Commander Manual for Peace Officer Basic Training



Ohio Peace Officer Training Commission

Effective 01.01.2027

Peace Officer Training Commission
Office 800-346-7682

Dear Commanders,

As Executive Director of the Ohio Peace Officer Training Commission (OPOTC), I want to express my sincere appreciation for your continued dedication to preparing the next generation of Ohio's peace officers. Your leadership and commitment help uphold the professional standards our communities rely on and reinforce the core values of service, integrity, and accountability that define our profession.

As the law enforcement profession continues to evolve, the responsibility of preparing well-trained, ethical, and effective peace officers has never been more important. Through your leadership, your staff's professionalism, and your adherence to OPOTC standards, you ensure that every cadet graduates with not only the knowledge and skills necessary to perform the job, but also the sound judgment, character, and commitment to serve with honor.

OPOTC remains committed to supporting you and your academies in this important mission. We will continue to refine curriculum standards, expand instructor development opportunities, and maintain open lines of communication. Your feedback, ideas, and concerns are invaluable to these efforts. Please know that we welcome your input and remain committed to working collaboratively to address challenges and strengthen training statewide.

To assist you in this work, I am pleased to provide the *Commanders' Manual for Peace Officer Basic Training*. This manual serves as a resource to help you administer and deliver OPOTC-approved training programs effectively, consistently, and in accordance with established requirements and standards.

The manual will be updated periodically to reflect changes in requirements, policies, and procedures. Please visit the OPOTC Forms and Resources webpage regularly to ensure you are referencing the most current version. This webpage also provides access to required school forms. The complete curriculum and instructor directory are available through the OPOTA Portal.

We will continue to communicate updates regarding curriculum requirements, training opportunities, and other information relevant to your academies in a timely manner. Your partnership is essential to ensuring these updates are implemented effectively and that training across Ohio remains consistent, current, and aligned with OPOTC standards.

Together, we can continue to strengthen peace officer training throughout Ohio, support the professional development of our officers, and build greater trust between law enforcement and the communities we serve.

Thank you for your continued partnership, leadership, and unwavering commitment to excellence in peace officer training. I appreciate the important work you do and look forward to our continued collaboration.

Sincerely,

Executive Director – OPOTA / OPOTC

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DIRECTORY

James Cyphers, Executive Director ..... (740) 845-2073
James Cyphers@OhioAGO.gov

Denise Becerra, Administrative Assistant ..... (740) 845-2684
Denise.Becerra@OhioAGO.gov

Professional Standards Section

Arturo De Leon, Director of Professional Standards ..... (740) 845-2683
Arturo.Deleon@OhioAGO.gov

Paula Quackenbush, Administrative Assistant ..... (740) 845-6324
Paula.Quackenbush@OhioAGO.gov

Compliance Specialists

Please contact the Compliance Specialist in your specific geographic region for on-going issues directly related to your school. The Regional Map on page 7 can be used to determine your assigned Compliance Specialist.

North Central Region
Anne Laux ..... Anne.Laux@OhioAGO.gov

Northeast Region
Sean Smith ..... Sean.Smith@OhioAGO.gov

Northwest Region
Michael Willford ..... Michael.Willford@OhioAGO.gov

Southeast Region
Mike McGreevy ..... Michael.McGreevy@OhioAGO.gov

Southwest Region
Matt Lyons ..... Matthew.Lyons@OhioAGO.gov

Certification Specialists

Please contact Certification Specialists for specific questions about the status of school openings and closings, and Commander and Instructor qualifications in your specific geographic region. The Regional Map on page 7 can be used to determine your assigned Certification Specialist.

Western Region

Arienne Fauber ..... Arienne.Fauber@OhioAGO.gov

Eastern Region

Kristen (Kacy) Samworth .....Kristen.Samworth@OhioAGO.gov

Central Region

LeAnn Myers ..... LeAnn.Myers@OhioAGO.gov

Administrative Professionals

Please contact the Administrative Professionals listed about forms and certificates.

Heather Cloutier ..... Heather.Cloutier@OhioAGO.gov

Elizabeth Fulton..... Elizabeth.Fulton@OhioAGO.gov

Shawn Clagg.....Shawn.Clagg@OhioAGO.gov

Alonso Guzman .....Alonso.Guzman@OhioAGO.gov

State Certification Examination Coordinator

Barb Cain.....Barbara.Cain@OhioAGO.gov

OPOTC Professional Standards
REGIONAL REPRESENTATIVES

March 2026

Western Region

Certification Specialist
Arienne Fauber
Arienne.Fauber@OhioAGO.gov

Administrative Professional II
Heather Cloutier
Heather.Cloutier@OhioAGO.gov

Central Region

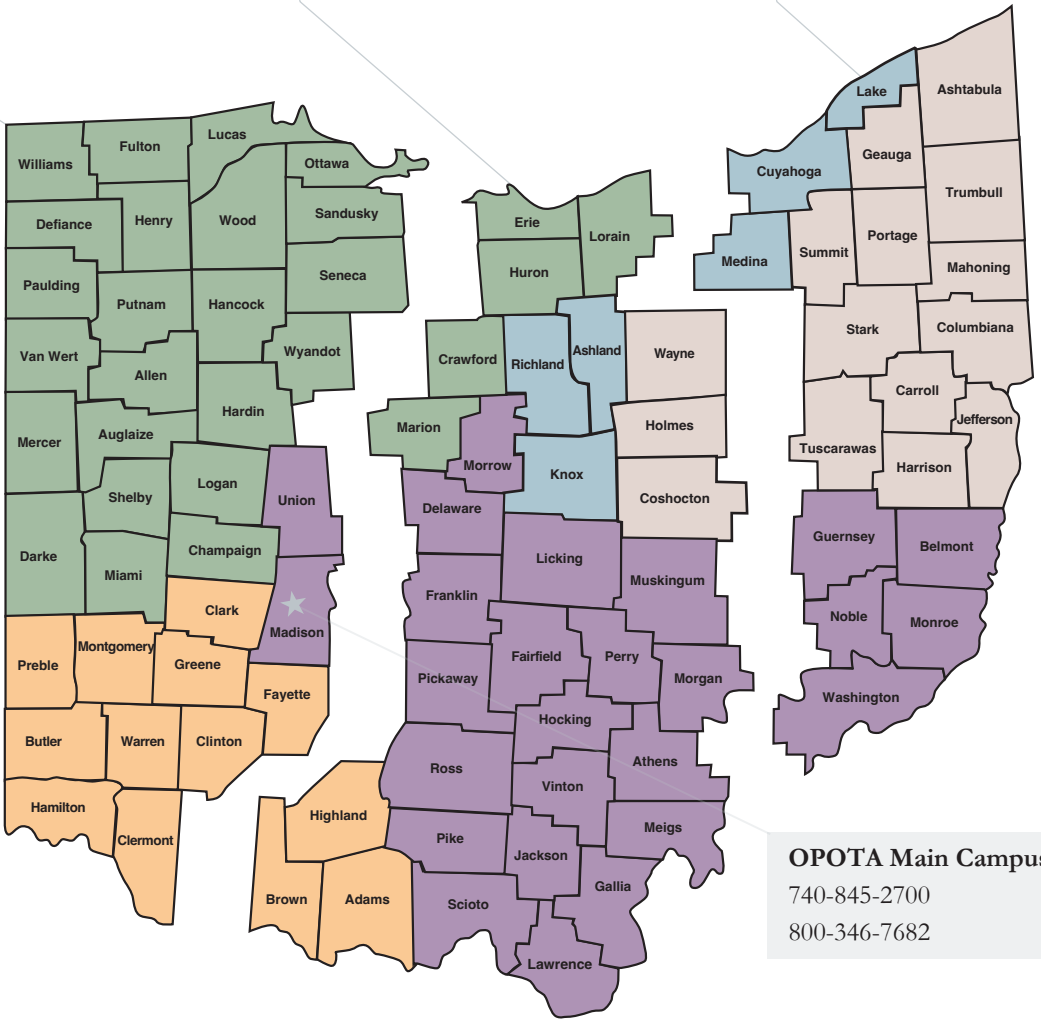
Certification Specialist
LeAnn Myers
LeAnn.Myers@OhioAGO.gov

Administrative Professional II
Elizabeth (Beth) Fulton
Elizabeth.Fulton@OhioAGO.gov

Eastern Region

Certification Specialist
Kristen (Kacy) Samworth
Kristen.Samworth@OhioAGO.gov

Administrative Professional II
Shawn Clagg
Shawn.Clagg@OhioAGO.gov



OPOTA Main Campus
740-845-2700
800-346-7682

Compliance Specialists

Michael Willford
Michael.Willford@OhioAGO.gov

Anne Laux
Anne.Laux@OhioAGO.gov

Matthew Lyons
Matthew.Lyons@OhioAGO.gov

Mike McGreevy
Michael.McGreevy@OhioAGO.gov

Sean Smith
Sean.Smith@OhioAGO.gov

Alonso Guzman
Alonso.Guzman@OhioAGO.gov
Administrative Professional II, Private Security

Peace Officer Basic Training FAQ

Who may run a peace officer basic training academy?
An institution which is part of a state, county, municipal corporation, public school district, technical college district, or the Department of Natural Resources that is approved by the Executive Director can conduct Peace Officer Basic Training.

What is the difference between an open enrollment student and an appointed student?
Appointed students are students with a peace officer commission from an agency prior to completing their academy and becoming certified. These students are issued an Ohio Peace Officer Basic Training certificate once they pass the State Certification Exam (SCE).

Open enrollment students are enrolled in an academy but are not affiliated with an agency. If they complete Peace Officer Basic Training and successfully pass the SCE, they receive a letter of completion. Once they are appointed by an agency, they are issued a training certificate (subject to any additional required training that has been mandated in the interim).

If an open enrollment student obtains an appointment after one year of passing the SCE, the student must take Peace Officer Refresher Training before gaining certification. If an open enrollment student does not get an appointment within two years of passing the SCE, the student must successfully repeat Peace Officer Basic Training to be eligible for peace officer certification.

If a student's appointment status changes during the academy, you must notify the Compliance Specialist and complete the accompanying paperwork.

What is a curriculum code and where do I find it?
The curriculum code indicates which curriculum an academy must use. It is based on the start date of the academy and relates to both lesson plans and the state certification exam. It can be found on the opening letter.

What audits and oversight can I expect during an academy?
Compliance Specialists will conduct an opening audit to review the application and supporting documentation needed to run an academy at least 21 days prior to the start of OPOTC topics. They will also conduct an enrollment audit on the third day of your academy, as well as a closing audit at the end of the academy. The closing audit ensures all students have met Commission requirements and are eligible to sit for the State Certification Exam (SCE).

Compliance Specialists will also make regular visits to the academy to observe instruction and review paperwork.

What are SPOs?
Student performance objectives (SPOs) are concepts and physical skills within the curriculum upon which students are tested, during the academy and/or during the SCE.

Section 1

Pre-Opening Organization

This section explains the requirements for Commanders, Teaching Facilities, Instructors, and Students.

