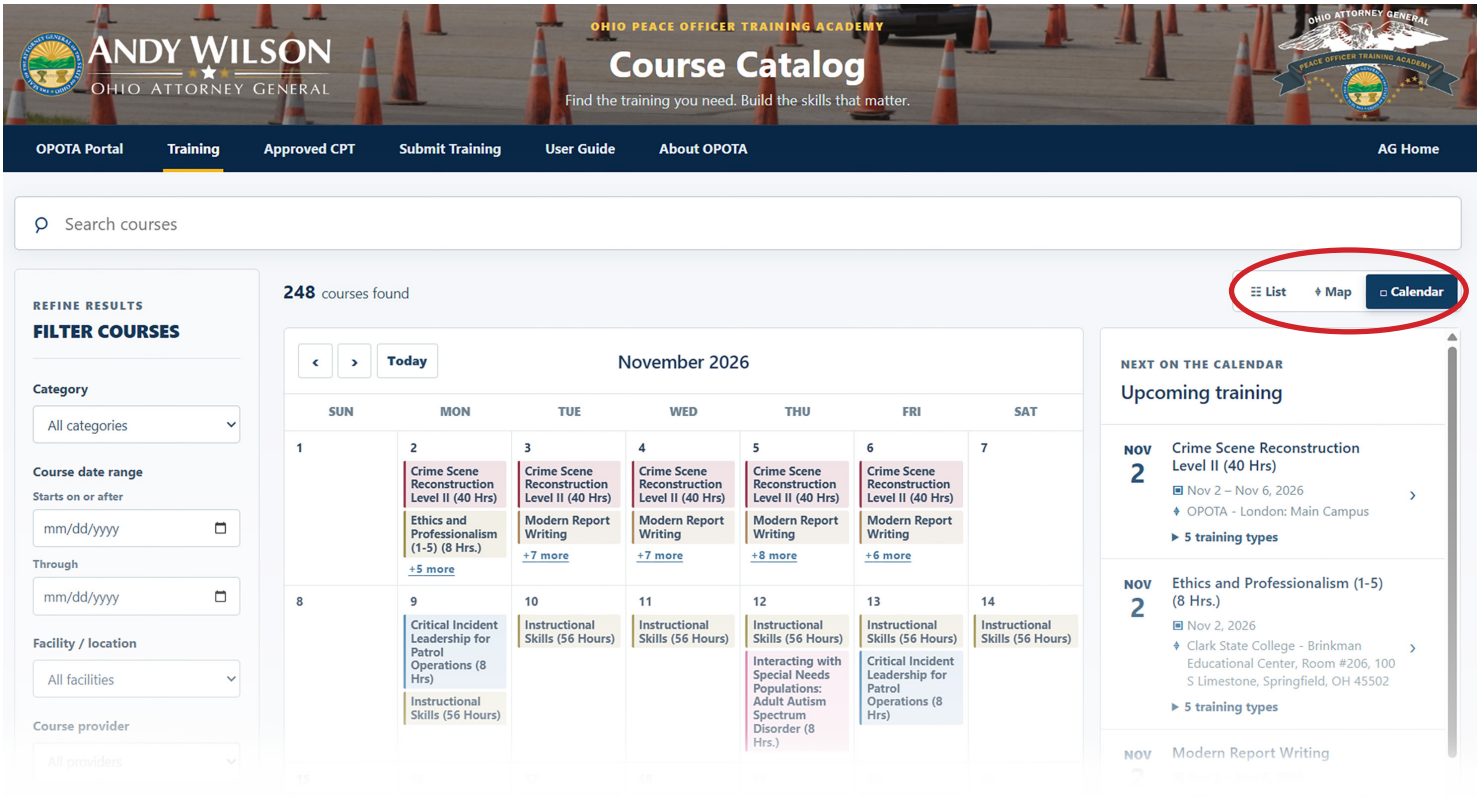
OHIO ATTORNEY GENERAL
PEACE OFFICER TRAINING ACADEMY

A HOW-TO GUIDE FOR THE

OPOTA COURSE CATALOG

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OPOTA Course Catalog How-to Guide



Overview

The OPOTA Course Catalog allows agencies and officers to easily locate upcoming OPOTA-hosted courses and CPT-approved classes offered by external agencies. When you access the page, you will see navigation tabs at the top and a course calendar that provides a quick visual layout of all scheduled training. You can view courses in three primary ways:

