NOTICE: If your agency is reimbursable for CPT training and has recorded an hourly rate of $0.00 and saved CPT Training hours in the portal you will not be reimbursed for those hours without taking corrective action.
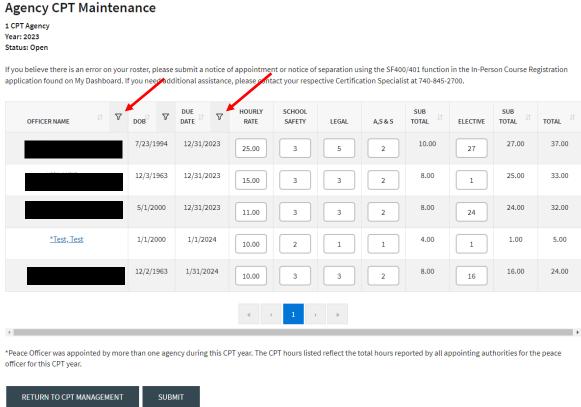
The corrective action required is:

1) Return to the CPT maintenance page for your agency,
2) Set the previously reported hours to zero,
3) Enter and save the correct hourly rate for each officer,
4) Re-enter valid CPT hours for each officer.

Going forward the correct data entry process is documented in the OPOTA Portal Guide found under FAQ.

Agency CPT Management Page

The maintenance page allows you to further filter and sort the list of officers in your agency:

Agency CPT Maintenance

1 CPT Agency
Year: 2023
Status: Open

If you believe there is an error on your roster, please submit a notice of appointment or notice of separation using the SF400/401 function in the In-Person Course Registration application found on My Dashboard. If you need additional assistance, please contact your respective Certification Specialist at 740-845-2700.

OFFICER NAME	DOB	DUE DATE	HOURLY RATE	SCHOOL SAFETY	LEGAL	A,S & S	SUB TOTAL	ELECTIVE	SUB TOTAL	TOTAL
▉	7/23/1994	12/31/2023	25.00	3	5	2	10.00	27	27.00	37.00
▉	12/3/1963	12/31/2023	15.00	3	3	2	8.00	1	25.00	33.00
▉	5/1/2000	12/31/2023	11.00	3	3	2	8.00	24	24.00	32.00
*Test, Test	1/1/2000	1/1/2024	10.00	2	1	1	4.00	1	1.00	5.00
▉	12/2/1963	1/31/2024	10.00	3	3	2	8.00	16	16.00	24.00

« ‹ 1 › »

*Peace Officer was appointed by more than one agency during this CPT year. The CPT hours listed reflect the total hours reported by all appointing authorities for the peace officer for this CPT year.

RETURN TO CPT MANAGEMENT   SUBMIT

If your agency has been designated as CPT Reimbursable by OPOTA you must record an hourly rate for an officer before you will be permitted to record time. The hourly rate in place when time is entered is the rate the training hours will be reimbursed.

Agencies that have been designated as non-CPT Reimbursable will not be able to enter an hourly rate and may enter time.