OPOTA Portal Instructor Application User Guide

For POBT, CBT, PSFC, and REQ Instructor Applications

Effective July 1, 2026 | Initial - Renewal - Amendment

What This Guide Is For
Use this guide to submit instructor applications through the OPOTA Portal.
This guide applies to Peace Officer Basic Training (POBT), Corrections Basic Training (CBT), Public Safety Firearms (PSFC), and Firearms Requalification (REQ) instructor applications.
Private Security instructor/commander applications can be emailed to: PSApplications@OhioAGO.gov.

Quick Start

Tip: When creating an initial OPOTA Portal account, officers should use a personal email address. This will help ensure continued access if they change agencies, their agency email address changes, or they otherwise lose access to their agency email account.

Before You Begin	
1.	Have or create an OPOTA Portal account at https://opota.ohioattorneygeneral.gov/.
2.	Make sure your Portal account includes the “Certificate and SME Applications” access type.
3.	Have your required documents ready in PDF format.
4.	Complete the Commander Recommendation and Intent to Employ form (SF306bas). This form must be uploaded with your instructor application.
5.	The Commander Recommendation and Intent to Employ form can be found under OPOTC Forms and Resources: https://www.ohioattorneygeneral.gov/Law-Enforcement/Ohio-Peace-Officer-Training-Academy/OPOTC-Forms-and-Resources

Your 5-Step Path In The Portal	
1.	Sign in or create your Portal account.
2.	Add “Certificate and SME Applications” under Types of Training.
3.	Open the “Certificate and SME Applications” tile on My Dashboard.
4.	Complete and save your base record.
5.	Create, complete, and submit your Instructor Application.

Tip: For full account setup instructions, see pages 12-18 of the OPOTA Portal User Guide.