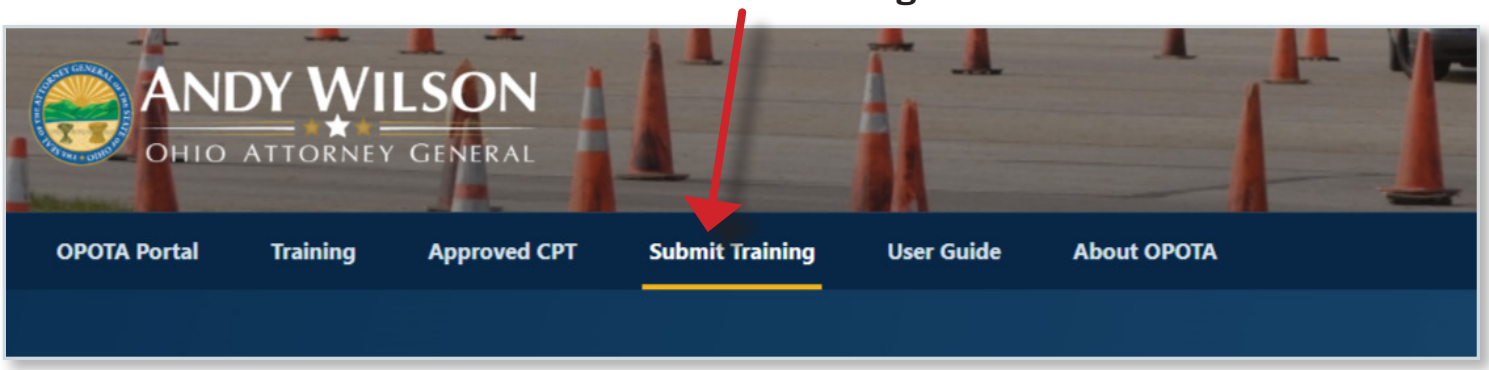
1. **Calendar View:**
   - Each course appears as an event on the calendar.
   - Clicking an event opens full course details, including dates, instructional hours, location, tuition, description and the number of available seats.
   - This is the quickest way to see what is happening on a specific date or during a particular week.
2. **List View:**
   - Clicking “List” on the right-hand side displays upcoming classes in chronological order.
   - This allows you to browse without having to search the full calendar.
3. **Map View:**
   - Selecting “Map” shows the locations of upcoming courses plotted on a map of Ohio.
   - This helps you find courses near your location.

This catalog structure helps officers and administrators quickly identify relevant training opportunities, determine which category the courses fall under and view the number of hours approved for CPT.

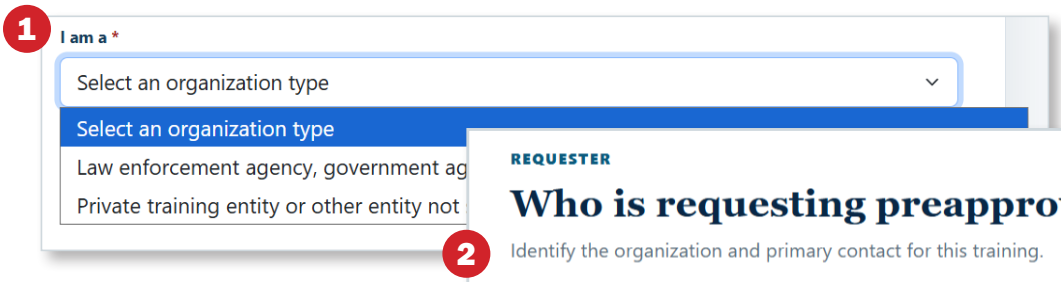
How to submit training for CPT preapproval and posting to the OPOTA Course Catalog

(Note: A red asterisk denotes a required field)