1.1 Commanders

1.1.1 A person desiring to become a Commander for any OPOTC-approved training program must submit an application to the OPOTC for approval. The Commander's application must be filed and approved by the OPOTC before any other action may be taken.

1.1.2 A person applying to become a Commander must be associated with an existing or proposed school. A letter from the CEO of the school attesting to the institution's desire for the person to become a Commander must accompany the application.

1.1.3 The minimum qualifications for a Peace Officer Basic Training Commander are established by OAC 109:2-1-05(A)

1.1.4 After the application is provisionally approved, the applicant must attend an OPOTC Commander Orientation. The applicant must meet with their Compliance Specialist and, if needed, complete an on-site inspection. Once completed, their Commander certificate will be issued. This certification process must be completed before any other action may be taken.

1.1.5 Only OPOTC-certified Commanders may conduct OPOTC-approved training programs. A Commanders' OPOTC certificate must be current and shall not expire prior to or during the dates a Peace Officer Basic Training School is scheduled. For information regarding commander certification renewal, please refer to OAC 109:2-1-05(C)

Commanders approved for a particular school may not permit any other person to function as the Commander. If the Commander of record is absent for an extended period of time (e.g., vacation, illness, etc.), during the school, an OPOTC-certified Peace Officer Basic Training Commander must be designated in writing, and such notice must be submitted to the Compliance Specialist and Certification Specialist prior to the occurrence. In the event of a significant medical emergency, sudden serious illness, or severe injury, documentation should be submitted as soon as possible following the incident. This documentation must include a request to temporarily replace the Commander due to emergency circumstances.

1.1.6 Commanders may not enroll in any part of a Peace Officer Basic Training School for which they are the Commander.

1.1.7 If a Commander intends to conduct two different schools during the same timeframe at different locations, the Commander must obtain written approval from the Executive Director prior to conducting the schools.

1.1.8 If at any time the Commander learns of criminal charges, disciplinary actions, or official complaints regarding any Student, Instructor or Commander, whether made in reference to their position as an Instructor or Commander or otherwise, **the Commander must inform the Compliance Specialist.**

1.2 Teaching Facilities

1.2.1 The Ohio Administrative Code requires that, at a minimum, all Peace Officer Basic Training Academies shall have the following facilities and equipment:

a. A classroom with adequate heating, lighting, ventilation, and restroom facilities;

b. A chalkboard and chalk, or equivalent (i.e., whiteboard, electronic whiteboard, etc.);

c. Tables and chairs suitable for writing or seats with an arm for writing;

d. Audio-visual equipment;

e. A lectern, stand, or table for the Instructor's use;

f. A gymnasium or large indoor area for teaching defensive tactics and other physical skills topics supplied with appropriate training and safety equipment;

g. Access to an OPOTC-approved firearms range;

h. Access to an OPOTC-approved location/facility to complete required PT final examination;

i. Any other equipment, facilities, program or software as required by the OPOTC Executive Director. OAC 109:2-1-08;

j. Access to an OPOTC-approved driving track

1.2.2 All facilities utilized by Peace Officer Basic Training Academies must have access to restrooms and hand-sanitizing materials.

1.2.3 All classrooms must meet applicable building and fire codes.

1.2.4 At least three business days prior to using any non-classroom training areas that are shared by others, such as running tracks, the Commander must verify that the training area is available for academy use.

1.2.5 If an on-site inspection is needed, the Commander shall arrange for such inspections on or before the opening audit. The OPOTC Compliance Specialist assigned to a training academy must conduct an on-site inspection and approve the teaching facilities at the following times:

a. When a new facility is proposed;

b. When a previously inspected training site is changed;

c. At any time upon request by OPOTC staff;

d. Every three (3) years.

1.3 Instructors

1.3.1 Only OPOTC-certified Instructors may teach OPOTC topics during OPOTC-approved training programs. The Commander is responsible for ensuring that each Instructor is properly certified on the date and time scheduled to teach in a Peace Officer Basic Training program.

1.3.2 To become an OPOTC-certified Peace Officer Basic Training Instructor, a person must apply to the OPOTC for certification. Instructor applications must be signed by a current OPOTC-certified Peace Officer Basic Training Commander.

1.3.3 The minimum qualifications for a Unit Instructor in the Peace Officer Basic Training program are established by OAC 109:2-1-06(A)

1.3.4 To become an OPOTC-certified Special Subject Instructor, a person must apply to the OPOTC for certification. Instructor applications must be signed by a current OPOTC-certified Peace Officer Basic Training Commander.

1.3.5 The minimum qualifications for a Special Subject Instructor in the Peace Officer Basic Training program are established by OAC 109:2-1-06(B)

1.3.6 An Instructor's OPOTC certification shall be current and shall not expire prior to the date on which the Instructor is scheduled to teach during a training academy. Instructors who teach a course that requires a non-OPOTC certification, must also be currently certified as an Instructor through the credentialing agency and shall not expire prior to the date on which the Instructor is scheduled to teach. Instructors may only teach topics and/or units for which they have been certified. If any OPOTC topics or units are taught by an expired or non-certified instructor, the class may not be allowed to take the State Certification Examination (SCE) until these discrepancies have been corrected.

For each OPOTC instructor approved for courses which require an additional certificate, such as ICAT, etc., Commanders must maintain a copy of the current instructor certification from the credentialing agency and consult with the instructors to verify that their accrediting agency has not required any updates. If any updates have been required, the Commander will inform the Compliance Specialist, will present documentation that these updates have occurred, and will add that documentation to the certificate file. This file will serve as a guide for Commanders during schedule preparation and for substitution purposes. The file must be available for inspection at any time upon request by OPOTC staff.

1.3.7 Peace Officer Basic Training courses must be taught with a minimum of 10 OPOTC-approved Instructors. Some topics require a minimum instructor-to-student ratio. The Commander is responsible for ensuring that the minimum number of instructors is met when preparing the school calendar and when the topics are actually taught. Commanders must verify instructor credentials, certified topics, certification numbers and expiration dates.

1.3.8 Prior to the opening audit, the Commander must communicate with each scheduled instructor to verify their availability for the scheduled topics, dates, and times.

1.3.9 Commanders must maintain a copy of the current OPOTC instructor certificate for each instructor who teaches at their academy. This file must be available for inspection at any time upon request by OPOTC staff.

1.3.10 For each OPOTC instructor approved for courses which require an additional certificate, Commanders must maintain a copy of the current instructor certification from the credentialing agency and consult with the instructors to verify that their accrediting agency has not required any updates. If any updates have been required, the Commander will inform the Compliance Specialist, will present documentation that these updates have occurred, and will add that documentation to the certificate file. This file will serve as a guide for Commanders during schedule preparation and for substitution purposes. The file must be available for inspection at any time upon request by OPOTC staff.

1.3.11 The Commander and Instructor are responsible for ensuring that the most current version of the curriculum is used.

1.3.12 If a guest speaker is invited to teach certain topic areas, an OPOTC-certified Instructor, in the specific topic, must always be present in the classroom. All SPOs must be taught by OPOTC-certified Instructors. Note: The guest speaker is not to be included on the School Calendar.

1.3.13 Instructors may not enroll as a student in any class in which they are a scheduled instructor.

1.3.14 For information regarding Instructor Certification renewal, please refer to OAC 109:2- 1-06(C)

1.4 Students

The Commander must inform each prospective student of the following:

1.4.1 The below matters prohibit an individual from attending a peace officer basic training program. If these matters include occurrences that are sealed or expunged, they must be reported to OPOTC for review.

a. The person is subject to a weapons disability;

b. The person is under indictment, has pleaded guilty to, or has been convicted of a felony;

c. Any person currently registering as a sex offender, child-victim offender, or arson offender;

d. Any person under indictment or otherwise charged with an offense under ORC Chapter 2925, Drug Offenses; Chapter 3719, Controlled Substances, or Chapter 4729, Dangerous Drugs, that involves the illegal possession, use, sale, administration, or distribution of or trafficking in a drug of abuse – if they are convicted of that offense, they are disqualified for a three-year period;

e. Any person under indictment or otherwise charged with a misdemeanor offense of violence – if they are convicted of that offense, they are disqualified for a three-year period;

f. Any person under indictment or otherwise charged with a violation of ORC 2903.14, Negligent Assault;

1.4.2 Any person with a conviction of guilty to an offense under ORC Chapter 2913, Theft and Fraud, or a municipal ordinance that is substantially similar is disqualified for a three-year period. As part of the enrollment process, a BCI and FBI criminal record check will be conducted. Records that have been expunged or sealed by court order will be opened and reviewed for purposes of attendance in Peace Officer Basic Training and for purposes of appointment as a peace officer.

1.4.3 If the criminal record check reveals a disqualifying arrest or conviction, the OPOTC will notify the student. The student must then submit a certified copy of the final journal entry showing the level of conviction and disposition of the case. The student must submit the certified copy of the journal entry to the OPOTC Executive Director, who then will consider the matter and issue a letter of determination of eligibility to the student and Commander.

1.4.4 Prospective students subject to a state or federal weapons disability, or who are unsure if they are subject to such a disability, **may not participate in any portion of firearms training, or any classroom training that involves the handling of a firearm**, unless and until relieved of the disability and unless and until the OPOTC Executive Director notifies both the student and the Commander that the potential weapons disability issue has been favorably resolved. (See ORC 2923.13, Appendix A, and USC Title 18 USC 921). This matter shall be strictly interpreted, and, as a violation could lead to criminal or civil liability for the prospective student, the instructor, and/or the commander, such a violation shall be considered a serious commander certification violation.

1.4.5 Pursuant to Ohio Revised Code Section 2923.21, no person under the age of eighteen may participate in any portion of firearms training.

1.4.6 Commanders must take reasonable measures to ensure students possess a valid driver's license with operational privileges to participate in any practical portion of driving training. Commanders and instructors are responsible for enforcing this rule. Commanders also must maintain documents evidencing their efforts, which must be available for review by OPOTC staff upon request.

1.4.7 Students may not instruct in any part of the Peace Officer Basic Training School in which they are enrolled.

Section 2

Opening Audit

This section will explain the second phase of the Peace Officer Basic Training program process consisting of an opening audit conducted by the Compliance Specialist at least 21 days prior to the first day OPOTC topics are taught. Included in each section are related requirements, procedures, policies and explanations for proper completion and sequence of the required OPOTC forms for Peace Officer Basic Training. All OPOTC forms are available on the Ohio Attorney General website www.OhioAttorneyGeneral.gov/OPOTA under OPOTC Resources.

Note: No school shall be approved at the opening audit with less than 10 full-time students, unless approved by the Executive Director.

Submission of the Application

At the opening audit, the Commander will present to the Compliance Specialist all the necessary paperwork, in the order listed below. During the opening audit, the Compliance Specialist will review these forms to ensure compliance with OPOTC requirements.