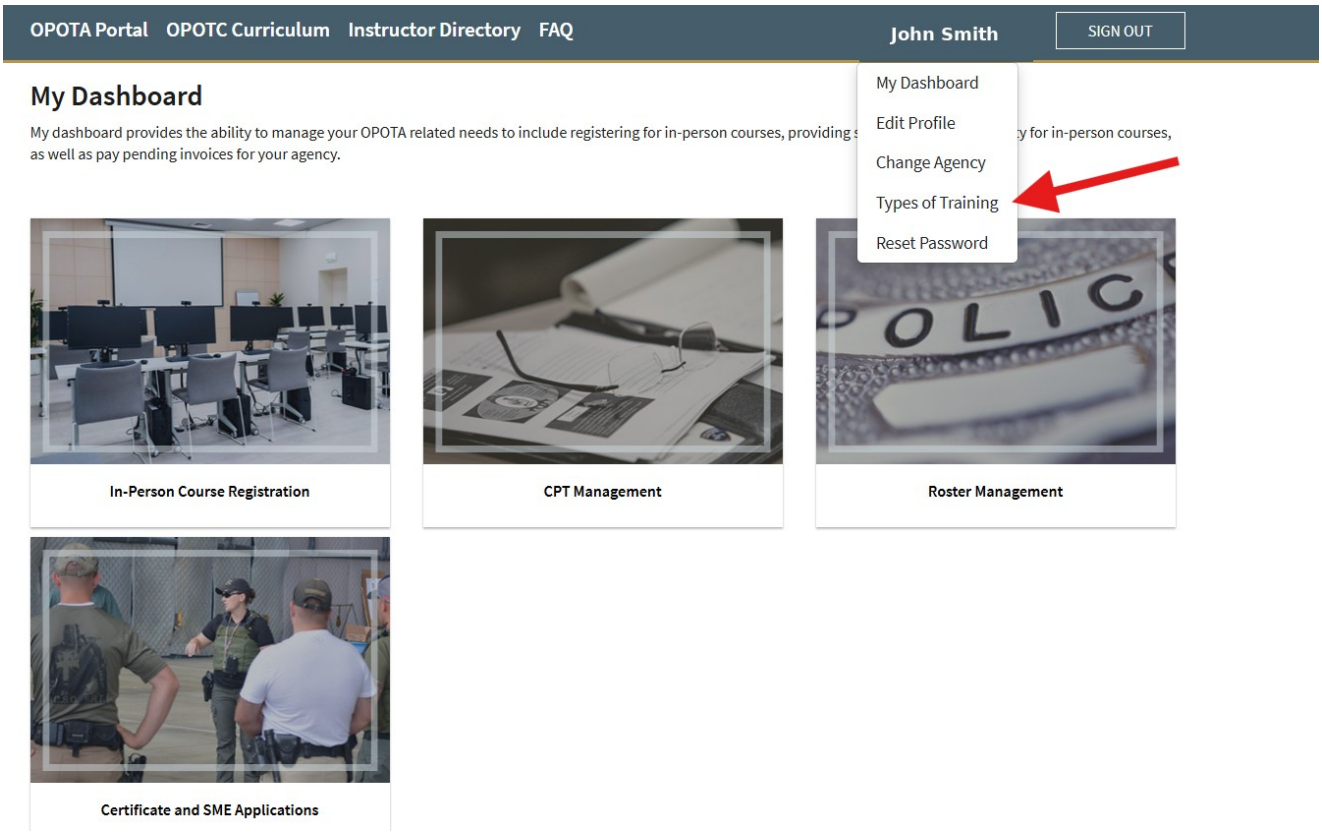
Sign In and Add Access

Step 1: Sign In To The Portal

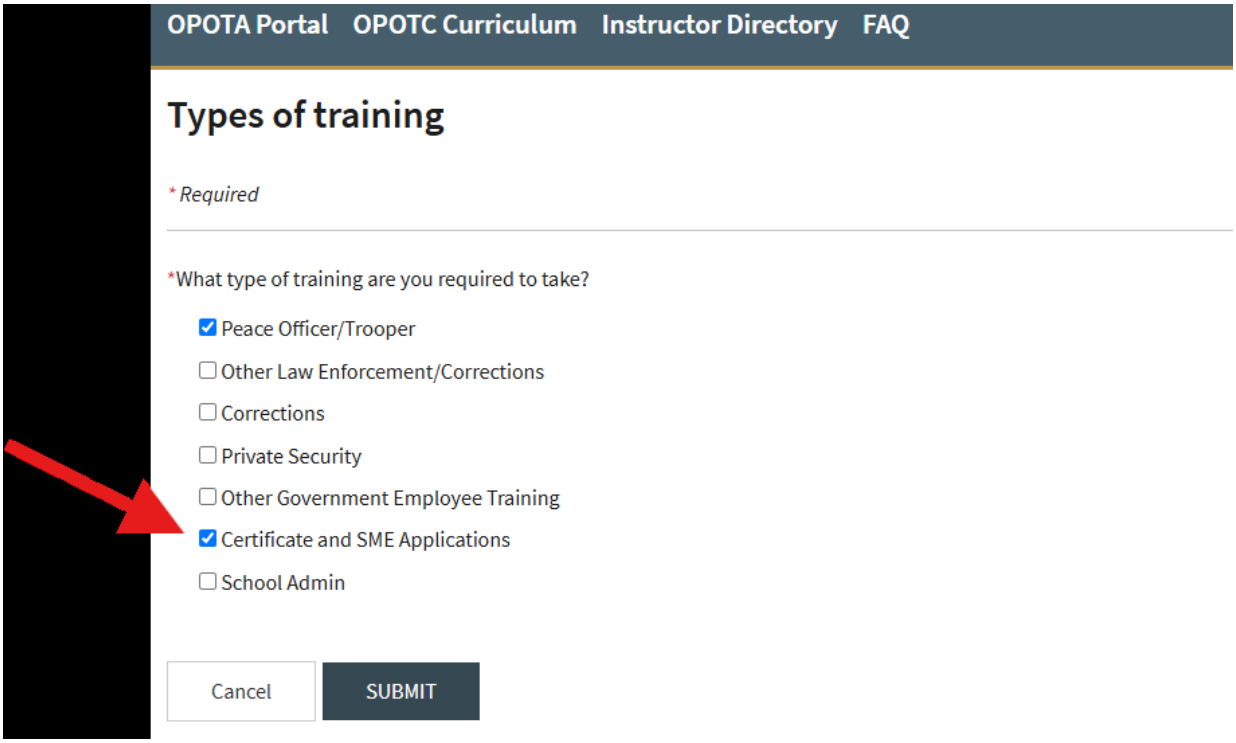
1.	Go to https://opota.ohioattorneygeneral.gov/.
2.	Select “Sign Up / Sign In.”
3.	If you do not already have an account, choose “Sign Up Now” and complete your registration.
4.	Once your account is created, sign in.

