



MEMORANDUM

To: Law Enforcement Administrators
From: Thomas A. Quinlan
Executive Director – OPOTC
Date: **June 12, 2025**
Subject: **UPDATE: CPT Requirements and Entering Hours in the Portal**

We have been periodically checking the OPOTA Portal entries and wanted to remind agencies of some important criteria related to 2025 Continuing Professional Training (CPT).

- **Meeting the 24-hour requirement:** officers must complete 24 hours of training.
 - Eight (8) hours of training must be completed in the specifically mandated topics set by the Commission.
 - The additional sixteen (16) hours of training can be completed from any combination of hours from the nine (9) topics from the specifically mandated and/or the additional topic categories, totaling 24 hours of CPT training.
 - Officers may complete and report up to an additional 16 elective hours in any approved training not to exceed 40 hours maximum for reimbursement.
- **Elective Hours:** Any elective hours are “extra” pre-approved training hours and count for hours 25-40. Elective hours do **not** count towards the 24-hour requirement but can be used towards reimbursement of up to 40 total hours.
 - **Example: if you meet the 8-hour mandates and have 16 hours in electives you still need to complete an additional 16 hours within the nine (9) categories to be compliant for 2025.**
- **Entering Hours in the OPOTA Portal:**
 - When entering training hours in the Portal, ensure all hours are entered into the appropriate category. If you are unable to see all the category titles scrolling to the bottom of the page will allow you to use the slider bar to move back and forth across columns.
 - Failure to enter hours in the appropriate category may result in officers and agencies being moved to cease function after 12/31 as the Portal calculates hours based on how they are entered into the Portal by individual agencies.
 - If you have mistakenly entered hours in electives meant for the required topics and have already been reimbursed for those hours, please contact OPOTA on how to remedy the error to avoid reimbursement of the same course twice, which is prohibited. contact CPTQuestions@OhioAGO.gov or call 740-845-2700 for assistance

- **Accessing Training:**
 - Currently there are over 24 hours of available content on OPOTA online. Continue to check back throughout the year for new online content.
 - Submitting curriculum for Pre-approval by filling out the [form](#)
 - [OPOTA In-Person courses](#)
 - Reviewing the [Agency Pre-approved list](#) where over 1000 courses are pre-approved. You will need to reach out to the agency directly for their curriculum or when they are running their next course.
 - Virtual Reality (VR) videos. For additional VR information you can visit the [VR website](#).
- Please remember to enter CPT hours **before** submitting a separation (SF401).
- Extensions are due **12/15/25**, please ensure if you had an extension for an officer for past years and still need one for this year you need to submit for the 2025 CPT year.
- **Due date is 12/31/25** to have all CPT hours entered.
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We encourage you to review the [2025 Continuing Professional Website](#) where you will find all the information you need.