2.1 School Application (Form SF100unv)

2.1.1 This form must be computer-generated or typed and completed in its entirety. Incomplete applications will be returned to the Commander for completion. Each School Application must contain the following:

a. Type of school (Peace Officer Basic Training);

b. Number of firing points on firearms range;

c. The name of the requesting organization (ORC 109.73 (A)(1));

d. The school name (no abbreviations, use same name throughout the form);

e. The Commander's name and 4-digit basic training Commander certificate number and expiration date (e.g., John A. Doe, BTC 0999, 01/11/2023);

f. The proposed dates of the school, total hours, and number of students;

g. The days of the week and times classes are to be held;

h. The facility address;

i. The firearms range address;

j. Mailing address;

k. Phone numbers for the Commander and the facility, including fax, and/or cell phones;

l. Email address for the Commander and academy;

2.1.2 The Commander must sign the application. Original or electronic signatures are acceptable.

2.2 School Calendar (Form SF105unv)

2.2.1 The Commander must complete the school calendar using the provided form, SF105unv. The calendar shall contain the topic headings as they appear on the Peace Officer Basic Training Curriculum. Only OPOTC topics are to be listed on the calendar. All schools shall adhere to the order of topics listed on the Peace Officer Basic Training Order of Topics listed on the OPOTC website.

2.2.2 The training blocks on the school calendar must include:

a. School name and number (no abbreviations, use same name throughout the form);

b. Date of instruction (e.g., 03/15/20);

c. Day of instruction (e.g., M, T, W);

d. Number of hours of instruction (e.g., 4);

e. Time, start to end (e.g., 6p to 10p or 1800 to 2200);

f. OPOTC Unit and Topic number (e.g., 8-5);

g. OPOTC Topic name (e.g., Stops & Approaches);

h. For classroom and skill/practical training topics requiring ratios, (i.e., 5-1 Driving, 8-5 Stops and Approaches, etc.), indicate which hours are Classroom (CR) and Practical (PR) next to the topic name;

i. If the school utilizes more than one classroom or range, indicate the building name and classroom number next to the topic name;

j. The Instructor's last name, first name, middle initial and OPOTC 5-digit BAS Instructor certificate number and expiration date. (e.g., Doe, John A., BAS 29999, 01/01/2022); do not use rank or title.

k. For each Instructor scheduled to teach a course requiring certification from an outside agency, such as First Aid/CPR/AED, etc., the Commander must submit current Instructor certification from the credentialing agency with the school application and verification that they have taken any updates that their specific credentialing agency may require.

2.2.3 The OPOTC requires a minimum number of mandatory training hours. However, according to OAC 109:2-1-03(E)(1), Commanders are encouraged to exceed this minimum amount. Any additional hours a Commander adds to a topic will also be considered OPOTC mandatory hours as well.

2.2.4 Training that is scheduled for more than five hours per training day must have at least a 30-minute break period. This break period must be evident on the school calendar and should be scheduled approximately in the middle of the training day. If training exceeds ten hours in a given day, an additional 30-minute break period must be scheduled so that no one block of training time exceeds five consecutive hours without a 30-minute break. Classes from separate schools may not be joined together for the same training session. For example, if a school has both a daytime program and a concurrent nighttime program, they may not be joined together to share the same classroom and set of Instructors. Should a day class and a night class have training at the same facility at the same time (e.g., on a Saturday), they must be scheduled to be in separate classrooms with their own Instructor(s).

2.2.5 When scheduling firearms training (both classroom and range), Commanders should allow sufficient time for criminal records checks to be completed prior to the onset of firearms training. **Firearms training must be scheduled at least six weeks after the first day of OPOTC topic instruction.** Should a Commander or student receive notification of a potential disqualifying criminal conviction or weapons disability, the Commander shall not permit the student to participate in any practical portion of firearms training or classroom training that involves the student handling a firearm unless and until the problem has been resolved and the OPOTC Executive Director has notified the student and Commander that the student is cleared for firearms training.

Note: A student subject to state or federal weapons disability who participates in firearms training may be in violation of state and federal law, punishable as a felony offense. A Commander who knowingly allows a student with a weapons disability to participate in firearms training also may be criminally liable.

2.2.6 Unit 4, Firearms must consist of a minimum of 46 hours live-fire training which may include demonstration, drill, and practice. This must be conducted at the firing range with the one instructor per five student ratio in place.

The remainder of the OPOTC minimum 60 hours of firearms training (maximum 14 hours) may be conducted in the classroom. Lecture instruction in classrooms set up at the firing range will be counted as classroom training. However, any time practical (e.g., hands-on, inert, simulation, laser, FATS) training is taking place, even if such activities are held in the classroom or in other non-range areas, the "1 to 5" ratio will be required to ensure consistent instruction and safety.

Firearms training must be scheduled no earlier than six weeks following the start of the academy. This scheduling requirement ensures that OPOTC staff have a reasonable and enough time to process BCI/FBI Web-check results and confirm cadet eligibility.

2.2.7 Topic 12-1, Physical Fitness and Conditioning, must be scheduled in blocks not to exceed two hours on any given day.

2.2.8 The final Physical Fitness Assessment and re-test must be scheduled within the last 80 hours of training. Students who do not pass the final assessment will be given the opportunity for one re-test. The Physical Fitness Pre-entrance Assessment, final

assessment, and re-test will not count towards the Topic 12-1 forty (40) hour minimum requirement. The forty (40) hour minimum requirement must be met prior to the final assessment. The date and time of the final assessment and re-test must be listed on the school calendar. Do not enter the number of hours for the final assessment, and re-test. Re-test cannot be scheduled earlier than 48 hours after the final assessment.

Any Physical Fitness Assessments extended for medical issues, or any other purpose, will be conducted at the respective academy track.

Note: The final Physical Fitness Assessment re-test may not be the only classes scheduled on the last day OPOTC topics are taught.

2.2.9 The two live drinking sessions in Topic 10-8, National Highway Traffic Safety Administration Standardized Field Sobriety Testing (NHTSA SFST) must be held on separate calendar days.

2.2.10 No Peace Officer Basic Training School may last more than one year without the prior written approval of the OPOTC Executive Director.

2.2.11 The Commander must ensure that the minimum instructor-to-student ratios are met for the practical portions of all skills areas and topics that require certain ratios. The minimum ratios are as follows:

a. Unit 4, Firearms

- A certified Firearms Instructor must be present for all other students not on the firing line. An in-service firearms requalification Instructor can be considered a "Firearms Instructor" for the purpose of these ratios, to maintain order and safety for the students not on the line, but cannot instruct. Only a certified Peace Officer Basic Training firearms instructor is permitted to instruct students during a firearms class. It is mandatory to maintain a minimum instructor-to-student ratio of 1 instructor for every 5 students.
- No more than two students per firing point may be present at the range during the practical live fire portion of the training. For example, a 10-point range may only have 20 students, (i.e., two relays of ten students each). A class of 40 students would be split into two squads of 20 students, with each 20-student squad receiving a total of 60 hours of training. The instructor-to-student ratio does not apply to classroom training.

b. Unit 5, Driving

- One OPOTC-certified Driving Instructor for every four students during each practical session
- One vehicle for every four students, and no more than four students in each vehicle

c. Topic 6-1, Subject Control

- One OPOTC-certified Subject Control Instructor for every 10 students during each practical session

d. Topic 6-2, Impact Weapons

- One OPOTC-certified Impact Weapons Instructor for every 10 students during each practical session.

e. Topic 7-2, Critical Injury First Aid

- One OPOTC-certified Critical Injury First Aid Instructor for every 10 students.

f. Topic 8-1, Patrol Aspects & Overview

- Three OPOTC-certified Patrol Aspects & Overview Instructor for each practical session, with two vehicles per scenario.

g. Topic 8-3, Active Shooter / Threat Response

- Each practical session must be staffed by a minimum of two instructors. One instructor will actively conduct the exercise with assigned students, while the second instructor serves as the safety officer supervising the remaining students. The instructor-to-student ratio shall not exceed 1:10 (one instructor for every ten students). When enrollment exceeds twenty students, an additional instructor must be assigned for each additional block of up to ten students.

h. Topic 8-4, Building Searches

- During each practical session, there must be one OPOTC-certified Building Searches instructor for every 10 students with a minimum of two certified instructors.

i. Topic 8-5, Stops & Approaches

- Unknown-Risk Vehicle Stops - One OPOTC-certified Stops & Approaches Instructor for every 10 students during each practical session, with two vehicles for every ten students, one designated as a suspect vehicle and two designated as cruiser.
- High-Risk Vehicle Stops – Three vehicles for every 10 students, one designated as a suspect vehicle and two designated as cruisers.

j. Topic 10-4, Traffic Crash Investigations

- Groups of no more than 10 students per a two-vehicle crash.

- There is a minimum of two instructors. One instructor shall be with each group while a group is conducting its practical exercise. One instructor shall be present with a group at the crash site, while one instructor shall remain with students not at the crash site.
- Of the 32 hours of this course, a minimum of 16 hours must be field practical exercises.

k. Topic 10-8, NHTSA SFST

- Each NHTSA SFST practical session and classroom must consist of a minimum of two NHTSA SFST Instructors. There shall be at least one to supervise the dosing of the drinkers and at least one to supervise the class.
- One OPOTC-certified NHTSA SFST Instructor for every 10 students during live drinking sessions, with a minimum of two Instructors.
- Two OPOTC-certified NHTSA SFST Instructors are required for the classroom portion of the course.
- **Students and scheduled NHTSA SFST Instructors may not act as drinkers or safety escorts**. If an instructor is scheduled to dose the drinkers, he/she must remain with drinkers if all of them are not being utilized during the testing portion. He/she cannot go into the classroom during the testing phase with students unless there is another person scheduled to remain with drinkers due to ratios. For purposes of this rule, "student: means a student in the class that is training (e.g., "day" students may participate as drinkers or safety escorts in the "night" class and vice versa). There shall be at least one drinker for every four students, and at least one safety escort for four drinkers.

l. Topic 11-1, Crime Scene

- One OPOTC-Certified Crime Scene Instructor for every 10 students during the minimum four hours of practical training.

2.3 Drug Screen Acknowledgment (Form SF106bas)

2.3.1 The original drug screen shall be made available upon request of OPOTC staff. A minimum of 10 students must pass the drug screen to open an academy; the results will be provided to the Compliance Specialist at the opening audit.

2.3.2 This form lists all students who pass a "nine-panel" urine drug screen pursuant to guidelines developed by the United States Substance Abuse and Mental Health Service Administration (SAMHSA). The SF147bas, Authorization for Use or Disclosure of Drug Screen Information, is not a mandatory form, but is available if the Commander should wish to use it.

2.3.3 The screen must occur within the 150-day period before the date that the academy starts.

2.3.4 Form SF106bas shall be submitted by the Commander at the enrollment audit.

2.3.5 The screen must be administered by an agency licensed/certified by the US Department of Health or SAMHSA, hospital, or medical professional's office [medical doctor (MD), osteopath (DO), physician's assistant (PA), or certified nurse practitioner (CNP), licensed by the Ohio State Medical Board or the Ohio State Board of Nursing, or a neighboring state's equivalent, or a medical professional with the US Department of Veterans' Affairs.]. An over-the-counter screen may also be acceptable if the kit is able to test for the concentrations developed by SAMHSA; if it has controls in place to ensure that the substance being tested is urine and if it has a temperature control to ensure it is a recent sample.