Step 2: Add Certificate And SME Applications

1.	After you sign in, click your name in the upper-right corner.
2.	Choose “Types of Training.”
3.	Select “Certificate and SME Applications,” then click submit.
4.	If this access type is not selected, you may not see the application tile on your dashboard.



Click your name, then select “Types of Training.”

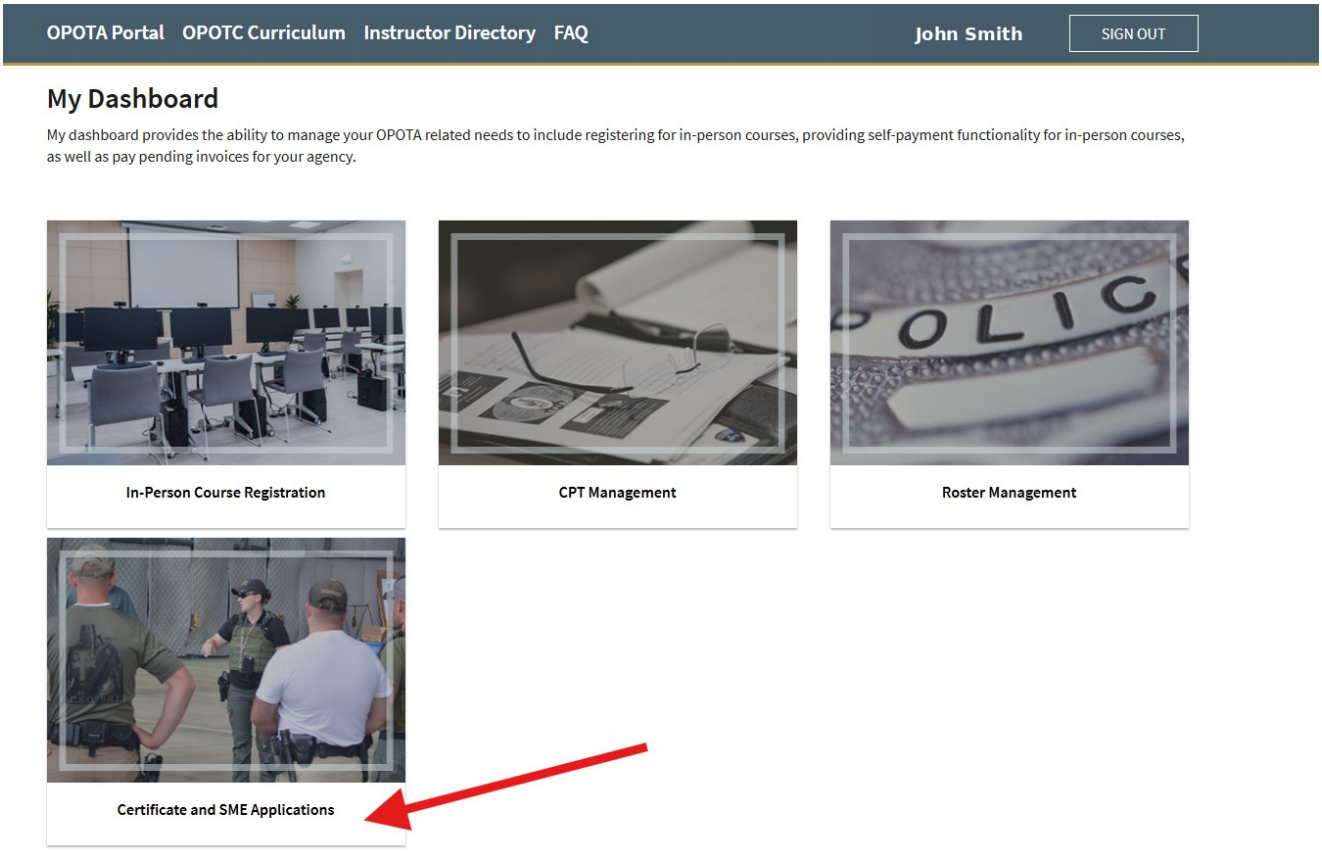


Check "Certificate and SME Applications," then select submit.

Open The Application Area

Step 3: Return To My Dashboard

1.	After saving your Types of Training selection, return to My Dashboard.
