



## **Private Security Instructor – Topic Application**

The following criteria must be met:

- Must be a high school graduate or possess a GED
- Must be licensed, degreed, or professionally certified in the area of requested topics. Must have a minimum of two years' experience
- Completion of OPOTC-approved 80-hour Instructional Skills course, or Bachelor's Degree in Education; or current Ohio Department of Education Career Technical Education (CTE) license

Exceptions to the training requirement are:

- Attorneys licensed in the state of Ohio who apply for certification in any legal topics. (Submit a copy of your attorney registration card.)
- Duly qualified First Aid instructors for American Heart Association, Red Cross, or American Safety and Health Institute who apply for certification in any first aid topics. (Submit a copy of your instructor card.)
- Duly qualified Instructors in Homeland Security who apply for certification in any homeland security topics.

Please include the following information with your application:

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

**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](mailto: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](http://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](mailto:PSApplications@OhioAGO.gov)

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Professional Standards Division  
P.O. Box 309  
London, Ohio 43140



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Office 800-346-7682

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## Private Security Instructor – Topic Application

This form may be emailed to: [PSApplications@OhioAGO.gov](mailto:PSApplications@OhioAGO.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

#### Full-Time Experience in the Subject Area to be Taught

| Agency Name | Time Employed | Title/Position | Dates of Employment |
|-------------|---------------|----------------|---------------------|
| _____       | _____         | _____          | _____               |
| _____       | _____         | _____          | _____               |
| _____       | _____         | _____          | _____               |
| _____       | _____         | _____          | _____               |

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

| Location of Instructor Skills Course | Dates Attended | Date Completed |
|--------------------------------------|----------------|----------------|
| _____                                | _____          | _____          |



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## II. 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



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## 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.