2.3.6 If an applicant does not pass a drug screen, the applicant cannot attend the academy. However, if the applicant does not pass the initial drug screen, the applicant can take additional drug screens, provided that they are conducted, and their results are received during the 150-day period before the date the academy starts. If the applicant passes such a subsequent drug screen, the applicant can attend the academy.

2.3.7 If a cadet receives a positive drug test and there is a medically valid explanation, a letter from a licensed physician must be provided stating the reason for the result. For example, if a cadet is prescribed Adderall, a positive result for amphetamines would be expected and considered justified with appropriate medical documentation. However, the use of medical marijuana is not an acceptable justification for a positive test result and will not be excused, regardless of medical authorization.

2.4 Student Enrollment List (Form SF110unv)

2.4.1 This form lists all students enrolled in the school as of the date of the opening audit. This form must be provided to OPOTC before the academy begins, must document at least ten full-time students who intend to take the academy, and must contain the following information:

a. Place an "X" in the box indicating "Original"

b. School Name (no abbreviations)

c. School Number (leave blank), the school number will be assigned by the Certification Specialist in opening letter.

d. Proposed dates of the school

e. List of students in alphabetical order, by last name, first name, middle name

f. List students Social Security Number (Last five, e.g., 56789)

g. List student's date of birth (01/01/1990)

h. If the student is appointed, list the appointing agency or department

i. If the student is open enrollment, leave "Agency" column blank

j. Commander's Signature, typed name, and date (Original or electronic signatures are acceptable)

2.4.2 The Commander shall list non-full-time students separately from full-time students at the end of the same Student Enrollment List in alphabetical order by last name.

2.5 Fingerprinting Requirements

2.5.1 All prospective full-time students listed on the original student enrollment list must submit their fingerprints via the National WebCheck Law Enforcement system. This requirement applies to each student, regardless of appointed status or open enrollment status. Pursuant to ORC 2953.32 (D)(9), records of conviction that have been sealed pursuant to court order may be reopened and examined to determine eligibility to receive an OPOTC certificate. In accordance with ORC 109.77 (E)(3), no person convicted of a felony, whether sealed or unsealed, will be permitted to attend Peace Officer Basic Training.

2.5.2 The Commander will provide the students with the OPOTC SF102bas Request for National WebCheck, with instructions to complete the form. The students must take the SF102bas to a National WebCheck site that has law enforcement access and have their fingerprints scanned. This must be completed within 150 days of the start date of the school. The students will return the form to the Commander. The Commander will submit the completed form for each student listed on the original student enrollment list.

2.6 Pre-Entrance Physical Fitness Assessment (PFA)

Students are required to meet the 15th percentile of the Cooper Institute Standard for age and sex norms, as determined by a Pre-entrance Physical Fitness Assessment. The pre-entrance PFA must be completed before the school's opening audit, but no earlier than 150 days before the academy start date. In the event of a late enrollee after the opening audit, the pre-entrance PFA must be successfully passed by the third day of the academy.

The Commander of record and a physical fitness Instructor will administer this assessment, and it shall be conducted in the same order and manner as it is during the final PFA, except that a Compliance Specialist is not required to be present. A prospective student may attempt the pre-entrance PFA as many times as the Commander deems appropriate. All stages of the PFA must be successfully completed at one time to be considered a successful completion. The ultimate passing score must be documented on the SF195bas.

2.7 Review by Certification Specialist

2.7.1 After the Compliance Specialist meets with the Commander and approves the documents, the documents will be forwarded to the Certification Specialist, who also will review the application. If approved, the Certification Specialist will send an opening letter listing the school number and curriculum code. No school may begin classes until an OPOTC school number has been issued. The OPOTC will not recognize any training class, or portion thereof, conducted prior to the issuance of the opening letter and school number.

2.7.2 If a Commander does not receive written approval at least five days prior to the first scheduled day of training, the Commander should contact the assigned Certification Specialist to inquire as to the status of the application.

2.7.3 If the start date for the school changes for any reason, the assigned school number shall immediately become void, and the Commander must re-apply for a new school number at least 21 days prior to the new start date.

Section 3

Enrollment Packet

3.1 POBT Student Handbook

The Commander is required to provide the student with the POBT Student Handbook.

3.2 Categories of Students and Paperwork to be Submitted

In preparing the Enrollment Packet, the Commander shall submit for review, the paperwork in the order of the students' last names as they appear on the SF110unv. Commanders shall submit one of the following packets for each student, with the forms arranged in the order listed.

3.2.1 Open Enrollment Students:

a. SF115unv – Student Enrollment/Certification Record;
b. SF114bas – Student Health Data;
c. SF102bas – Request for National WebCheck to be attached to SF110 (if not submitted at opening audit);
d. SF104unv – FERPA Consent to Release Student Information (if required);
e. POBT Student Handbook Acknowledgment & Verification.

Training Recruits:

a. SF115unv – Student Enrollment/Certification Record;
b. SF118bas – Cadet Appointment Letter;
c. SF114bas – Student Health Data;
d. SF102bas – Request for National WebCheck to be attached to SF110 (if not submitted at opening audit);
e. SF104unv – FERPA Consent to Release Student Information (if required);
f. POBT Student Handbook Acknowledgment & Verification.

3.2.2 Non-full-time Students (To be submitted at time student requests admission to school)

a. SF115unv – Student Enrollment/Certification Record;
b. OPOTC Letter of Determination;
c. SF114bas – Student Health Data, (if required to take Unit 4, Firearms or Unit 6, Subject Control);
d. SF104unv – FERPA Consent to Release Student Information (if required);
e. POBT Student Handbook Acknowledgment & Verification;
f. SF110unv – Revised Student Enrollment List (if student does not appear on original);
g. SF102bas – Request for National WebCheck

Public Safety Personnel and Multi-county/Multi-jurisdiction Jail Corrections Officer Plug-In
(Firearms only, no State Certification Examination)

The Commander and Student shall complete the enrollment forms prior to the first day of OPOTC topics. The enrollment forms shall be reviewed by the Compliance Specialist during the plug-in closing audit and submitted to OPOTC with the plug-in closing paperwork.

Commander shall submit one collated packet for each student, with the forms arranged in the order listed.

a. SF110unv – Revised Student Enrollment List (if student does not appear on original);
b. SF115unv – Student Enrollment/Certification Record;
c. SF101unv – Student Disclosures and Statement of Understanding;
d. SF103psfc – Student Waiver of Liability and Indemnity Agreement;
e. SF104unv – FERPA Consent to Release Student Information (if required);
f. SF119psfc – Court Officer Authorization to Carry a Firearm.

3.3 Forms

No later than the third day of OPOTC topics, the Commander shall have prepared the enrollment forms.

3.3.1 Peace Officer Basic Training Student Handbook, which includes SF102unv, SF103bas/cob, SF104unv, SF115unv, SF113bas and SF114bas.

3.3.1A Student Handbook Acknowledgement and Verification

Students must be able to answer all questions affirmatively in the Affirmations (A) Statement of Understanding pages 5 through 7 of the Student Handbook.

1. If the student would answer in the negative to any statements on pages 5 through 7 of the Student Handbook, the Commander must verify with the student the accuracy of the response and explain the potential ramifications to the student. In addition, the student must submit a written statement fully explaining the circumstances for each

   "NO" answer to the statements; including any court case identifiers and court-stamped copies of court journal entries. A "NO" answer to any of the statements will prohibit the student from participating in the practical portion of firearms training or any classroom training that involves the student handling a firearm.

2. If the student would answer “NO” to the statement regarding a driver license, the Commander must confirm with the student whether the student has a valid driver license. If the student does not have a valid driver license by the time the practical portion of Unit 5, Driving, is scheduled, the student may not participate in the Unit 5 training, and therefore will not be eligible to take the State Certification Examination. Failure to possess a valid driver license by the first day of Unit 5 instruction will be grounds for dismissal from the academy.
3. If the student would answer “NO” to the statement regarding high school graduation the Commander must confirm with the student whether the student has a certificate of high school equivalency. If there is some doubt as to the legitimacy of the equivalency, the Commander must consult with the Compliance Specialist. If the student does not have a valid high school diploma or equivalency, the student may not attend basic training.

   The student must complete the required information on the form by typing or printing legibly in blue or black ink. The student must carefully review, sign, and date the form. Attach any accompanying documentation (i.e., legal action, etc.), if needed.

3.3.1B Request for National WebCheck (Form SF102bas)

The student must complete the form by typing or printing legibly in black or blue ink, the required information including:

a. Academy name (no abbreviations, use the same name throughout the form);
b. Academy start date;
c. Student’s name (last name, first name, middle name);
d. Student’s alias, if applicable;
e. Student’s date of birth (e.g., 01/01/1996);
f. Student’s last five digits only of Social Security number;
g. Student’s home address;
h. Name of fingerprinting agency;
i. Student’s signature;
g. Date fingerprinted – the background check must have been conducted within 150 days of the start of the school.

3.3.1C Student Waiver of Liability and indemnity Agreement (Form SF103)

The student must complete the required information on the form by typing or printing legibly in blue or black ink. The student must carefully review, sign, and date the form.

3.3.1D Federal Educational Rights and Privacy Act (FERPA) Consent to Release Student Information (Form SF104unv)

Students who are enrolled in a college, university, or career center academy must complete this form by typing or by printing legibly in black or blue ink.

3.3.1E Student Enrollment/Certification Record (Form SF115unv)

Information on the SF115unv form must be typed; handwritten copies will not be accepted. Accuracy is important due to the exporting of student information to Pearson's testing database for the State Certification Examination (SCE). Required information includes the following:

a. Student's name (last name, first name, middle name);

b. Home address;

c. Phone number;

d. Sex;

e. Date of birth (e.g., 01/01/1996);

f. Social Security Number (Last five, e.g., 56789);

d. Email address (must use student's personal email address for SCE authorization and registration);

e. Driver's license number, including issuing state and date of expiration, mm/dd/yy;

f. If appointed, appointing agency, agency's address and phone number, date of appointment, and position or title (all of this information must agree with the SF400adm, Notice of Peace Officer Appointment);

g. Race;

h. Education (e.g., High School Diploma or GED);

i. Student status (e.g., Basic Training or Prior-Equivalent);

j. Signature of Commander;

k. Date;

l. School name (no abbreviations, use the same name throughout the form);

m. School number.

3.3.1F Student Health Data (Form SF114bas)

a. The student must complete the required information on the form by typing or printing legibly in blue or black ink. If the medical professional answers "YES" to any question, the medical professional must provide an explanation for this answer in the space provided. Incomplete explanations will be returned for correction. The student and medical professional must sign and date the form.

b. OPOTC will only accept physical examinations conducted within 180 days of the first day of OPOTC topics by a medical doctor (MD), osteopath (DO), physician's assistant (PA), or certified nurse practitioner (CNP), licensed by the Ohio State Medical Board or the Ohio State Board of Nursing, or a neighboring state's equivalent, or a medical professional with the US Department of Veterans' Affairs. The medical professional must verify that the student is able to, without limitation, safely function in all phases of strenuous physical fitness and conditioning training and can safely participate in a Physical Fitness Assessment consisting of sit-ups, push-ups, and timed 1.5-mile run.

c. A completed SF114bas, verifying that the medical professional has completely approved the student's participation, must be on file by completion of the 3rd day audit completed by the Compliance Specialist.