Select the "Submit Training" tab



STEP 1: Requester

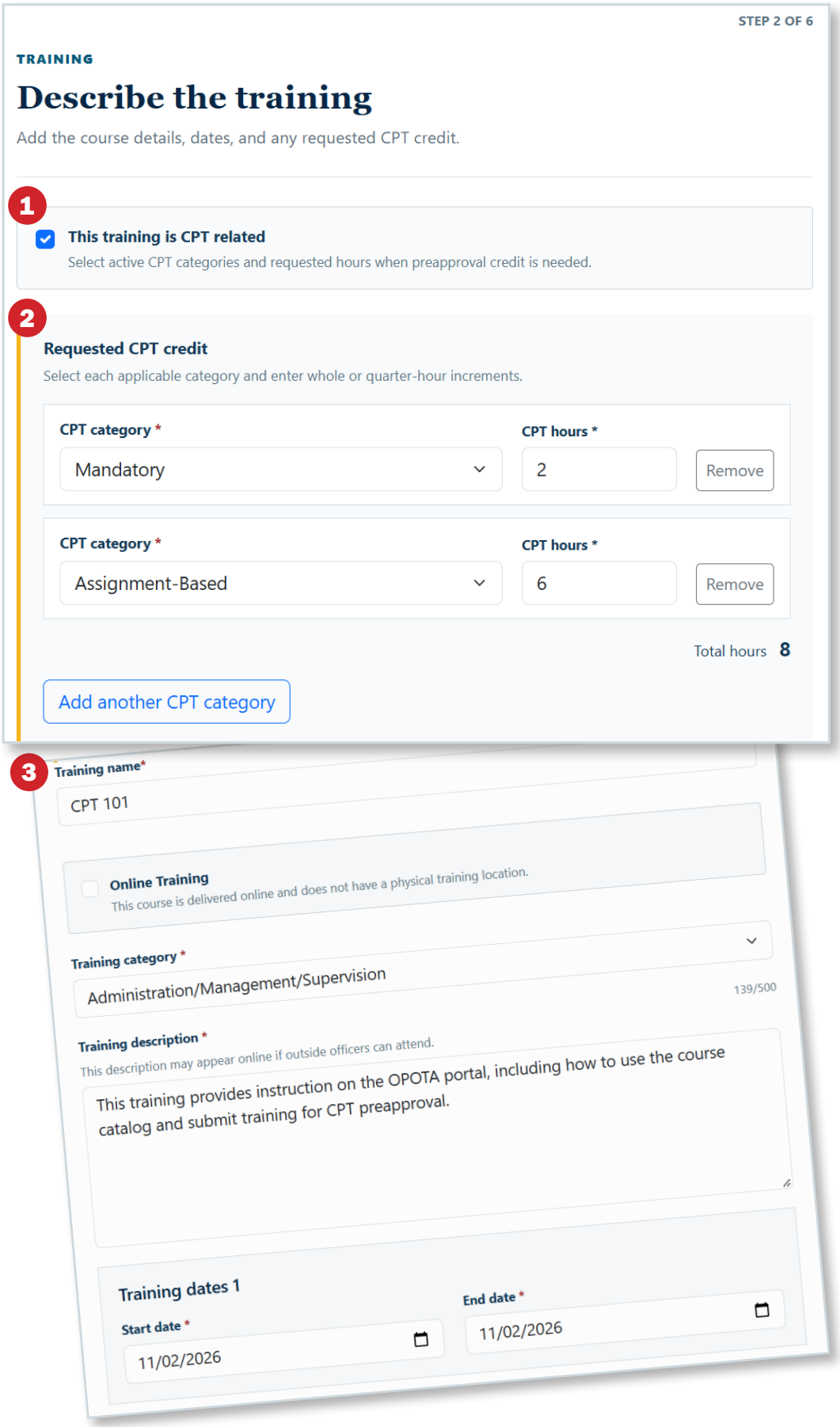




1. Select "I am a" and choose the option that best describes your organization.
2. Enter the name of the agency/organization requesting preapproval.
3. Enter the primary contact's name, email address and phone number.
4. Select "Continue."

