DAVE YOST
OHIO ATTORNEY GENERAL

Ohio Peace Officer Training Commission
Office 740-845-2700
Toll Free: 800-346-7682

MEMORANDUM

TO: LAW ENFORCEMENT AGENCIES

FROM: BRITTANY BRASHEARS, CPT MANAGER - OPOTC

DATE: JULY 12, 2024

SUBJECT: 2024 CPT UPDATES AND ENTRY

Pursuant to Ohio Revised Code Section 109:2-18-05(B), training records must be updated, no later than thirty (30) days following completion of the training program, or ten days following a peace officer or trooper separation from his or her appointing authority.

It is recommended that agencies do not wait until the end of the year to enter into the OPOTA portal. Training can be entered throughout the year; therefore, your agency can be reimbursed quarterly. We are in the middle of July and only 293 agencies out of 955 have entered some kind of training into the OPOTA Portal.

Few important updates:

- We are aiming for the end of July for mandatory OPOTA online courses to be available.
- Please be sure you are entering CPT in the OPOTA portal as soon as officers have completed training.
- If an officer has completed any training with your agency, please enter training before submitting the 401 separations in the portal.
- The deadline for submitting CPT extensions is December 15th.
- ALL training must be completed and entered prior January 1, 2025, after this date officer's who have not met training requirements and not entered into the portal will automatically go into a cease functioning status.
- Make sure courses taken outside of OPOTA have been pre-approved. You can view Agency pre-approved and OPOTA pre-approved courses on our website.
- Please visit our website for 2024 CPT if you have any further questions.

Any questions, please contact CPTQuestions@OhioAGO.gov