3.3.2 Drug Screen Acknowledgment (Form SF106bas)

The Commander must complete this form, listing all students who passed the drug screen. This form is submitted with the Student Enrollment paperwork. The drug screening results will be available upon request of OPOTC staff.

3.3.3 Student Enrollment List (Form SF110unv)

The Commander must complete the form by typing the required information and must include:

a. Place an "X" in the box indicating "Revised" (The original SF110unv was the preliminary Student Enrollment List submitted at the opening audit)

b. School Name (no abbreviations, use the same name throughout the form)

c. School Number (e.g., BAS20-100), the school number will be assigned by the Certification Specialist in opening letter.

d. Proposed dates of the school

e. List of students in alphabetical order (last name, first name, middle name)

f. List all non-fulltime students separately at the end by category and alphabetically

g. List student's Social Security Number (Last five, e.g., 56789)

h. List student's date of birth (01/01/1990)

i. If the student is appointed, list the appointing agency or department

j. If the student is open enrollment, leave "Agency" column blank

k. Commander's Signature, typed name, and date (Original or electronic signatures are acceptable)

Any student, who was listed on the original SF110unv at the time of the opening audit and has since withdrawn from the school, must not appear on the revised SF110unv. If the Commander has added any full-time or part-time students since the opening audit, the Commander must complete a revised Student Enrollment form, SF110unv, which includes the new student(s).

3.3.4 Notice of Peace Officer Appointment (Form SF400adm)

An appointing authority cannot submit or memorialize a cadet's Notice of Appointment (SF400) until the cadet has completed all academy requirements and successfully passed the State Certification Examination (SCE). Only after these conditions are met may the agency chief executive officer (CEO) or designee submit a Notice of Appointment. All Notices of Appointment (SF400) must be submitted through the OPOTA Portal, https://opota.ohioattorneygeneral.gov/.

Section 4

Training Requirements

The Compliance Specialist will arrange with the Commander a time to speak to the students and explain the OPOTC requirements necessary for eligibility to take the State Certification Examination (SCE). The Commander is responsible for explaining any local school policies or requirements.

Note: Any non-participation of OPOTC topics will be deemed as an absence.

4.1 Skills Areas

No student will be permitted to take the SCE unless and until they successfully complete the psychomotor skills assessments in the following units:

a. Unit 4, Firearms;
b. Unit 5, Driving;
c. Topic 6-1, Subject Control;
d. Topic 6-2, Impact Weapons;
e. Topic 7-2, Critical Injury First Aid;
f. Topic 8-1, Patrol Aspects & Overview;
g. Topic 8-3, Active Shooter / Threat Response;
h. Topic 8-4, Building Searches;
i. Topic 8-5, Stops & Approaches;
j. Topic 10-8, National Highway Traffic Safety Administration (NHTSA) Standardized Field Sobriety Testing (SFST);
k. Topic 12-1, Physical Fitness and Conditioning;
l. Topic 13-1, HazMat & WMD Awareness for the First Responder;

The specific requirements for the psychomotor skills assessments are covered in 4.3.

4.2 Student Notebooks

As required by OAC 109:2-1-10, all students shall keep a notebook which shall be submitted to the Commander for inspection. Students shall not be permitted to take the SCE unless they have received a satisfactory evaluation of their student notebook. Student notebooks shall be available for review by OPOTC staff upon request. The Commander shall evaluate student notebooks in the following areas:

a. Sufficiency of course content;
b. Organization;
c. Appropriateness of the material;
d. Regularity of entries;
e. Neatness;
f. Accuracy;
g. Legibility.

4.3 Psychomotor Skills Assessments

Each student shall be permitted one attempt at each SPO and one re-test if the student fails the initial attempt. Students who fail the initial attempt must be afforded a reasonable amount of remedial training prior to the re-test. Any student who fails both attempts shall be dismissed from the academy.

4.3.1 Unit 4, Firearms

a. The psychomotor skills assessment for the Firearms unit consists of a number of Student Performance Objectives (SPOs) that each student shall successfully achieve to be eligible for the State Certification Examination. The 60 hours of firearms training shall include a minimum of 46 hours live-fire training exercises on the range. In addition to passing the SPOs during the course of live-fire training, each student shall fire a minimum of 750 rounds of handgun ammunition, 75 rounds of pelleted shotgun ammunition, and 20 rounds of shotgun slugs. The 75 rounds of pelleted shotgun ammunition may include birdshot for training, but the actual SPOs shall be fired with buckshot or slugs, according to the SPO protocol;

b. The handgun SPOs consist of six live-fire stages and two non-firing exercises. Student scores shall be recorded on the SF125bas, Handgun Proficiency Testing Record. Qualification scores will be a cumulative score of 80%;

c. The student must complete all stages of the course of fire. If a stage is not attempted, then the OPOTC-approved Course of Fire is not completed, and the students' results cannot be tabulated;

d. The shotgun SPOs consist of four live-fire stages and two non-firing exercises. Student scores shall be recorded on the SF126bas, Shotgun Proficiency Testing Record. SPOs may be tested individually, or they may be combined into one comprehensive "qualification" course of fire on the same day of training. The qualification score required for shotgun is 100%.

e. Notwithstanding the provisions of ORC 1533.83(B), all firearms ranges used for OPOTC schools, including those owned or operated by a municipal corporation, county, township police district, or joint police district, must meet the substantive requirements for shooting ranges set forth in OAC 1501:31-29-03.

f. All ranges used for OPOTC purposes must have a working AED (Automated External Defibrillator) and a trauma kit including bandages, CPR mask, emergency tourniquets, quick clot, and other material suitable to provide emergency treatment for gunshot wounds, on site.

   Use of Red Dot Optics in POBT: Peace Officer Basic Training (POBT) is designed to establish core firearms safety and marksmanship fundamentals. Instruction and qualification will continue to emphasize iron sight use as the standard for foundational training.

   The use of red dot optics is not prohibited; academies are not required to provide formal red dot instruction or qualification within POBT. Academies may allow recruits to use firearms equipped with red dot optics during training and qualification, provided this is consistent with academy policy and equipment.

Note: Advanced training on red dot optics remains the responsibility of individual agencies and their certified firearms instructors.

4.3.2 Unit 5, Driving

The psychomotor skills assessment for Driving shall be recorded on the SF128bas, Driving Proficiency Testing Record. The use of backup cameras is permitted in training and during the assessment but strongly urged to train first on use of mirrors and line of sight before allowing use of cameras.

4.3.3 Topic 6-1, Subject Control

The psychomotor skills assessment for Subject Control shall be recorded on the SF127bas, Subject Control Proficiency Testing Record.

4.3.4 Topic 6-2, Impact Weapons

The psychomotor skills assessment for Subject Control shall be recorded on the SF142bas, Impact Weapons Proficiency Testing Record.

4.3.5 Topic 7-2 Critical Injury First Aid

The psychomotor skills assessment for Critical Injury First Aid shall be recorded on the SF144bas, the Critical Injury First Aid Proficiency Testing Record. First Aid/CPR/AED must be completed as a Prerequisite for this topic.

4.3.6 Topic 8-1, Patrol Aspects & Overview

The psychomotor skills assessment for Patrol Aspects & Overview shall be recorded on the SF138bas, Patrol Aspects & Overview Proficiency Testing Record. At least six hours of the minimum 12 hours for Patrol Aspects & Overview shall be conducted as a practical, scenario-based session.

4.3.7 Topic 8-3, Active Shooter / Threat Response

The psychomotor skills assessment for Active Shooter / Threat Response shall be recorded on the SF148bas, Active Shooter / Threat Response Proficiency Testing Record.

a. The preferred ratio is one instructor per ten students, with a minimum of two instructors during scenario-based training (Exercise Controller and Training Safety Officer). Additional instructors should be added based on complexity, facility layout, or scenario design.

b. Minimum of three (3) hours of classroom/concept instruction. Minimum scenario-based training is five (5) hours. This block must include structured, objective driven scenarios that allow students to apply course concepts in practical environments. Scenarios must include clear learning objectives, provide multiple repetitions when feasible, and follow all safety protocols. Instructor staffing must match scenario complexity and prioritize student safety.

4.3.8 Topic 8-4, Building Searches

The psychomotor skills assessment for Building Searches shall be recorded on the SF139bas, Building Searches Proficiency Testing Record. At least eight hours of the minimum 12 hours for Building Searches shall be conducted in as a practical, scenario-based session.

4.3.9 Topic 8-5, Stops & Approaches

The psychomotor skills assessment for Stops & Approaches shall be recorded on the SF131bas, Stops & Approaches Proficiency Testing Record.

4.3.10 Topic 10-8, National Highway Traffic Safety Administration Standardized Field Sobriety Testing (NHTSA SFST)

The psychomotor skills assessment for Standardized Field Sobriety Testing shall be recorded on the SF132bas, Standardized Field Sobriety Testing Proficiency Testing Record.

4.3.11 Topic 12-1, Physical Fitness and Conditioning

a. The psychomotor skills assessment for Topic 12-1 consists of a pre-entrance assessment and a final assessment and shall be recorded on the SF195bas, Basic Training Physical Assessment document. The Commander of record must be present at the pre-entrance assessment. The pre-entrance assessment is designed to give the students and the Instructor(s) a benchmark for each student from which progress can be measured;

b. The physical conditioning final assessment and re-test will be attended by the Compliance Specialist assigned to the school or another OPOTC staff member, and completed at the respective academy training/track facility;

c. The Commander or designee must attend the final physical assessment and re-test. The Commander shall be primarily responsible for maintaining order and coordinating any needed medical attention;

d. In addition to the Commander, at least one OPOTC-certified physical conditioning Instructor must be present at any final physical assessment or re-test. The Commander may perform as a physical conditioning Instructor if certified to do so, but in those instances a second physical conditioning Instructor must also be present in case of medical emergencies or other exigent circumstances requiring the attention of the Commander;

e. In cases where the Commander cannot attend a final physical assessment or re-test, the Commander may designate an alternate to attend in the Commander's place and shall ensure the designee can perform the same role as stated in 4.3.12(c);

f. The final physical conditioning assessment and re-test must be scheduled in the last 80 hours of training and noted on the school calendar SF105unv. In addition, the hours of final physical assessment (and the re-test) do not count toward the minimum required hours of 12-1, Physical Fitness and Conditioning;

g. The date and time of the final assessment and re-test must be listed on the student attendance roster SF120; however, the number of hours is not entered. Physical Fitness Assessment dates, list “P” for present, “A” for absent or “M” for medical extension;

h. In performing the final Physical Fitness Assessment or retest, the student must complete the timed sit-ups, timed push-ups, and timed 1.5-mile components of the test, in that order, and all on the same day. To pass the assessment, the student must receive a passing score in all three components as established by the student’s age and sex. A student’s age is determined at the time the student attempts the assessment. Students must perform each component as required by the protocol for that event in the lesson plan. Only OPOTC-certified physical conditioning Instructors may count repetitions. Failure to receive a passing score on any one component is deemed an overall failure;

i. Commanders shall allow students sufficient recovery time (which shall be at least 48 hours from the scheduled start time of the test to the scheduled start time of the re-test, regardless of what time the test or re-test actually commences) between the Final Physical Fitness Assessment and re-test. The student must pass all three events if re-tested;

j. Any student who fails to attend a Final Physical Fitness Assessment or re-test shall be deemed to have failed that particular Final Physical Fitness Assessment or re-test;

k. In cases of extremely adverse weather conditions, the Compliance Specialist or Commander will have the authority to reschedule a Final Physical Fitness Assessment or re-test.

