau of criminal identification and investigation must be submitted with the application.

(E) Once the application is approved by the executive director, a site inspection and commander orientation will be conducted by commission staff prior to a commander certificate being issued.

(F) Renewal requirements

(1) Certification shall be renewed every three years. At least sixty days and no more than ninety days prior to expiration of the certificate, the individual shall submit, on a form prescribed by the executive director, an application for renewal.

(2) Renewal requirements shall be as follows:

(a) Must conduct at least two courses within the three year period; and

(b) Attend at least one commander conference conducted by the commission;

(i) Should the commission not conduct a conference within the period of certification, this requirement will be suspended for the affected renewal.

(ii) Should the commission conduct only one conference within the period of certification but the individual fails to attend, this requirement can be met by completing another orientation program, as conducted by commission staff.

(3) Renewal shall be effective for three years.

(G) Denial of issuance or renewal of commander certification or revocation of certification.

(1) The executive director may revoke or refuse to issue or renew certification of an individual for the following reasons:

(a) Failure to meet renewal criteria;

(b) Failure to meet renewal deadline;

(c) Failure to maintain satisfactory ratings on commander evaluations;

(d) Submission of falsified records or renewal documentation;

(e) Violations of the rules of this chapter;

(f) Conviction for a felony or crime of moral turpitude including but not limited to theft, fraud, falsification, drug or sex offenses; and

(g) Any other good cause shown.

(2) Should the executive director refuse to issue or renew a certificate, or choose to revoke an individual's certification, the executive director shall comply with rule 109:2-3-13 of the Administrative Code.