



Private Security Instructor – Unit Application

The following criteria must be met:

- Must be a high school graduate or possess a GED
- Five years full-time experience in private security or related field
- Completion of OPOTC-approved 80-hour Instructional Skills course
- Completion of courses which will allow a person to learn specific knowledge and skills in the topics for which the instructor desires certification
- If seeking approval for Firearms topics, three years full-time armed experience in a security-related field as determined by the Executive Director

Please include the following information with your application:

- Recommendation of a currently approved OPOTC Private Security Basic Training commander
- A recent criminal history report conducted by BCI

Refer to "Guidelines for Private Security Instructor Certification" for minimum criteria to teach an individual topic.

Utilize the curriculum sheet on the last page of the application to indicate the topics in which the instructor desires certification.

Return application with all supporting documentation to:

Email: PSApplications@OhioAGO.gov

Ohio Peace Officer Training Commission
Professional Standards Division
P.O. Box 309
London, Ohio 43140



Procedure for obtaining a fingerprint-based background check from the Bureau of Criminal Investigation (BCI)

To obtain a BCI Criminal Background Check, you must submit a WebCheck request to BCI from an approved WebCheck agency. Follow this procedure to obtain a record check:

- Log onto Attorney General of Ohio's website: www.OhioAttorneyGeneral.gov.
- Scroll to the bottom of the page and click on WebCheck Locations under the Services heading.
- Locate an agency nearest you and contact them regarding the WebCheck process.
- After completing the WebCheck procedure, have your WebCheck result sent **back to you** so that you can attach it to your application.
- Submit your completed application to:

Email: PSApplications@OhioAGO.gov

Ohio Peace Officer Training Commission
Professional Standards Division
P.O. Box 309
London, Ohio 43140



Ohio Peace Officer Training Commission
Office 800-346-7682

P.O. Box 309
London, OH 43140

Private Security Instructor – Unit Application

This form may be emailed to: PSApplications@AGO.gov

Name: _____ Alias: _____
Last First Middle

Address: _____
No./Street/P.O.Box City County State Zip Code

Phone Number: _____ - _____ - _____ SSN (Last 5): _____ DOB: _____ Male Female

Email: _____
***Email required for receiving Certificate.**

By checking this box, you are authorizing OPOTC to add your Instructor information to the Instructor Directory on the OPOTA Portal. You may be contacted in their efforts to find an instructor.

Commander Email: _____
Check if certificate is also to be emailed to Commander.

I. EDUCATION

High School Diploma/GED

High School Name Address Date received

Completion of 80-hour Commission approved Instructional Skills Course (attach certificate)

Location of Instructor Skills Course Dates Attended Date Completed

SPECIALIZED TRAINING RELATED TO PRIVATE SECURITY TOPICS

**Attach only copies of training certificates/transcripts applicable to the areas you are seeking certification.*

Name of School Course Title Course Length Date Completed Certificate



Ohio Peace Officer Training Commission
Office 800-346-7682

P.O. Box 309
London, OH 43140

II. FULL-TIME SECURITY AND/OR LAW ENFORCEMENT HISTORY

Employer Name and Address

Employment Dates

Position(s)

_____	_____	_____
_____	_____	_____
_____	_____	_____

*If part-time security employment is applicable, attach employer, dates, position, and functions performed.

III. BACKGROUND INFORMATION

Have you ever been investigated, disciplined, or terminated for any matters alleging theft, falsification, dishonesty, violence, immorality, ethical misconduct, and/or sexual misconduct? If yes, include a detailed summary.

Yes No

Have you ever been convicted of a felony, or are you subject to a firearms disability or prohibition? If yes, include a detailed summary.

Yes No

I declare that the information in this application is true and correct to the best of my knowledge.

Name of Applicant

Signature of Applicant

Date

III. COMMANDER RECOMMENDATION AND INTENT TO EMPLOY

(initial)

I attest that the information provided in this application is, to the best of my knowledge, true and accurate. I understand that falsification of any information may impact my ability to command this school or future schools, may impact my status as an OPOTC-certified commander, and may carry other legal consequences.

(initial)

Within the next 12 months, I intend to employ this applicant as an instructor in an OPOTC-approved academy that I will command.

Attesting to the above, I recommend this application be accepted and the applicant certified.

School Commander's Name

School Commander's Signature

School Name

OPOTC PSC or PSF Number

Date

Phone Number

Email Address



Ohio Peace Officer Training Commission
Office 800-346-7682

P.O. Box 309
London, OH 43140

Private Security Training Curriculum (Effective 07.01.2026)

1. Administration

1. Introduction to Basic Training (Commander Only)
2. Role of Private Security
3. Ethics & Professionalism**

2. Legal

1. Overview of the Criminal Justice System*
3. Liability*
7. Testifying*

3. Human Relations

1. Interacting with the Media
2. Crisis Intervention**
3. Drug Awareness**
5. Juveniles
7. Community Diversity & Procedural Justice*

4. Human Relations

2. Report Writing**
3. Interviews**

5. Loss Prevention

1. Loss Prevention

6. Safety & Protective Services

1. Fire Safety**
2. Occupational Safety**
3. Patrol Techniques
4. Crowd Control

7. Subject Control Techniques*

8. First Aid/CPR/AED*

9. Firearms

1. Revolver*
2. Semi-Auto*
3. Shotgun*

Must be a Unit
Instructor to
request Unit 9

10. Homeland Security

1. Terrorism Awareness**
2. Incident Command Awareness (ICS)**
3. National Incident Management
System (NIMS)**

*Denotes Instructor course is required for certification.

**Denotes Advanced Training course in subject matter is required for certification.

Refer to "Guidelines for Private Security Instructor Certification" for minimum criteria to teach an individual topic.