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Subject: OPOTA Portal Update for Instructor Applications – Effective July 01, 2026

OPOTA Instructor,

The Ohio Peace Officer Training Academy is transitioning to a modern, streamlined instructor application process. **Effective July 01, 2026**, instructor applications (initial, renewal, and amendment) must be submitted through the [OPOTA Portal](#). After July 01, 2026, PDF-based submissions through the instructor email inbox will no longer be accepted.

What This Means for You

Beginning July 01, 2026:

- Applicable instructor applications must be submitted through the OPOTA Portal
- Applicants must have an active portal account to submit applications
- Applications submitted by email will no longer be accepted or processed

Instructors Included in This Transition

- Peace Officer Basic Training (POBT)
- Corrections Officer Basic Training (CBT)
- Public Safety Firearms (PSFC)
- Firearms Requalification Program (REQ)

Important Exception

Private Security instructor and commander applications are not included in this transition and cannot be submitted through the OPOTA Portal. These applications will continue to be submitted in PDF format under the current process.

Preparing for the Transition

Instructors are encouraged to:

- Create an OPOTA Portal account in advance of application deadlines
- Become familiar with the OPOTA portal system prior to implementation
- Plan accordingly for upcoming renewals within the 90-day submission window
- Instructor information and resources can still be found on the [OPOTC website](#)

Additional guidance and resources will be made available to assist with this transition.

This update is intended to improve efficiency, reduce processing times, while providing an easier application experience.

For questions or assistance, please contact your [Professional Standards Regional Representative](#). The assigned Certification Specialist or Administrative Professional can assist with portal-related issues.

Thank you for your continued partnership and commitment to maintaining high training standards across Ohio.

Respectfully,

Thomas Quinlan
OPOTA Executive Director
Ohio Attorney General's Office