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MEMORANDUM

To: Law Enforcement Administrators
From: Dwight A. Holcomb
Executive Director – OPOTC
Date: September 26, 2023
Subject: **CPT Hours for 2024**

Pursuant to Ohio Revised Code section §109.803, the Ohio Peace Officer Training Commission (OPOTC) is required to set hours for continuing professional training (CPT). The General Assembly under the July 2023 Budget Bill, provided funding for CPT hours in 2024. The Executive Director, under OAC 109:2-18-07 must provide the training topic requirements by October for the following year.

The OPOTC Commission, at the July 13, 2023 meeting, established the following distribution of 24 hours of Continuing Professional Training (CPT) for the year 2024:

- **8 hours: Five topics, totaling 8 hours, set by the Commission that all peace officers and troopers must take in 2024 are:**
  - 2 hours Legal Updates
  - 2 hours Responding to Mental Health Issues
  - 2 hours De-Escalation
  - 1 hour Marsy's Law / Victim Rights
  - 1 hour NIBIN

  By January 1, 2024, written curricula for these topics will be posted and can be used by qualified instructors under OAC 109:2-18-03(A)(4) to satisfy all eight hours. *Agencies need not seek pre-approval if they utilize these curricula.*

  Agencies are also free to develop and/or use non-OPOTA curricula on these topics. If curricula, other than that provided by OPOTA is to be used for CPT, ***pre-approval of the content*** *is required under OAC 109:2-18-03*.

  Additionally, online training that satisfies these topics will become available on OPOTA Online.

- **16 hours: Training topics at the direction of the Agency Administrator**
  For the remaining 16 required hours, Agency Administrators can use any pre-approved training that meets the requirements OAC 109:2-18-03. A list of pre-approved courses can be found on the Attorney General's CPT website.

  A majority of OPOTA in-person classes provided in London, at a Close-To-Home regional provider or other authorized OPOTA training location can be CPT approved. A full list of OPOTA in-person courses with CPT credit can be found on the Attorney General's CPT website. Additionally, eLearning provided through OPOTA Online can fulfill these 16 hours of CPT training.

Agencies are also free to develop training curricula to cover these 16 elective hours. If curricula, other than that provided by OPOTA is to be used for CPT, ***pre-approval of the content*** *is required under OAC 109:2-18-03*. Requirements under OAC apply to both the course content and the instructor qualifications and approval is required prior to course delivery to count as CPT.

Any courses taught prior to OPOTC pre-approval cannot be credited to any of the mandatory 24 hours of CPT.

Pre-approval forms and instructions can be found on the OPOTC CPT website. Forms must be sent to CPTPreApprovals@OhioAGO.gov for pre-approval processing and must receive a CPT number prior to instruction.

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For 2024, the General Assembly continues CPT as a reimbursement model (as opposed to the prepayment model used in 2022). Reimbursement will be calculated based upon the base hourly rate of pay for the peace officer or trooper at the time of the submission and the number of CPT hours completed. The process for reporting completed CPT hours and requesting reimbursement for 2024 is conducted using the OPOTA PORTAL exclusively.