PEACE OFFICER BASIC TRAINING OPENING CHECKLIST

School Name _____

School Commander _____Proposed Dates _____

SF100unv – APPLICATION FORM

____ RECEIVED 21 CALENDAR DAYS PRIOR TO START OF ACADEMY
____ TYPED
____ NUMBER OF TOTAL HOURS _____
____ VERIFY CURRICULUM CODE BAS-046

SF105unv – CALENDAR

____ TYPED
____ SCHOOL NAME AT THE TOP OF PAGE
____ DATE RECORDED FOR EACH SESSION
____ DAY RECORDED
____ NUMBER OF HOURS RECORDED
____ TIME RECORDED (FROM/TO)
____ TOPIC NUMBER RECORDED FOR EACH TOPIC TITLE (EXAMPLE: 3.8 VICTIMS RIGHTS)
____ OPOTC TOPIC TITLE RECORDED (EXAMPLE: FIREARMS)
____ ONLY OPOTC SUBJECTS AND TOPICS APPEAR ON CALENDAR
____ LIST ONLY INSTRUCTORS SCHEDULED TO TEACH OPOTC REQUIRED TOPICS – 10 MINIMUM
____ INSTRUCTOR'S LAST NAME, FIRST NAME, OPOTC CERTIFICATION NUMBER AND EXPIRATION DATE RECORDED
____ INSTRUCTORS TEACHING UNIT 7: CURRENT INSTRUCTOR'S CERTIFICATION FROM AHA, RC, OR ASHI
____ ½ HOUR BREAK FOR EVERY TRAINING SESSION THAT EXCEEDS 5 HOURS
____ CHECK RATIOS ON INSTRUCTORS TO STUDENTS IN APPLICABLE SKILLS AREAS
____ "ORIGINAL" CALENDAR SUBMITTED
____ FINAL PHYS. ASSESS. AND RETESTS FINAL 80 CLOCK HRS.

SF110unv – STUDENT ENROLLLMENT LIST

____ NAME OF STUDENT, LAST 5 OF SSN, DOB, & APPOINTING AGENCY/OPEN ENROLLMENT (10 MINIMUM)
____ SIGNED BY SCHOOL COMMANDER

SF102bas – REQUEST FOR NATIONAL WEBCHECK

____ TYPED OR PRINTED (for all students listed on SF110unv)
____ SUBMITTED IN ALPHABETICAL ORDER

SF195bas – PHYSICAL ASSESSMENT FORMS (REVIEWED)

____ PASSING PRE-ENTRANCE SCORES RECORDED (for all students listed on SF110unv)

SF106bas – DRUG SCREEN ACKNOWLEDGMENT (REVIEWED)

____ NAME OF STUDENT, LAST 5 OF SSN, DOB, & APPOINTING AGENCY/OPEN ENROLLMENT (for all students listed on SF110unv)
____ SIGNED BY SCHOOL COMMANDER

ON-SITE INSPECTION

____ CURRENT ON-SITE INSPECTION FORM ON FILE

PEACE OFFICER BASIC TRAINING CLOSING CHECKLIST

School Name _____

School Number _____ Dates _____

SF120unv – ATTENDANCE ROSTER

____ TYPED
____ SCHOOL NAME, NUMBER, & DATES RECORDED (TOP OF PAGE)
____ ATTENDANCE ROSTER SHOWS OPOTC REQUIRED TOPICS ONLY
____ STUDENTS' NAMES LISTED ALPHABETICALLY (LAST NAME, FIRST, M.I.)
____ COMMANDER NOTES HRS. OF ACTUAL ATTENDANCE PER STUDENT PER DAY
____ NON-FULLTIME STUDENTS LISTED SEPARATELY

SF105unv – REVISED TRAINING CALENDAR

____ TYPED
____ REVISED CALENDAR INDICATED
____ RE-CHECK RATIOS ON INSTRUCTORS TO STUDENTS IN APPLICABLE SKILLS AREAS

SF155bas – STUDENT EVALUATION RECORD

____ TYPED
____ SCHOOL NAME & NUMBER RECORDED (TOP OF PAGE)
____ FAILED SKILLS AND NOTEBOOK INDICATED WITH AN "X"
____ NON-FULLTIME STUDENTS LISTED SEPARATELY

SF185unv – NOTIFICATION OF CHANGES IN COURSE SCHEDULE

____ TYPED

SF122unv – NOTIFICATION OF MAKE-UP HOURS

____ **MAKE-UP ATTENDANCE ROSTER ATTACHED (SF120unv)**
____ OTHER THAN ORIGINAL OPOTC INSTRUCTOR CERTIFICATES REVIEWED
____ COPIES OF AHA, RC, OR ASHI INSTRUCTOR CERTIFICATE SUBMITTED IF OTHER THAN ORIGINAL FOR UNIT 7 FIRST AID/CPR/AED

SF175unv – LETTER OF CERTIFICATION (CLOSING LETTER)

____ TYPED
____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER

SPO SHEETS (REVIEWED)

____ **SF125bas HANDGUN**
____ **SF126bas SHOTGUN**
____ **SF127bas SUBJECT CONTROL**
____ **SF128bas DRIVING**
____ **SF131bas STOPS & APPROACHES**
____ **SF132bas STST**
____ **SF133bas HAZMAT**
____ **SF138bas PATROL ASPECTS & OVERVIEW**
____ **SF139bas BUILDING SEARCHES**
____ **SF142bas IMPACT WEAPONS**
____ **SF144bas CRITICAL INJURY FIRST AID**
____ **SF146bas CRISIS INTERVENTION PANEL PRESENTATION CERTIFICATION SHEET**
____ **SF148bas ACTIVE SHOOTER / THREAT RESPONSE**
____ **SF195bas PHYSICAL ASSESSMENT FORMS**

EX705 – STATE CERTIFICATION EXAMINATION AUTHORIZATION DATA FORM

____ TYPED
____ VERIFY CURRICULUM CODE BAS-045
____ PRIOR EQUIVALENT STUDENTS LISTED WITH FULL-TIME STUDENTS

COMPLIANCE SPECIALIST _____ DATE _____