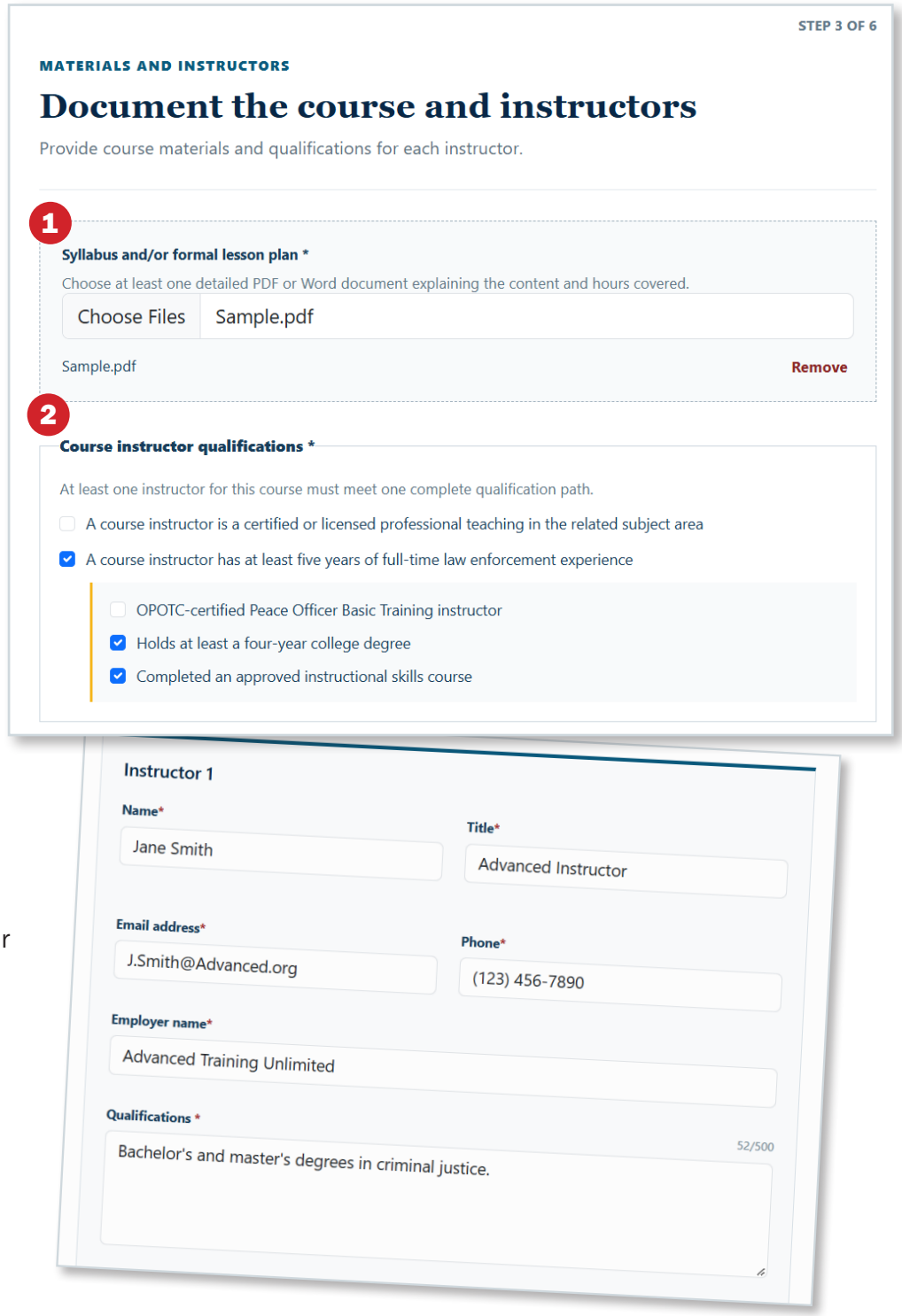
STEP 2: Training

1. Select the box confirming that the training is CPT-related.
2. Select the CPT Category and enter the number of hours.
   - If the course falls under multiple categories, select "Add another CPT category."
3. Complete the training information:
   - Training name (this appears publicly; please check spelling and accuracy).
   - Indicate if the training is delivered online.
   - Select the "Training category."
   - Enter a detailed course description (up to 500 words).
   - Add "Training Dates." If needed, you may send additional dates later to CPTQuestions@OhioAGO.gov.
4. Select "Continue."