4.3.12 Topic 13-1, HazMat & WMD Awareness for the First Responder

The psychomotor skills assessment for Topic 13-1, HazMat & WMD Awareness for the First Responder, shall be recorded on the SF133bas, HazMat & WMD Awareness Proficiency Testing Record.

Section 5

Ongoing Procedures

5.1 Notification of Changes in School Schedule, Form SF185unv

5.1.1 The Commander shall notify the Compliance Specialist at least 24 hours in advance of any of the following changes to the school calendar:

a. Dates;
b. Topics;
c. Locations;
d. Times;
e. Cancellations;
f. Instructor(s).

Note: The Commander will revise the school calendar as these changes occur.

5.1.2 The form for notifying the Compliance Specialist is the SF185unv, Notification of Changes in School Schedule. This form shall contain the following information:

a. School name and number (no abbreviations, use the same name throughout the form);

b. The original date the topic was scheduled;

c. The proposed date and time the topic is to be scheduled;

d. The location of the class;

e. The correct OPOTC topic number and title;

f. The reason the change is needed;

g. The Instructor's name (last name, first name and middle initial), OPOTC certificate number and expiration date (e.g., Doe, John A., BAS29999, 01/01/2022);

h. The date and method the Commander notified the Compliance Specialist of the proposed change.

5.1.3 In case of an Instructor addition or substitution (change), the Commander will send copies of applicable OPOTC certifications attached to SF185 to the Compliance Specialist. In case of an Instructor addition or substitution for a topic that requires certification by a non-OPOTC agency, the Commander shall submit copies of the applicable certifying document from credentialing agency, documentation of any updates that the credentialing agency may require, the OPOTC Instructor certificate and attach these documents to the SF185 to the Compliance Specialist.

5.1.4 For same day changes, the Commander shall contact the Compliance Specialist by phone, voice mail, email, or text indicating that a change in the school calendar must occur that day and stating the reason for the change. The Commander then will prepare and fax the SF185unv to the Compliance Specialist.

5.2 Monitoring Classes

5.2.1 The Commander shall be reasonably available to answer student questions and provide guidance where indicated.

5.2.2 The Commander and Instructors are responsible for maintaining compliance and safety precautions and shall give due regard to safety considerations during all training activities (e.g., dangerous weather conditions, etc.).

5.2.3 The Commander and Instructors shall ensure that required instructor-to-student ratios are met during practical portion of skills training and other topics that have required ratios. Unless otherwise noted, classroom portions of skill area topics do not require instructor-to-student ratios.

5.2.4 The Commander and Instructors will ensure that the latest versions of OPOTC lesson plans are being used in class. New lesson plans are released once a year. The current Peace Officer Basic Training curriculum is available on the OPOTA Portal. The units, topics, hours, and lesson plans must be taught in their entirety.

5.3 Student Sign-in Sheets (Form SF121unv)

5.3.1 The Commander shall maintain an accurate Student Sign-in Sheet (SF121unv) for each day OPOTC topics are scheduled and make them available for inspection at any time by OPOTC staff.

5.3.2 The sign-in sheets shall contain the following information:

a. School name and number (no abbreviations, use same name throughout the form);

b. Date of class;

c. All topic titles, topic numbers, and hours of each topic as scheduled;

d. The total number of hours of the training day (OPOTC topics only);

e. The typed name of each student, in alphabetical order (last name, first name, middle initial), with non-full-time students listed separately;

f. The signature of each student next to the typed name;

g. The exact time each student arrives at class for the day (e.g., 7:52 a.m. or 0752);

h. The exact time each student leaves class for a 30-minute break or for an extended amount of time (e.g., court appearances, illness, etc.);

i. The exact time each student re-enters class after a 30-minute break or other extended absences;

j. The exact time each student leaves class at the end of the training day;

k. Hours “present” or “absent” for each student.

l. The signature and Instructor certificate number of each Instructor teaching topics listed on the sign-in sheet by alphabetic designator;

m. Indicate Instructor by circling letter in the boxes next to the topic and title;

n. If there is not adequate space on the sign-in sheet for multiple sign-in and sign-out times, the student should use the back of the SF121unv to record the additional times.

5.3.3 All scheduled Instructors shall sign the sign-in sheets at the conclusion of each class.

5.3.4 The Commander shall verify the accuracy of each sign-in sheet, then sign and maintain it as indicated above.

5.4 Student Attendance Roster (Form SF120unv)

5.4.1 The Commander shall prepare the attendance roster using the SF120unv, Student Attendance Roster. The Commander shall update this form on a weekly basis and keep track of the number of hours and topics that each student must make up.

5.4.2 The SF120unv shall be completed as follows:

a. School name and number (no abbreviations, use same name throughout the form);

b. School dates;

c. Students listed in alphabetical order (last name, first name, middle initial);

d. Prior Equivalent and Court Officer plug-in Students shall be listed on a separate SF120unv;

e. Dates of classes shall be listed on the top line of the form (with month/date/year entered in each space);

f. List the number of hours in attendance for each student on each day;

g. The topic numbers shall be listed for all dates attended by Prior Equivalent and Plug-In students

h. Physical Fitness Assessment dates, list “P” for present, “A” for absent, or “M” for medical extension

5.5 Notification of Make-up Hours (Form SF122unv)

5.5.1 Make-ups must be completed within 14 calendar days of the date that the student returns to class, unless excused by way of a medical extension, a military extension, or on behalf of the executive director or designee. If the make-up does not occur within this time frame, the student cannot attend other academy courses until all make-ups have been completed.

Whenever it becomes necessary for a student to make-up training, the Commander shall notify the Compliance Specialist at least 24 hours in advance of the make-up session. This notification will be made by using form SF122unv. This form must contain:

a. School name and number;

b. Student's name (last name, first name, middle initial);

c. Date original class missed;

d. Proposed date of make-up class;

e. Number of hours to be made up;

f. Time of make-up session;

g. OPOTC topic number and title;

h. Mark "X" if original Instructor;

i. In instances where an instructor other than the original instructor will be teaching the make-up session, type the new instructor's name, OPOTC BAS certificate number, and expiration date in the instructor block.

   Submit the instructor's OPOTC BAS Instructor Certificate and any applicable current certificates from an outside credentialing agency, (i.e., AHA, ASHI, Red Cross for First Aid Topic 7, etc.);

j. Location of make-up session;

k. Date and method Compliance Specialist was notified.

5.5.2 The SF122unv is a continuing form. If another student needs to make-up hours, the Commander will follow the same process and complete the next line on the form.

5.5.3 Commanders shall maintain the SF122unv, Notification of Make-up Hours Form and present it to the Compliance Specialist at the closing audit, along with a separate form SF120unv, Student Attendance Roster (list topic numbers on the last line) and a separate SF121unv, Student Sign-in sheet for those students required to make-up hours.

5.5.4 If a student arrives late to class and is 15 minutes or less late, the time and missed material may be made up at the end of the class day with the original instructor, if the instructor is willing to do so.

In this case, the make-up must be noted by the instructor at the bottom of the Student Sign-in Sheet, SF121unv, and noted the same day of make-up. The sign-out time of the student shall also be noted when the student completes the make-up. No entry is required on the Notification of Make-up Hours, SF122unv. These make-ups may not be done on class breaks. For example, class time is 1800-2200 hours. Student Jones arrives late and signs in at 1812. The student may stay over with the Instructor and sign out 12 minutes after class ends. If absence is not made up at end of class day it will be counted as a half-hour absence.

5.5.5 If the student is more than 15 minutes late, then the time must be made up in a minimum of one-half hour increments by the original instructor. It can also be made up by another instructor after being advised by the original instructor in writing of class progress, provided the commander contacts the Compliance Specialist and sends copies of applicable certificates. Any make-up, whether by the original instructor or another certified instructor, must be documented on the Notification of Make-up, SF122unv and accompanying Student Attendance Roster, SF120unv.

5.5.6 If make-up hours result in training that is scheduled for more than five hours per training day, there must be a break of at least a 30-minute period. Similar to regular training that exceeds five hours per training day, the break period must be documented and should be scheduled approximately in the middle of the training day. If make-up hours result in training exceeding 10 hours in a given day, an additional 30-minute break period must be scheduled so that no one block of training time exceeds five consecutive hours without a 30-minute break.

5.5.7 If hours are to be made up on the same day they were missed, the Commander shall notify the Compliance Specialist in advance and then submit the SF122unv to the Compliance Specialist as soon as possible.

5.5.8 Students who must complete make-ups may not be combined with other students who missed different content in the same topic.

5.5.9 If the student is unable to make up the topics in the original school, they may make up hours by attending a different OPOTC-approved school. In these instances, the student must attend the entire block of instruction in the second school regardless of how many hours of instruction were missed in the original school. The original Commander shall notify the Compliance Specialist in advance and shall complete the Notification of Make- up, SF122unv and Make-up Student Attendance Roster, SF120unv. The second Commander will ensure that a Student Sign-In Sheet, SF121unv, is completed and returned to the original Commander where it will be maintained and made available for inspection by OPOTC staff upon request.

5.5.10 If, at the time of the last day of an OPOTC topic, the student has missed any portion of a topic and failed to make it up, the Commander must:

a. Submit a request to the Executive Director to allow a student to make-up hours. No make-up hours may be completed without at least the verbal approval of the Executive Director or the Executive Director's designee, followed by a written request. As provided in OAC 109:2-1-09 (A), the student will not be permitted to take the State Certification Examination until the make-up hours are completed, and the student has fully complied with the OPOTC attendance policy;

b. The written request should specify the proposed date of the make-up session, the topic and hours to be taught, and the names of the Instructor(s) and student(s) who will complete the make-up session;

c. The SF122unv must be completed and submitted to the Compliance Specialist prior to the approved make-up session; and

d. Upon completion of the make-up session, the Commander shall present the SF122unv, Notification of Make-up, the SF120unv, Student Attendance Roster, and the SF121unv, Student Sign-in Sheet, to the Compliance Specialist.

5.5.11 If, due to the size of a make-up class, a Commander feels the Instructor-to-Student ratio should be modified, the Commander must get approval from the Compliance Specialist prior to the make-up.

