



## **APPLICATION FOR RENEWAL OF COMMANDER CERTIFICATION**

Certification shall be renewed every five (5) years. At least sixty (60) days and no more than ninety (90) days prior to expiration of the certificate, the individual shall submit an application for renewal.

The application must be completed in its entirety and signed. Attach additional documentation as requested. The following criteria must be met:

- Must conduct at least two OPOTC-approved training academies within the renewal period
- Must complete at least 24 hours of training relevant to conducting and overseeing a basic training academy
- Attend at least one commander conference conducted by the commission. Should the commission not conduct a conference within the period of certification, this requirement will be suspended for the affected renewal. Should the commission conduct only one conference within the period of certification but the individual fails to attend, this requirement can be met by completing another orientation program, as conducted by commission staff.

Return application with all supporting documentation to:

Email: [OPOTCCommander@OhioAttorneyGeneral.gov](mailto:OPOTCCommander@OhioAttorneyGeneral.gov)

Ohio Peace Officer Training Commission

Professional Standards Division

P.O. Box 309

London, Ohio 43140



## Application for Renewal of Commander Certification

Full Name: \_\_\_\_\_ Alias: \_\_\_\_\_

SSN (Last 5 only): \_\_\_\_\_ DOB: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Home Address: \_\_\_\_\_  
#/Street/P.O. Box City State Zip

\*Email: \_\_\_\_\_

NOTE: This email address will be used for OPOTC/OPOTA business-related communications, some of which may be time sensitive.

### Type of Renewal (check one):

- ☐ Court Officer Basic Training ☐ Corrections Basic Training ☐ Peace Officer Basic Training  
☐ Private Security Academic Basic Training ☐ Private Security Firearms/Requal. Training

OPOTC Commander Certification #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

School Name: \_\_\_\_\_ County: \_\_\_\_\_

School Address: \_\_\_\_\_  
#/Street/P.O. Box City State Zip

**NOTE: It is the responsibility of the commander to ensure their certificate is current.**

### Basic Training Academies Conducted

| ACADEMY NAME | ACADEMY NUMBER | DATE OF ACADEMY |
|--------------|----------------|-----------------|
|              |                |                 |
|              |                |                 |

### Relevant Training Completed

\*\*Attach written evidence (e.g., copy of certificate of completion/attendance)

| TRAINING | LENGTH OF TRAINING | DATE OF TRAINING |
|----------|--------------------|------------------|
|          |                    |                  |
|          |                    |                  |
|          |                    |                  |
|          |                    |                  |



## Commander Conference

**\*\*Attach copy of the commander conference certificate or documentation from commission staff of orientation**

Conference Location: \_\_\_\_\_ Date Attended: \_\_\_\_\_

Have you ever been investigated for, disciplined for, terminated for, matters of veracity or of moral turpitude?

\_\_\_\_ Yes      \_\_\_\_ No      If yes, include a detailed summary below.

Moral turpitude includes any criminal, civil, administrative, employment, or other matter alleging violence, morality, ethics matters and/or sexual misconduct of any sort. Matters of veracity include any criminal, civil, administrative, employment, or other matters alleging theft offenses, falsification of documents, or any other matters where one's honesty has been called into question.

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\_\_\_\_\_  
Commander Signature

\_\_\_\_\_  
Date

### OPOTC Use Only

Date application received \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date reviewed \_\_\_\_\_

\_\_\_\_ Approved

\_\_\_\_ Denied

Reason denied \_\_\_\_\_

\_\_\_\_\_

Supervisor Signature, if denied \_\_\_\_\_ Date \_\_\_\_\_

OPOTC Staff Signature \_\_\_\_\_