2.	Find the tile labeled “Certificate and SME Applications.”
3.	Click the tile to open the application area.



Select the “Certificate and SME Applications” tile from My Dashboard.

Step 4: Create Your Base Record

1.	The base record must be completed before you can start your Instructor Application.
2.	Review the information displayed in the base record area.
3.	If needed, select Edit and complete all required fields.
4.	Save the base record before moving forward.

Certificate Application Base Record

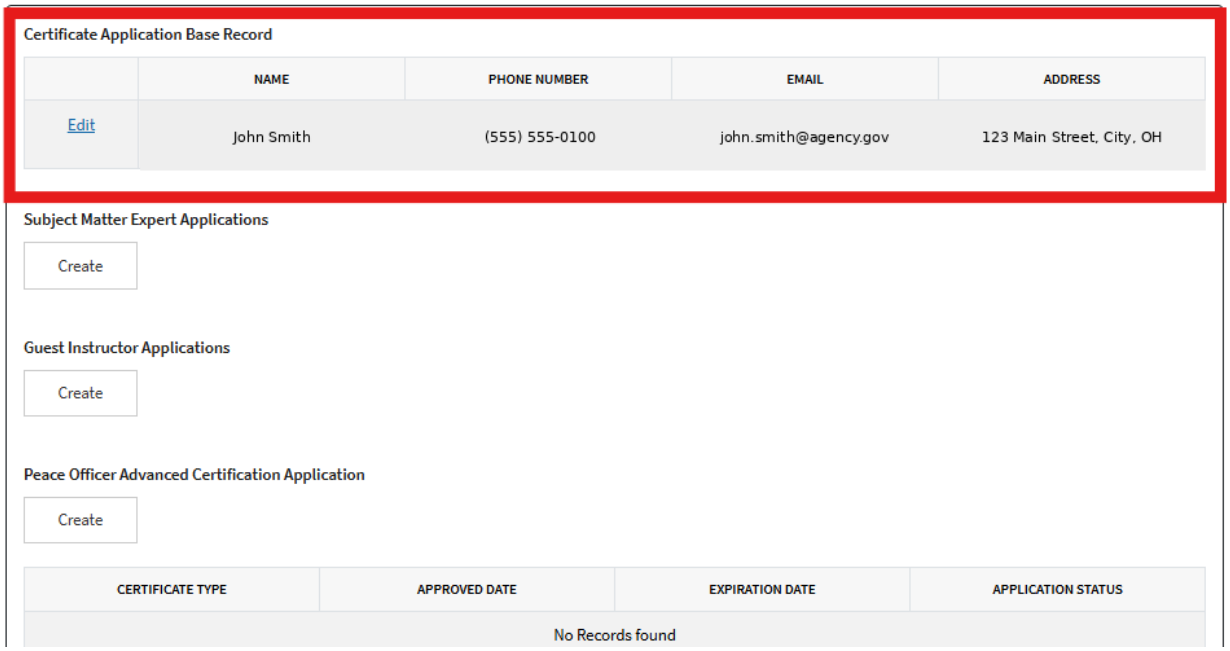
Subject Matter Experts and Guest Instructors:

