

PEACE OFFICER BASIC TRAINING OPENING CHECKLIST		PEACE OFFICER BASIC TRAINING CLOSING CHECKLIST	
School Name _____		School Name _____	
School Commander _____ Proposed Dates _____		School Number _____ Dates _____	
SF100unv – APPLICATION FORM _____ RECEIVED 21 CALENDAR DAYS PRIOR TO START OF ACADEMY _____ TYPED _____ NUMBER OF TOTAL HOURS _____ _____ VERIFY CURRICULUM CODE <u>BAS-045</u>		SF120unv – ATTENDANCE ROSTER _____ TYPED _____ SCHOOL NAME, NUMBER, & DATES _____ RECORDED (TOP OF PAGE) _____ ATTENDANCE ROSTER SHOWS OPOTC _____ REQUIRED TOPICS ONLY _____ STUDENTS' NAMES LISTED _____ ALPHABETICALLY (LAST NAME, FIRST, M.I.) _____ COMMANDER NOTES HRS. OF ACTUAL _____ ATTENDANCE PER STUDENT PER DAY _____ NON-FULLTIME STUDENTS LISTED _____ SEPARATELY	
SF105unv – CALENDAR _____ TYPED _____ SCHOOL NAME AT THE TOP OF PAGE _____ DATE RECORDED FOR EACH SESSION _____ DAY RECORDED _____ NUMBER OF HOURS RECORDED _____ TIME RECORDED (FROM/TO) _____ TOPIC NUMBER RECORDED FOR EACH TOPIC TITLE (EXAMPLE: 3.8 VICTIMS RIGHTS) _____ OPOTC TOPIC TITLE RECORDED (EXAMPLE: FIREARMS) _____ ONLY OPOTC SUBJECTS AND TOPICS APPEAR ON CALENDAR _____ LIST ONLY INSTRUCTORS SCHEDULED TO TEACH OPOTC _____ REQUIRED TOPICS – 10 MINIMUM _____ INSTRUCTOR'S LAST NAME, FIRST NAME, OPOTC CERTIFICATION _____ NUMBER AND EXPIRATION DATE RECORDED _____ INSTRUCTORS TEACHING UNIT 7: CURRENT INSTRUCTOR'S _____ CERTIFICATION FROM AHA, RC, OR ASHI _____ ½ HOUR BREAK FOR EVERY TRAINING SESSION THAT EXCEEDS 5 HOURS _____ CHECK RATIOS ON INSTRUCTORS TO STUDENTS IN APPLICABLE SKILLS AREAS _____ "ORIGINAL" CALENDAR SUBMITTED _____ FINAL PHYS. ASSESS. AND RETESTS FINAL 80 CLOCK HRS.		SF175unv – LETTER OF CERTIFICATION (CLOSING LETTER) _____ TYPED _____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER	
SF110unv – STUDENT ENROLLMENT LIST _____ NAME OF STUDENT, LAST 5 OF SSN, DOB, & APPOINTING AGENCY/OPEN ENROLLMENT (10 MINIMUM) _____ SIGNED BY SCHOOL COMMANDER		SPO SHEETS (REVIEWED) _____ SF125bas HANDGUN _____ SF126bas SHOTGUN _____ SF127bas SUBJECT CONTROL _____ SF128bas DRIVING _____ SF131bas STOPS & APPROACHES _____ SF132bas STST _____ SF133bas HAZMAT _____ SF138bas PATROL ASPECTS & OVERVIEW _____ SF139bas BUILDING SEARCHES _____ SF142bas IMPACT WEAPONS _____ SF144bas CRITICAL INJURY FIRST AID _____ SF146bas CRISIS INTERVENTION PANEL _____ PRESENTATION CERTIFICATION SHEET _____ SF148bas ACTIVE SHOOTER / THREAT _____ RESPONSE _____ SF195bas PHYSICAL ASSESSMENT FORMS	
SF102bas – REQUEST FOR NATIONAL WEBCHECK _____ TYPED OR PRINTED (for all students listed on SF110unv) _____ SUBMITTED IN ALPHABETICAL ORDER		SF155bas – STUDENT EVALUATION RECORD _____ TYPED _____ SCHOOL NAME & NUMBER RECORDED (TOP OF PAGE) _____ FAILED SKILLS AND NOTEBOOK INDICATED WITH AN "X" _____ NON-FULLTIME STUDENTS LISTED _____ SEPARATELY	
SF195bas – PHYSICAL ASSESSMENT FORMS (REVIEWED) _____ PASSING PRE-ENTRANCE SCORES RECORDED (for all students listed on SF110unv)		SF185unv – NOTIFICATION OF CHANGES IN COURSE SCHEDULE _____ TYPED	
SF106bas – DRUG SCREEN ACKNOWLEDGMENT (REVIEWED) _____ NAME OF STUDENT, LAST 5 OF SSN, DOB, & APPOINTING AGENCY/OPEN ENROLLMENT (for all students listed on SF110unv) _____ SIGNED BY SCHOOL COMMANDER		SF122unv – NOTIFICATION OF MAKE-UP HOURS _____ MAKE-UP ATTENDANCE ROSTER ATTACHED (SF120unv) _____ OTHER THAN ORIGINAL OPOTC INSTRUCTOR CERTIFICATES REVIEWED _____ COPIES OF AHA, RC, OR ASHI INSTRUCTOR CERTIFICATE SUBMITTED IF OTHER THAN ORIGINAL FOR UNIT 7 FIRST AID/CPR/AED	
ON-SITE INSPECTION _____ CURRENT ON-SITE INSPECTION FORM ON FILE		EX705 – STATE CERTIFICATION EXAMINATION AUTHORIZATION DATA FORM _____ TYPED _____ VERIFY CURRICULUM CODE <u>BAS-045</u> _____ PRIOR EQUIVALENT STUDENTS LISTED WITH FULL-TIME STUDENTS	
		COMPLIANCE SPECIALIST _____ DATE _____	