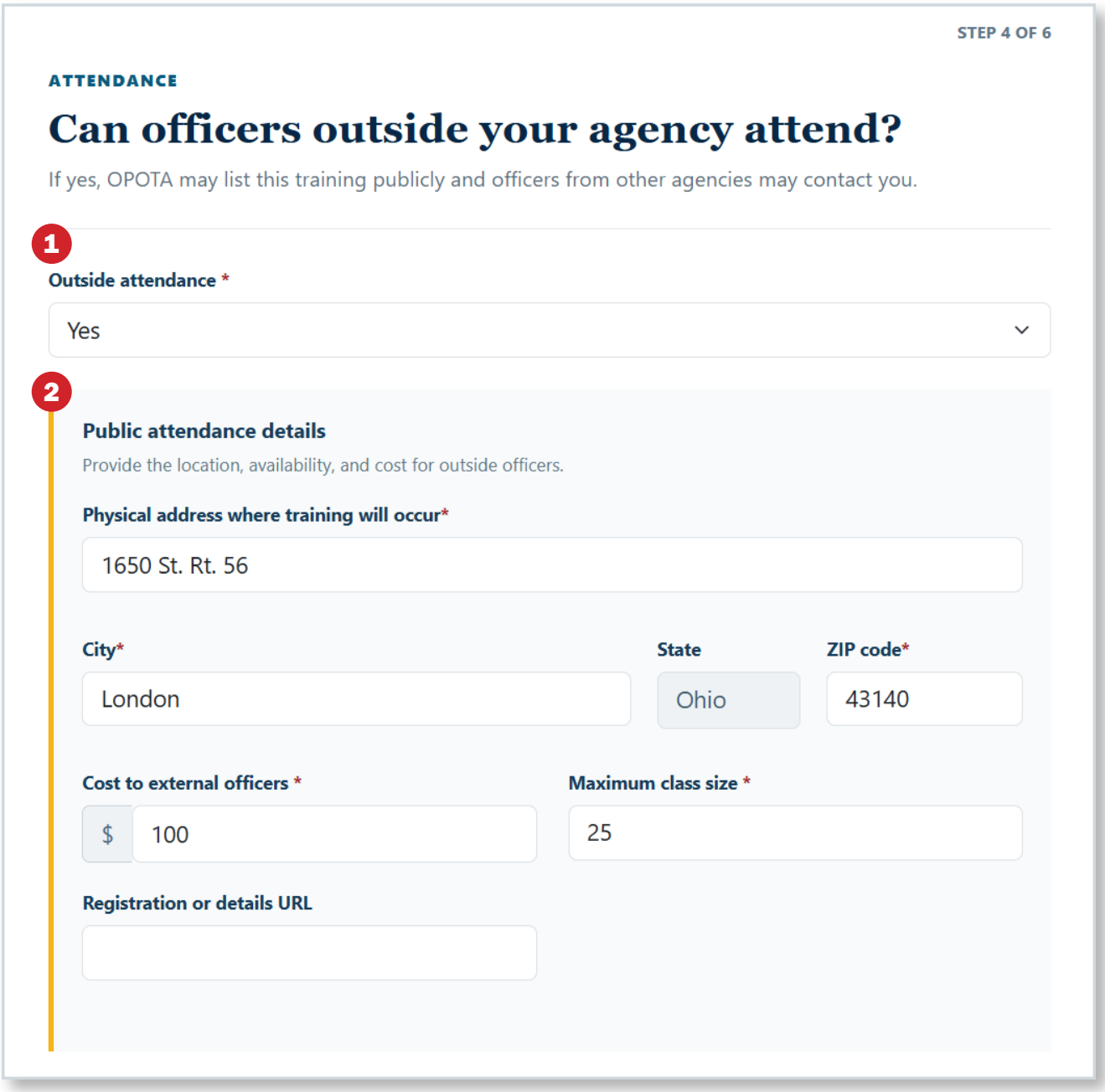
STEP 3: Instructors

1. Upload the “Syllabus and/or formal lesson plan.”
2. For instructor qualifications, choose from the available options.
   - If selecting “A course instructor is a certified or licensed professional teaching in the related subject area,” proof of license or certification must be uploaded.
   - If selecting “A course instructor has at least five years of full-time law enforcement experience,” at least one of the following three options must also be selected:
     - OPOTC-certified Peace Officer Basic Training instructor
     - Holds at least a four-year college degree
     - Completed an approved instructional skills course (4-hr CPT, 40-hr, 56-hr, 80-hr course).
3. Use “Add another instructor” if needed.
4. Select “Continue.”