Thank you for your interest in serving as a Guest Instructor and/or Subject Matter Expert for OPOTA. Individuals interested in teaching an OPOTA class, assisting in the development of new content, or peer-review of existing content should start the application process below. After providing the basic background information in the Certificate Application Base Record, you will be able to provide more detailed information about the subject areas in which you are requesting to be considered.

Upon submission of your application, OPOTA will keep it on file for up to three years and contact you if your assistance is needed. While your application will be reviewed and retained by OPOTA staff, please understand that not every interested applicant will be contacted. If and when you may be contacted will depend upon a variety of factors including geography, availability, scheduling issues, and the size of the applicant pool.

Commanders, K9 Evaluators, Instructors and Advanced Certifications:

Please complete the Certificate Application Base Record then proceed with the relevant application.

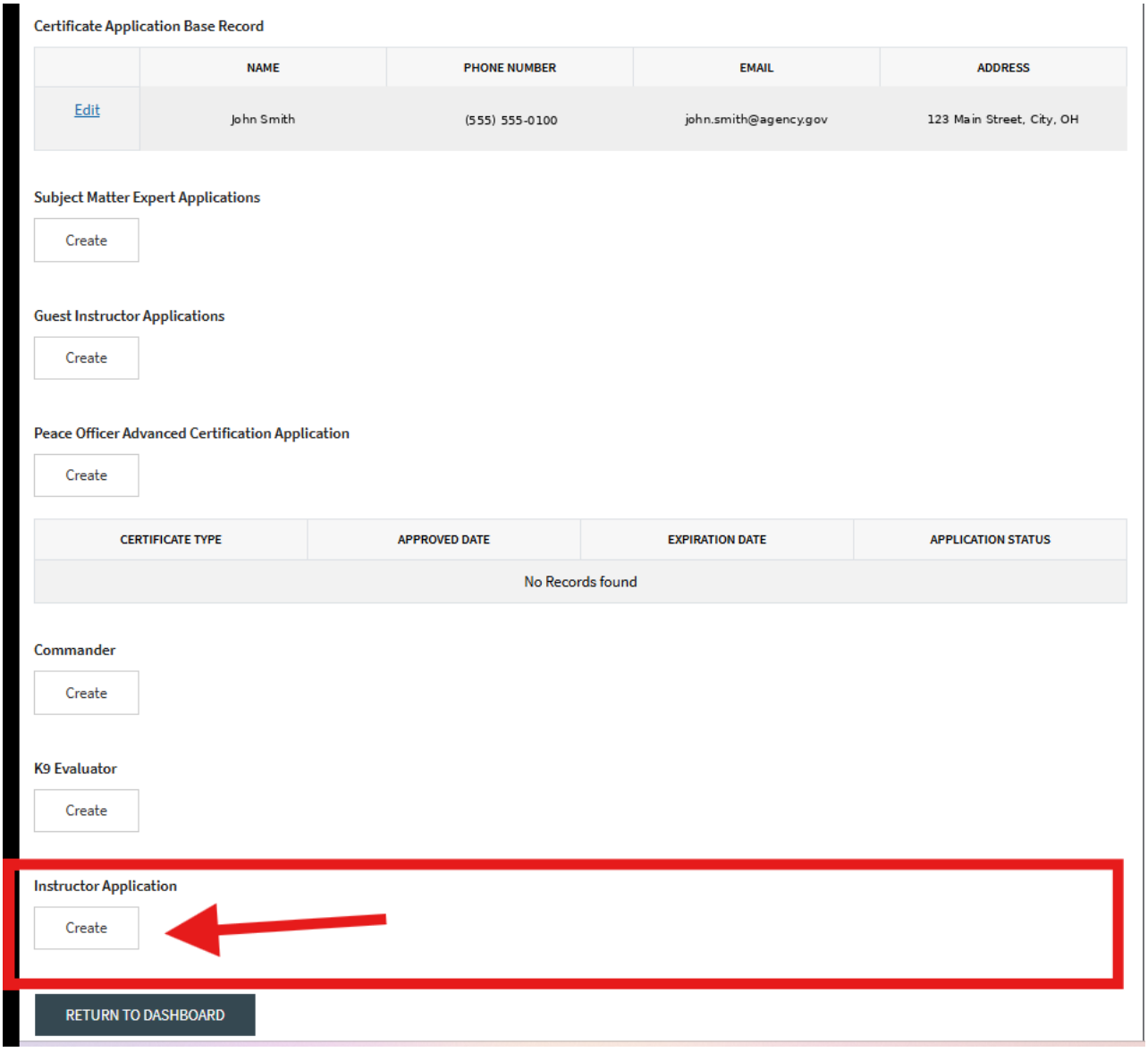


Complete and save your base record before starting the instructor application.

Start The Instructor Application

Step 5: Create The Application

1.	Scroll down to the “Instructor Application” section.
2.	Select Create to begin a new application.
3.	For renewal or amendment applications, select the appropriate action that appears for your record.

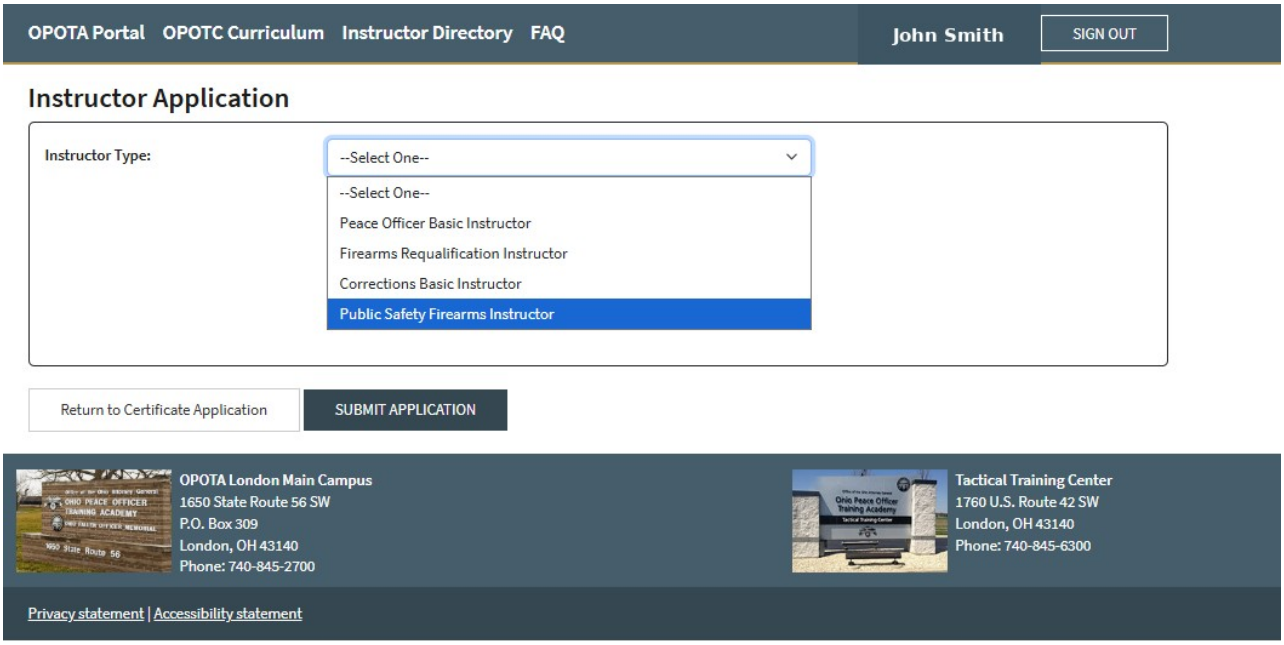


In the Instructor Application section, select Create to begin.