5.6 Extensions

5.6.1 Medical Extensions

a. Students who are injured or develop a medical condition which prohibits them from participating in physical fitness and conditioning training, the Final Physical Fitness Assessment, or any topic for which they are unable to obtain a medical release in order to complete any requirement prior to the last day of OPOTC topics, may request a medical extension for the purpose of completing course topics.

b. The procedure for requesting a medical extension is as follows:

1. Commander provides the student with the Medical Extension Request SF193unv and the Medical Release and Request for Physical Fitness Assessment SF194unv;

2. Student makes appointment with a medical professional (a medical doctor (MD), osteopath (DO), physician's assistant (PA), or certified nurse practitioner (CNP), licensed by the Ohio State Medical Board or the Ohio State Board of Nursing, or a neighboring state's equivalent, or a medical professional with the US Department of Veterans' Affairs) for an examination. The medical professional completes and signs the Medical Extension Request, SF193unv. Student returns the completed form to the Commander;

3. Commander completes the Medical Extension Request form and submits to SF194@OhioAGO.gov; and the assigned Field Compliance Specialist.

4. OPOTC Director of Professional Standards will review the paperwork and render a decision about the medical extension. The Commander and student will be notified of the decision.

c. No such extensions shall extend beyond one year from the first day of the school unless approved in writing by the Executive Director;

d. Regarding the Physical Fitness Assessment, except for emergency or unexpected matters, requests for medical extensions must be made to the OPOTC at least five business days before the student's Physical Fitness Assessment date.

e. All students receiving a medical extension shall complete their final assessment and/or re-test at the respective academy training/track facility.

f. To schedule a medical extension assessment, the student shall submit the completed Medical Release and Request for Physical Fitness Assessment SF194unv to the Commander. The Commander will forward this form and a copy of the letter from the OPOTC Director of Professional Standards to SF194@OhioAGO.gov for scheduling; Compliance Specialist's assigned to the respective academy will work with the commander on final scheduling.

g. If approved by the medical professional, the student must arrange to make up any required topics through the Commander. The Commander will notify the Compliance Specialist of these scheduled make-ups no less than 24 hours prior to the scheduled topic(s).

h. Upon completion of the required hours, the Commander shall contact the Compliance Specialist to schedule a closing audit.

i. If the student has not successfully completed the Final Physical Fitness Assessment or any other topic by the medical extension expiration date or if the medical professional refuses to clear the student, they will be deemed to have failed the academy and will not be eligible to take the State Certification Examination.

j. Students returning from a medical extension who pass the Final physical fitness assessment and all other topics must complete the State Certification Examination within 45 days of passing the assessment and topics.

k. If a cadet has completed all required academic topics and the physical fitness assessment (PFA) is the only outstanding requirement, the cadet may sit for the State Certification Examination (SCE) before completing the PSA. The physical fitness assessment must be completed by the approved medical-extension deadline, or one year from the academy end date, whichever comes first.

5.6.2 Closing Paperwork for Medical Extension Students

a. If the student passes, submit the following paperwork:

1. Notification of Make-up Hours (SF122unv);
2. Student Attendance Roster (SF120unv) with only the date(s) and hours for the make-up(s);
3. Student Evaluation Record (SF155bas);
4. Physical Fitness Assessment Form (SF195bas), if applicable;
5. Copies of all applicable Proficiency Testing Records available for review;
6. Copy of student's Medical Release and Request for Physical Fitness Assessment form;
7. SCE Authorization Data Form (EX705) listing student(s) who will be taking the State Certification Examination;
8. Closing letter (SF175unv).

b. If the student fails or chooses not to participate, submit the following paperwork:

1. A written communication on academy letterhead stating the student failed to complete the assessment/SPOs successfully and thus failed the school; and
2. Student Evaluation Record (SF155bas).

5.6.3 Military Extensions

If a member of the National Guard or military reservist is mobilized to active duty in the uniformed services while attending the basic school, the Commander may request an extension for completion of basic training. The following documentation must be submitted to the Executive Director prior to the activation:

a. A letter from the Commander requesting the extension to include the date of activation, school name, and school number within ten days of the date of the order;

b. A copy of the military orders.

If an extension is granted, upon completion of duty the student will notify the Commander of the student's return within 60 days of the completion date. A copy of the student's DD214 or Release from Active Duty will be submitted. All make-ups must be completed in a school that has been approved by OPOTC.

In order to be eligible to complete basic training and take the State Certification Examination, a review of the current and original schools' curricula will be conducted in order to determine the hours and topics required for completion by the returning student.

In some cases, at the discretion of the Executive Director, it may be in the student's best interest to retake the entire basic training course.

5.7 Class Time

5.7.1 The Commander shall ensure that instructors teach for the entire time scheduled for each topic.

5.7.2 An hour of class time includes 50 minutes of instruction and a 10-minute break. Breaks may not be combined (e.g., in order to shorten the class day, extend lunches, delay starting time)

5.7.3 Class time may not be used for instructor preparation (e.g., making copies, setting up audio/visual equipment, preparing driving course, traveling to and from a range).

5.8 Vehicle Requirements

5.8.1 The Commander shall ensure that the following requirements are met for all vehicles used during the driving practical:

a. A vehicle with a wheelbase of a minimum of 107 inches; or

b. A marked vehicle currently owned and operated for patrol by the department of which the appointed student is employed. Only the student employed by the department supplying the vehicle may use the vehicle for the practical exercises, if it does not comply with Section a.

5.9 Mental Health Panel Requirements

5.9.1 The mental health panel for Topic 3-4, Crisis Intervention must include, at a minimum, one mental health consumer who has had an encounter with law enforcement and one family member of a mental health consumer.

5.9.2 The maximum size of the panel shall not exceed four panel members. The panel should not exceed two hours.

5.9.3 Each time an academy is conducted, the Commander or Instructors must seek panel member referrals through a local mental health services board, the National Alliance on Mental Illness (NAMI) state agency or a local-affiliated agency, or a Mental Health America (MHA) local affiliated agency. Commanders, Instructors and their schools are not permitted to solicit panel members outside of these avenues.

5.9.4 If a student misses the presentation, the student may watch a video of that presentation with a certified Instructor present. Videotaping is something the Commander or Instructor should talk about in advance with the panelists. In addition, the Commander may want to consult with legal counsel about the advisability of a release for these purposes.

5.9.5 Documentation of panel requirements must be recorded on the SF146bas, Panel Certification Sheet form and must be presented to the Compliance Specialist at the closing audit.

5.10 Scheduling the State Certification Examination (SCE)

5.10.1 After the closing audit with the Compliance Specialist, group scheduling for the SCE is available and can be requested by emailing Pearson at PVGroupReservations@Pearson.com. However, commanders may have their students schedule their own SCE once they are eligible and have received an Authorization to Test (ATT) email notification from Pearson. (See Section 7 for more information)

5.11 Special Accommodations Testing (SAT) Request

Any student requesting Special Accommodations Testing (SAT) must be made by the Commander 45 days prior to the academy's closing audit date or the request may be denied. A completed EX735 – OPOTC State Certification Examination Special Accommodation Request and Checklist form must be sent electronically to the OPOTC SCE Coordinator, OPOTCSCECoordinator@OhioAGO.gov. Along with the completed EX735, the Commander shall submit the following documentation:

a. A description of the student's specific disability and the special accommodations requested, with a detailed explanation of why an accommodation is needed. Such accommodation can include a request for an extended time limit and/or an oral exam;

b. A written diagnosis from a licensed physician, psychologist, or other qualified professional stating the student's specific disability and the specific nature of the disability or:

1. An Individual Education Plan (IEP) or;
2. Multi-Functional Evaluation (MFE).

c. The SCE Coordinator will notify the commander the status of the student's eligibility for special testing accommodations;

d. Special accommodations examinations will be conducted at a Pearson testing site upon final eligibility and authorization. (See Section 7 for more information)

5.12 Collect and Grade Student Notebooks

5.12.1 The Commander shall evaluate the students' notebooks as either satisfactory or unsatisfactory. If unsatisfactory, enter "X" in the applicable column (Notebook) on the SF155bas, Student Evaluation Form.

5.12.2 Return notebooks to students after evaluating them.

5.13 Collect All Proficiency Testing Records

5.13.1 The Commander shall ensure that all skill area Proficiency Testing Records have been properly completed by the student and Instructor.

5.13.2 The Commander shall ensure that each student's Proficiency Testing Records correspond to the Curriculum Code for the school the student attended.

5.13.3 The Commander shall verify that the Instructor(s) who scored the student's Proficiency Testing Record signs the Proficiency Testing Records. Original signatures are required; no stamped signatures will be accepted.

5.13.4 Proficiency Testing Records shall be categorized by skills area and arranged alphabetically by last name to correspond with the Student Attendance Roster, SF120unv.

5.13.5 The Commander shall keep on file the original Proficiency Testing Records for:

a. Handgun
b. Shotgun
c. Driving
d. Subject Control Techniques
e. Impact Weapons
f. Critical Injury First Aid
g. Patrol Aspects & Overview
h. Active Shooter / Threat Response
i. Building Searches
j. Stops & Approaches
k. Standardized Field Sobriety Testing (NHTSA SFST)
l. HazMat
m. Physical Fitness Assessment Form (SF195bas)
n. Crisis Intervention Panel Presentation Certification Sheet Form (SF146bas)

Proficiency records shall be made available for review by the Compliance Specialist at the closing audit or at any time upon request of OPOTC staff.

5.14 Records Management

Commanders are strongly encouraged to consult with legal counsel regarding their responsibility to maintain sign-in sheets, Proficiency Testing Records, and other school records for each student who attends Peace Officer Basic Training. For example, you may be requested for copies of sign-in sheets or Proficiency Testing Records for 18 months. See OAC 109:2-3-10(A)(1).

Section 6

Closing Audit

Prior to the last day of class in which OPOTC topics are taught, the Commander shall contact the Compliance Specialist to schedule a closing audit. The closing audit must be conducted after the last day of class in which OPOTC topics are taught. Any errors, omissions, or discrepancies in the closing paperwork shall be corrected before the closing documents are submitted to the Certification Specialist for final review and approval.

6.1 Full-Time Students

6.1.1 The appropriate paperwork for full-time Peace Officer Basic Training students shall be submitted to the Compliance Specialist at the closing audit. All closing documents submitted shall be original and either computer-generated or typed. All computer-generated forms shall follow the OPOTC format and contain the same information. The forms to be submitted are as follows:

6.1.2 **SF105unv – Revised School Calendar**. This form shall include all dates, times, topics and Instructors as it was actually conducted.

6.1.3 **SF185unv – Notification of Changes in School Schedule**

6.1.4 **SF120unv – Student Attendance Roster**

6.1.5 **SF121unv – Student Sign-in Sheets**. The Commander shall keep the sign-in sheets on file and make them available for review by the Compliance Specialist at the closing audit.

6.1.6 **SF122unv – Notification of Make-up Hours**. This form shall include a separate SF120unv, Student Attendance Roster, listing only the make-up hours for each student attending a make-up session. List topic numbers on last line of the SF120unv.

