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MEMORANDUM

To: Law Enforcement Administrators
From: Thomas A. Quinlan
Executive Director – OPOTC
Date: September 27, 2024
Subject: CPT HOURS for 2025

Pursuant to Ohio Administrative Code §109:2-18-02, the Ohio Peace Officer Training Commission (OPOTC) is required to set the minimum number of hours for continuing professional training (CPT) based upon the training needs and availability of funding for reimbursement. For 2025, the Commission has set the minimum number of hours as 24 and established the following distribution of those 24 hours:

- **Four topics, totaling 8 hours, set by the Commission that all peace officers and troopers must take in 2025 are highlighted directly below:**

☐ **3 hours**	**Use of Force**
☐ **2 hours**	**Ethics Law**
☐ **2 hours**	**Legal Updates**
☐ **1 hour**	**Search & Seizure**

Reminder: Those who successfully complete their basic training or highway patrol cadet program and exam in calendar year 2025 are exempt.

In early January 2025, written curricula for these topics will be posted on the OPOTA Portal that 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 OPOTA curricula.* The eight hours of mandated topics will also be available on '***OPOTA Online***' in January 2025.

Agencies are 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*.

The additional 16 hours required training must focus on any combination of the following specific topic categories:

- ☐ **Officer Trauma & Wellness**
- ☐ **Domestic Violence**
- ☐ **Vehicle Dynamics**
- ☐ **Report Writing**
- ☐ **Leadership**

In summary, eight hours training must be completed in the specific topics set by the Commission. An additional sixteen hours of training must be completed from any combination of hours for the topics specified, totaling 24 hours of CPT training. Officers may complete and report up to an additional 16 hours in any approved training not to exceed 40 hours maximum for reimbursement.

Mandatory Courses – 8 hours		Required Subjects – 16 hours	Optional Courses – 16 hours
3 Hours	Use of Force	▪ Officer Trauma & Wellness	Any combination of courses with approved CPT numbers. Can be completed through OPOTA or 3rd party providers.
2 Hours	Ethics Law	▪ Domestic Violence	
2 Hours	Legal Updates	▪ Vehicle Dynamics	
1 Hour	Search & Seizure	▪ Report Writing	
		▪ Leadership	

Agency Administrators can use pre-approved training that meets the topic category and requirements under OAC 109:2-18-03. The Commission has determined that the 16 remaining hours accounting for the 24 hours required must be completed in a specific set of training topics.

OPOTA in-person courses that meet the above topic categories are approved for CPT credit to fulfill this 16 hour of training. OPOTA in-person courses can be taken in London or at a Close-To-Home regional provider. eLearning courses are also provided through OPOTA Online. OPOTA maintains a list of approved 3rd party courses on the agency website.

Pre-Approval Requirement:

As stated, agencies are 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***. Requirements under OAC apply to both the course content and the instructor qualifications and approval is required ***prior*** to course delivery.

Any courses taught prior to obtaining OPOTC pre-approval **will not** be allowed to count in the mandatory 24 hours of CPT or towards the 40 hours maximum allowed for reimbursement.

Pre-approval forms and instructions can be found on the OPOTC CPT website and need to be sent to: CPTPreApprovals@OhioAGO.gov. Applications for 2025 CPT approval will be available on OPOTA's website on or after December 1, 2024.