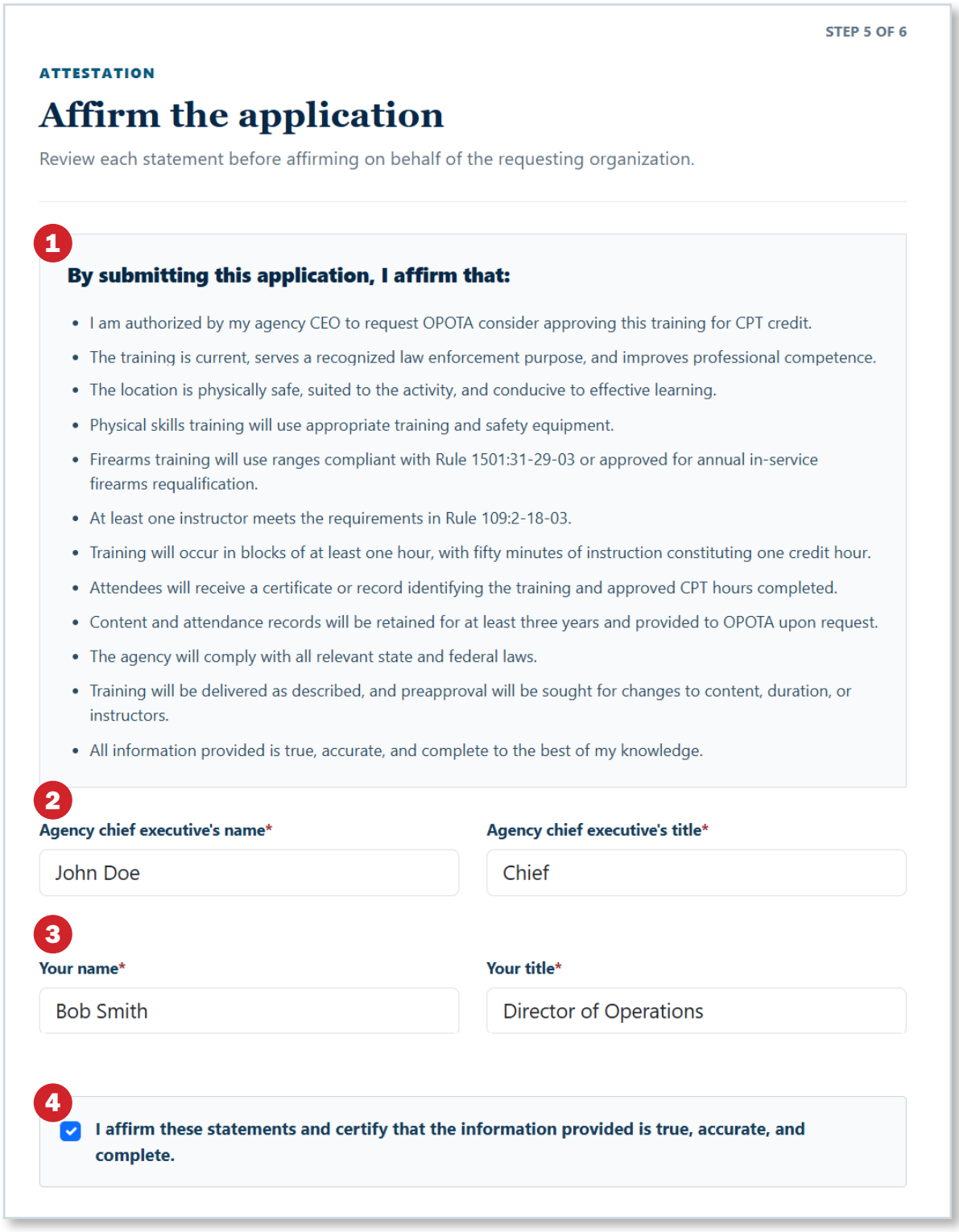
STEP 4: Attendance Information

1. Indicate whether outside agencies may attend.
   - Important: If you select “No,” the course will not appear on the public calendar.
2. If you select “Yes,” enter:
   - Address
   - City, state and ZIP code
   - Cost
   - Maximum class size
   - Link for registration or course details
3. Select “Continue.”



STEP 5: Attestation

1. Read the attestation carefully.
2. Enter the chief executive's name and title (chief, sheriff, CEO, etc.).
3. Enter the submitter's name and title.
4. Check "I affirm these statements."
5. Select "Continue."



STEP 6: Review and Submit

1. Carefully review all sections for accuracy.
2. To edit a section, click the circle next to it and select “Continue” until you return to the submission screen.
3. When ready, click “Submit application.”
4. A message will appear confirming that your request has been submitted.

After you submit a course for approval, OPOTA staff will review your application. You will receive an email notification indicating whether the submission is approved, requires additional information or is denied. If CPT credit is approved, your confirmation email will include the preapproval number, category and assigned CPT hours.