6.1.7 **SF155bas – Student Evaluation Record**
This report must be compiled and maintained during the course of the school. The Commander shall submit a hard copy of the form at the closing audit. Medical and military extension students shall be recorded as such on the hardcopy of the SF155 at the closing audit. SF155bas forms shall be completed as follows:

a. School name (no abbreviations, use the same name throughout the form);

b. School number;

c. Dates of School;

d. Student Names including all students enrolled by the third day of OPOTC topics (listed in alphabetical order by last name, first name, middle initial);

e. Date of birth;

f. If the student failed any of the skills areas, mark the respective skill area with an "X"; otherwise, leave blank;
   - For Physical Fitness,
   - Use "B" if cadet passed at Basic Standards
   - Leave blank if passed at End Standards
   - Use "X" if cadet failed PT

g. If the student dropped out, withdrew, was excused, etc., mark with an "X"; otherwise, leave blank;

h. If the student is granted a medical or military extension, mark with "Med" or "Mil"; otherwise, leave blank. If the student completes the training following the extension or fails to complete the training following a medical extension (e.g., the student chooses not to participate), mark with "Y" or "N" under medical extension completed. Be sure to complete the remaining blocks;

i. If the student is eligible to take the State Certification Examination (SCE), mark "Y". If the student is not eligible to take the SCE, mark "N";

j. The Commander shall place an original signature and the date on the form.

6.1.8 All current Proficiency Testing Records must be available for a review at the closing

6.1.9 SF195bas – Physical Fitness Assessment Form

6.1.10 The Commander shall submit the SF195 for each cadet as part of the closing audit to identify those cadets completing the academy "With Honors" designation.

6.1.11 SF175unv – Closing Letter

6.1.12 EX705 – State Certification Examination Authorization Data (EAD) Form. This form shall be completed as follows:

a. Complete the entire form, listing student names alphabetically by last name, first name, and middle initial;

b. The form shall be typed or computer-generated;

c. All Peace Officer Basic Academies must be audited by an OPOTC Compliance Specialist prior to the SCE. The Compliance Specialist shall sign and date the EX705 in order for the academy to be eligible to test;

d. List only those students who are eligible to test;

e. Email the signed EX705 to OPOTCSCECoordinator@OhioAGO.gov on the day of the closing audit;

f. A copy of the EX705 must be sent with the closing paperwork to the OPOTC Certification Specialist.

6.1.13 SF118bas Cadet Appointment Letter

a. All students are considered to be in an open enrollment status unless an appointment letter is on file with the academy commander and submitted to OPOTC at the time they complete the State Certification Examination (SCE).

b. Cadets who have prospective employment and have a completed appointment letter on file at the time of successful completion of the SCE will be issued a Peace Officer Basic Training Certificate upon verification of their SCE passing status.

6.2 Cadets who do not have an appointment letter on file at the time of academy completion will be issued an Open Enrollment Letter. Their Peace Officer Basic Training Certificate will be issued once the employing agency submits the required SF400 – Notice of Appointment, and certification staff verify the accuracy of the submitted information.

6.3 Public Safety Firearms Personnel and Multi-county Jail Corrections Officer Plug-In

6.3.1 The appropriate paperwork for public safety firearms personnel or multi-county regional jail officer plug-in students shall be submitted to the Compliance Specialist at the closing audit. All closing documents submitted shall be original and either computer-generated or typed. All computer-generated forms shall follow the OPOTC format and contain the same information. The forms to be submitted are as follows:

6.3.2 SF110unv – Student Enrollment List

6.3.3 Enrollment Packet (See Section 3.2)

6.3.4 SF105unv – Revised School Calendar. This form must include all applicable dates, times, topics, and Instructors as the school was actually conducted.

6.3.5 SF185unv – Notification of Changes in School Schedule, if applicable.

6.3.6 SF120unv – Student Attendance Roster. List only the dates that handgun-related training was conducted. List topic numbers on the last line of SF120unv.

6.3.7 SF121unv – Student Sign-in Sheets. The Commander shall keep the sign-in sheets on file and make them available for review by the Compliance Specialist at the closing audit.

6.3.8 SF122unv – Notification of Make-up Hours, if applicable. This form shall include a separate SF120unv, Student Attendance Roster, and listing only the make-up hours for each student who was required to make-up any portion of a training session, if applicable.

6.3.9 SF125psfc – Handgun Proficiency Testing Record. The Commander shall keep all the Handgun Proficiency Testing Records on file and make them available for review by the Compliance Specialist at the closing audit.

6.3.10 SF155psfc – Student Evaluation Record. This form shall include the status data of all students who attended the training course.

6.3.11 SF175unv – Closing Letter

Section 7

State Certification Examination (SCE)

7.1 Eligibility for the State Certification Examination

Cadets shall complete First Aid/CPR, Incident Command System (ICS), and National Incident Management System (NIMS) training before they are eligible to sit for the State Certification Examination.

7.1.1 Disqualifying Offenses

Students subject to a disqualifying offense, other conviction, or weapons disability that impedes the completion of training will not be permitted to take the SCE.

7.1.2 Students shall not sit for the SCE if they have failed any portion of the academy.

7.2 Pearson – Computer-Based Testing

7.2.1 Student information will be sent by OPOTC to Pearson to establish a candidate demographic record in the Pearson candidate database. To ensure accurate data entry, information **must be typed or computer generated** on the SF115unv Student Enrollment Record.

7.2.2 Scheduling

Once the OPOTC SCE Coordinator receives notification from the OPOTC Certification Specialist that an academy is eligible and approved to test, an Exam Authorization Data (EAD) file is sent to Pearson. After the EAD has successfully transferred to Pearson, the OPOTC SCE Coordinator will notify the respective commander via email that their students should be receiving an Authorization to Test (ATT) email from Pearson. If a student does not receive their ATT within two (2) days of the OPOTC SCE Coordinator notifying the commander that their academy class has been approved to take the state certification exam (SCE), please notify the OPOTC SCE Coordinator at OPOTCSCECoordinator@OhioAGO.gov or (740) 845-2690 as soon as possible. It is the responsibility of the commander to follow up with each student to ensure they have received their ATT email. **NOTE**: please make sure students check their spam/junk email folder as well for their ATT.

The ATT email to the student will contain pertinent information needed to schedule their SCE including two (2) attempts to pass the exam (OAC 109:2-1-11) which must be completed within their assigned eligibility testing window. If a passing score of 70% is not achieved within the two (2) attempts, the student must re-enroll into an academy, if desired.

Situations involving extensions due to medical or military assignments will be addressed individually. All academy training and testing requirements must be completed within one year of the academy start date in compliance with Ohio Administrative Code OAC 109:2-1-04, unless approved in writing by the Ohio Peace Officer Training Commission Executive Director.

7.2.3 Group Scheduling

Group scheduling is available and can be requested by emailing Pearson at PVGroupReservations@Pearson.com.

7.3.4 Exam Fees

The fee for each attempt for OPOTC certification exams is $95. This exam fee is separate and additional to other applicable OPOTC application fees. The exam fee ($95) must be paid at the time of exam reservation by credit card or debit card. Fees will not be accepted at the test center. Examination fees are non-refundable and non-transferable.

7.3.5 Exam Vouchers

Exam vouchers offer an alternative, convenient way to pay for examinations. Anyone purchasing a voucher(s) can redeem it later at the time of exam registration.

- There is no volume discount for vouchers.
- All vouchers are pre-paid.
- Vouchers are non-refundable and non-returnable.
- Vouchers expire 12 months from the date they are issued; and voucher expiration dates cannot be extended. The exam must be taken by the expiration date printed on the voucher.

To purchase an OPOTC exam voucher, visit: http://www.pearsonvue.com/oh/opotc

7.3.6 Pearson ADA Accommodations

Pearson complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion. Pearson provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

Test accommodations may include:

- A separate testing room
- Extra testing time
- A Reader or Recorder, for individuals with mobility or vision impairments and cannot read or write on their own

Test accommodations are individualized and considered on a case-by-case basis and approved by the OPOTC. All candidates who are requesting accommodations because of a disability must provide appropriate documentation to their Commander about their condition and how it is expected to affect their ability to take the test under standard conditions. (See Section 5.11 for more information)

7.3.7 Score Report

At the completion of the student's exam, they will receive a printed exam receipt with the status of "Pass" or "Did Not Pass." The OPOTC SCE Coordinator will electronically send exam results to the Commander on a weekly basis until all students have tested. Under no

circumstances shall a Commander instruct a student to contact the SCE Coordinator or the OPOTC London office to inquire about test results. Once all students have tested within their eligibility testing window, the OPOTC SCE Coordinator will email a final report to the Commander, as well as to the OPOTC Certification Specialist for issuance of certificates and open enrollment letters.

7.3.8 Peace Officer Basic Training Certificate – With Honors:

This designation is intended for cadets who:

- Achieve a score of 94% or higher on the state certification exam and,
- Meet the "END" standard for the physical fitness assessment.

This designation will be reflected on the certificate and in the Public Records Portal.

7.3.9 A Pearson Candidate Handbook with specific information for the student, to include Cancellation and Rescheduling, is available online at http://www.pearsonvue.com/oh/opotc.

Section 8

Post-Closing Procedures

8.1 Certification of Students

8.1.1 The Certification Specialist will review all documents submitted in the closing audit.

8.1.2 Peace officer certificates will be issued only to students who have received Ohio peace officer appointments.

8.1.3 Letters of completion will be issued for open enrollment students and will be emailed directly to the student. Open enrollment students who receive out-of-state appointments will not receive an OPOTC peace officer certificate.

8.1.4 Each student who attended as a training recruit but has not submitted an appointment form will not receive a certificate of completion.

8.2 Certification Criteria

8.2.1 Ohio Administrative Code Section 109:2-1-07 establishes the criteria for the Executive Director to issue a certificate of completion. Commanders must inform all open enrollment students of the following provisions:

a. If an open enrollment student is appointed as a peace officer in Ohio less than one year after the date the student passed the SCE, the student must complete any additional training requirements mandated since completion of basic training. This must occur before a certificate of completion will be awarded. The student may not perform the functions of a peace officer until the certificate is awarded;

b. If an open enrollment student is appointed as a peace officer in Ohio after one year but less than two years from the date of the SCE, the student will be required to complete the Peace Officer Refresher Training course and any additional training requirements mandated, before the student may perform the functions of a peace officer. Upon successful completion of the Refresher training, a Peace Officer Certificate of Completion will be awarded. If the student does not complete Refresher training within one year of the appointment date, the student shall not be eligible to receive a Peace Officer Certificate of Completion and will be required to repeat the entire Peace Officer Basic Training course and pass the SCE to become eligible for a certificate of completion;

c. If an open enrollment student is appointed as a Peace Officer in Ohio more than two years after the date of the SCE, the student will be required to complete the entire Peace Officer Basic Training course and pass the SCE before the student may perform the functions of a peace officer.

8.3 Follow-Up Steps

8.3.1 The Academy CEO Report (Form SF200bas) identifies the Chief Executive Officer of the Agency or institution and affiliated Commander(s). This report shall be submitted by e-mail to AcademyCEOReport@OhioAGO.gov and a signed hardcopy mailed to OPOTA in London, no later than January 1 of the following year. Any change in the Chief Executive Officer, affiliated Commander(s), phone numbers, addresses, etc., shall be reported to the Executive Director immediately.

8.3.2 The Student Evaluation Record (Form SF155bas). A copy of this form shall be kept and updated by the commander to include the SCE test and re-test scores.