

Court Officer Basic Training – Opening/Plug-ins Checklist	Court Officer Basic Training- Closing/Plug-ins Checklist
<b>School Name</b> _____ <b>School Commander</b> _____ <b>Proposed Dates</b> _____	<b>School Name</b> _____ <b>School Commander</b> _____ <b>School Number</b> _____
<p><b>*Unless otherwise indicated, all OPOTC forms must be typed or computer generated</b></p> <p><b>SF100unv – Application Form- Received 21 calendar days prior to the start of training</b>            _____ Minimum of five students unless approved by the executive director            _____ Signed by Commander</p> <p><b>SF105unv – School Calendar</b>            _____ School name recorded at the top of the page            _____ Date recorded for each session            _____ Day recorded            _____ Number of hours recorded            _____ Time recorded (start/end)            _____ Topic Name and Topic Number recorded for each training session            _____ Each training session indicated as range or classroom            _____ Instructor's Name, Instructor Number and Expiration Date Recorded            _____ Ratio of 1:5 Instructor to Students on Firing Line or during Practical Training            _____ ½ hour break for any training session that exceeds Five (5) hours            _____ Only OPOTC topics appear on the calendar</p> <p><b>SF110unv – Student Enrollment List - Submitted electronically to the Field Agent Prior to the first day of OPOTC topics</b>            _____ Name of Court Officer, SSN, DOB &amp; Employing Court            _____ Signed by Commander</p> <p><b>On-Site Inspection</b>            _____ Current On-Site inspection form on file</p>	<p><b>Student Enrollment Packet- Submit one collated packet for each student</b></p> <p><b>SF115unv - Student Enrollment/Certification Record</b>            _____ Attached for each student</p> <p><b>SF101unv - Student Disclosure &amp; Statement of Understanding</b>            _____ Negative responses to Questions 1-18 addressed with Commander</p> <p><b>SF103cob - Student Waiver of Liability &amp; Indemnity Agreement</b>            _____ Signed by Student</p> <p><b>SF104unv - FERPA Consent to Release Student Information (if applicable)</b>            _____ Signed by Student</p> <p><b>SF119cob - Court Officer Authorization to Carry a Firearm</b>            _____ Signed by the Appointing Authority            _____ Signed by the Student &amp; Witness</p> <p><b>SF125cob – Handgun Proficiency Testing Record (reviewed)</b>            _____ Signed by Instructor            _____ Signed by Commander</p>
<p><b>Compliance Officer Signature</b> _____ <b>Date</b> _____</p>	<p><b>SF105unv - Revised School Calendar (if applicable)</b>            _____ Revised calendar indicated            _____ Changes in time, day, instructor noted            _____ Re-check instructor to student ratio</p> <p>_____ <b>SF110unv - Revised student enrollment list (if applicable)</b></p> <p><b>SF120unv – Attendance Roster</b>            _____ School name, school number &amp; dates recorded (top of page)            _____ Student's names listed alphabetically (last name, first, middle)            _____ Commander notes hours of actual attendance per student per day</p> <p><b>SF122unv – Notification of Make-up Hours (if applicable)</b>            _____ Make-up Attendance Roster attached (SF120unv)            _____ OPOTC instructor certificates indicating topics if other than original</p> <p><b>SF155cob – Student Evaluation Record</b>            _____ School Name, Number &amp; Dates recorded            _____ Student Demographic &amp; Status Data recorded            _____ Failed skill indicated with an "X"</p> <p><b>SF175unv – Letter of Certification (Closing Letter)</b>            _____ Signed by Commander</p> <p><b>SF185unv - Notification of Changes in School Schedule (if applicable)</b>            _____ OPOTC Instructor certificates indication topics if other than original</p>