Choose The Correct Instructor Type

Step 6: Select The Correct Instructor Type

1.	Select the instructor type that matches your request.
2.	Available options include Peace Officer Basic Instructor, Firearms Requalification Instructor, Corrections Basic Instructor, and Public Safety Firearms Instructor.
3.	After selecting the correct instructor type, continue through the application screens.



Choose the correct instructor type before continuing.

Complete, Upload, And Submit

Required PDF Attachments
All supporting documents must be uploaded in PDF format.
You must upload the Commander Recommendation and Intent to Employ form (SF306bas).
Make sure your PDF documents are complete, signed where required, and easy to read.

Step 7: Submit The Application

1.	Complete all required fields in the application.
2.	Upload the required PDF attachments.
3.	Review your information carefully before selecting Submit Application.
4.	After you submit, the application will move to OPOTA for review.

Step 8: If Your Application Is Returned

1.	Review the email from OPOTC explaining why the application was returned, and ensure all issues are resolved.
2.	Complete Step 7 and resubmit the application in the Portal. All required information and documents must be entered and uploaded into each application. Returned applications must be resubmitted through the Portal.

Keep In Mind
Submission does not mean approval.
Applications submitted by email are no longer accepted for the instructor types covered by this guide.
Private Security instructor/commander applications can be emailed to: PSApplications@OhioAGO.gov.
NOTE: You cannot edit an application once it has been submitted.

Troubleshooting, Contacts, And Helpful Resources

Quick Troubleshooting

If This Happens...	Try This...
I do not see the tile.	Go to your name in the upper-right corner, open “Types of Training,” select “Certificate and SME Applications,” then return to My Dashboard.
I cannot start the application.	Make sure you completed and saved your base record first.
My documents will not upload.	Confirm that each document is in PDF format and try again.
My application was returned.	Resubmit the application in the Portal with all required information and documents.
I am applying for Private Security.	Private Security instructor/commander applications can be emailed to PSApplications@OhioAGO.gov.
I still need help.	Contact your Professional Standards regional staff or call OPOTA Main Campus at 740-845-2700.

Regional Contacts

Use the OPOTC Professional Standards Regional Map to identify your region. For general assistance, call 740-845-2700.

Region	Certification Specialist	Email	Administrative Professional	Email
Western	Arienne Fauber	Arienne.Fauber@OhioAGO.gov	Heather Cloutier	Heather.Cloutier@OhioAGO.gov
Central	LeAnn Myers	LeAnn.Myers@OhioAGO.gov	Elizabeth (Beth) Fulton	Elizabeth.Fulton@OhioAGO.gov
Eastern	Kristen (Kacy) Samworth	Kristen.Samworth@OhioAGO.gov	Shawn Clagg	Shawn.Clagg@OhioAGO.gov

Private Security Contacts

Region	Certification Specialist	Email	Administrative Professional	Email
All of Ohio	Andrea Harrison	Andrea.Harrison@OhioAGO.gov	Alonso Guzman	Alonso.Guzman@OhioAGO.gov

Helpful Resources You May Use

Resource	Link
OPOTA Portal Website	Open Resource
Full OPOTA Portal User Guide	Open Resource
OPOTC Forms and Resources	Open Resource
OPOTC Professional Standards Regional Map	Open Resource
Commander Recommendation and Intent to Employ Form	Open Resource