



2024 Expedited Continuing Professional Training: Pre-Approval Application Form for Agency-Provided CPT

Instructions and Notice of Obligations

Only an appointing authority (agency or entity that appoints peace officers or troopers who will receive training) can complete this application. Please refer to the language in OAC [109:2-18-03](#) to ensure the lesson plan and training complies with OAC requirements. **This form may only be used for** requests to duplicate a previously approved 2023 CPT course(s) that were taught during/within the previous calendar year and are still subject to review by OPOTA/C staff. Complete the form below only when the materials being trained are the same 2023 materials already submitted and approved by OPOTA/C staff. **Note:** If materials have been updated in any way, resubmit the full application and all supporting documents to CPTPreApprovals@OhioAGO.gov.

Agency Record-Keeping and Reporting

Appointing authorities are required to maintain officer training records sufficient to demonstrate compliance with the requirements of OAC 109:2-18-05. **The course approval number, as provided by OPOTC [#24CPT-xxx], should appear on all sign-in sheets and on any certificates of completion given by the agency.**

Attestation of Appointing Authority (CEO of agency) and Agency Legal Counsel of intent to present 2024 CPT courses based on prior approved 2023 CPT materials and those materials remain consistent with relevant statutes and law.

Name of Agency's Sheriff/Chief/CEO: _____

Signature: _____ Date: _____

Name of Agency's Legal Counsel: _____

Signature: _____ Date: _____

Requested Topic for Approval

Course Category / Title: _____

Course Date(s): _____ Previous CPT number: _____

Instructor Information

The instructor has at least five (5) years of full-time law enforcement experience and meets at least one of the following criteria: OPOTC-certified Peace Officer Basic Training instructor; four-year college degree; completed the 80hr instructional skills course – Or – the instructor is a certified or licensed professional.

Instructor 1 – Name:	Title:
Instructor 2 – Name:	Title:
Instructor 3 – Name:	Title: