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MEMORANDUM

To: Hospital Security Administrators
From: Thomas Quinlan Executive Director – OPOTC *TAQ*
Date: January 1, 2026
Subject: Hospital Security Personnel Access to OPOTA Training

Pursuant to Ohio Revised Code §109.7411, the attorney general is required to adopt rules permitting security personnel employed directly by a hospital system, or a hospital that is not part of a hospital system, access to OPOTA training that meets the requirements of division (B)(4) of the ORC and is available under sections 109.741 to 109.7410 of the ORC. Under this requirement, hospitals will be able to request access to OPOTA trainings that meet the requirements of the ORC.

Accessing Training

*In order for hospital security personnel to gain access to OPOTA trainings, **an OPOTA student, OPOTA Portal, and OPOTA Online** accounts are required to be established. Below are instructions on how to create these accounts.*

Student Accounts

A hospital system, or hospital that is not part of a hospital system, that employs hospital security personnel and desires to have such personnel receive hospital security training shall do all of the following:

1. Provide OPOTA with the official hospital contact information (name, phone number and email address) for the individual responsible for human resources at the employing hospital system, or hospital that is not part of a hospital system.
2. Provide OPOTA with a roster with contact information for the hospital security personnel seeking training that certifies that the individual is currently employed as hospital security personnel to include:
 - Official hospital physical and email address
 - Date of hire
 - First name
 - Last name
 - Date of Birth
 - Phone number

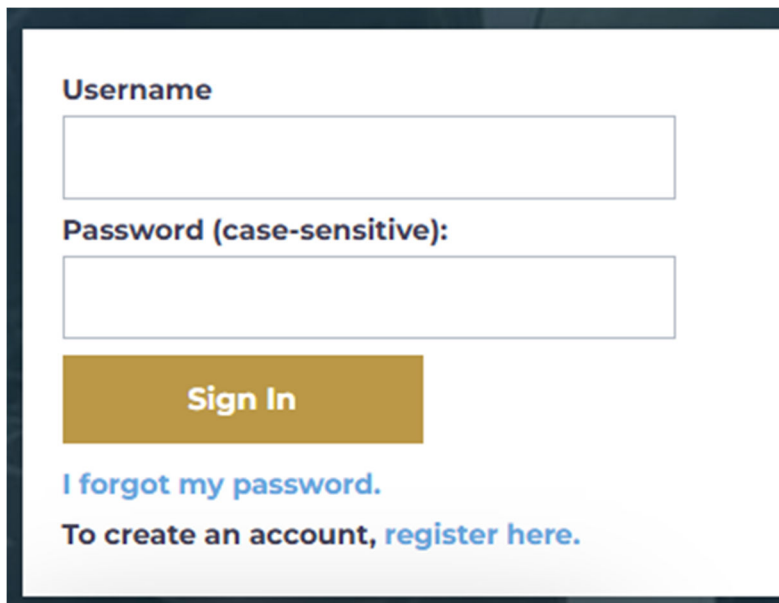
3. Hospitals are required to email completed rosters to OPOTAregistration@ohioago.gov
4. Following the receipt of the roster, OPOTA will create the student accounts for each security person.
5. OPOTA will notify the hospital via email when their security personnel's student accounts are available.
6. Each hospital shall then notify their security personnel when their student accounts are available and direct them to create an [OPOTA Portal](#) Account.
7. ***Each security person seeking access to OPOTA in-person training must create an individual [OPOTA Portal](#) account.***

OPOTA Portal Account

- * ***In order to gain access to OPOTA in-person trainings, each security person seeking access to OPOTA training must create an individual [OPOTA Portal](#) account.***
1. OPOTA Portal account set up information, user manual, and FAQ's can be found here [OPOTA Portal](#).
 2. Following activation of the OPOTA Portal account, the student will receive an email from OPOTA stating that their account has been verified.
 3. Students can then request access for an [OPOTA online](#) account.

OPOTA Online Account

- * OPOTA online accounts are required to access **online training** catalogs.
 - * Note: an OPOTA online account cannot be created until the OPOTA Portal account is created and the individual is notified their Portal account is activated.
1. Following creation of the Portal account, security personnel will be able to create their individual **OPOTA online** account.
 2. Requests for access to online content can be found here [OPOTA Online](#).
 3. Click To **Create an Account**, [register here](#) from to request access to OPOTA Online.

A login form for OPOTA. It features a white background with a dark blue border. At the top, the label "Username" is in bold. Below it is a white rectangular input field. The next label is "Password (case-sensitive):" in bold. Below that is another white rectangular input field. A gold-colored button with the text "Sign In" in white is positioned below the password field. At the bottom, there are two lines of text: "I forgot my password." in blue, and "To create an account, register here." in blue, where "register here" is a hyperlink.

4. OPOTA will notify requesting security personnel by email when their OPOTA Online accounts are activated.

Employment Separation Procedures

1. Hospitals are required to notify OPOTA when any individual who was granted access to training is no longer employed as hospital security personnel.
2. Notification shall be made to OPOTA within 10 days of separation of employment.
3. Following notification of separation, access to OPOTA trainings will be removed for all employees no longer employed as hospital security personnel.

Questions

Please direct any questions to AskOPOTA@OhioAGO.gov