

PRIVATE SECURITY FIREARMS TRAINING OPENING CHECKLIST	PRIVATE SECURITY FIREARMS TRAINING CLOSING CHECKLIST	
School Name _____ School Commander _____ Proposed Dates _____	School Name _____ School Number _____ Dates _____	
SF100UNV – APPLICATION FORM _____ RECEIVED 21 CALENDAR DAYS PRIOR TO START OF ACADEMY TYPED _____ TOTAL NUMBER OF HOURS _____ _____ *NOTE ALL HOURS ARE MANDATORY _____ APPLICATION FEE – ENTER CHECK/M.O./P.O. # AND AMOUNT 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: 9) _____ OPOTC TOPIC TITLE RECORDED (EXAMPLE: FIREARMS) _____ LOCATION RECORDED FOR EACH OPOTC TOPIC: (CLASSROOM OR RANGE) _____ INSTRUCTOR'S LAST NAME, FIRST NAME, & OPOTC CERTIFICATION NUMBER, EXPIRATION RECORDED _____ ½ HOUR BREAK FOR EVERY TRAINING SESSION THAT EXCEEDS 5 HOURS _____ ONLY OPOTC SUBJECTS AND TOPICS APPEAR ON CALENDAR _____ "ORIGINAL" CALENDAR SUBMITTED ON-SITE INSPECTION _____ CURRENT ON-SITE INSPECTION FORM ON FILE Certification Officer _____ Date: _____	ENROLLMENT PACKET: THE FOLLOWING PAPERWORK MUST BE SUBMITTED TO THE OPOTC AT THE CLOSING AUDIT: _____ SF115UNV – STUDENT ENROLLMENT FORM/CERTIFICATION RECORD _____ SF101UNV STATEMENT OF UNDERSTANDING _____ SF110UNV – STUDENT ENROLLMENT LIST (TYPED WITH STUDENTS LISTED IN ALPHABETICAL ORDER WITH SSN & DOB) _____ SF104UNV – FERPA CONSENT TO RELEASE STUDENT INFORMATION, IF REQUIRED SF120UNV – ATTENDANCE ROSTER _____ ORIGINAL SUBMITTED _____ 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 SF121UNV – STUDENT SIGN-IN SHEET _____ ORIGINAL SUBMITTED _____ SCHOOL NAME, NUMBER, & DATE RECORDED (TOP OF PAGE) _____ TOPIC & TITLE #, LOCATION, FROM/TO, HOURS, INSTRUCTOR(S) CIRCLED, TOTAL HOURS INDICATED _____ STUDENTS LISTED IN ALPHABETICAL ORDER _____ STUDENTS' ORIGINAL SIGNATURE _____ TIME IN/TIME OUT RECORDED BY EACH STUDENT _____ HOURS ABSENT/PRESENT RECORDED BY COMMANDER _____ COMMENTS (FOR EXAMPLE: STUDENT ARRIVED 15" OR LESS AND COMPLETED MAKE-UP AT THE END OF THE DAY) _____ ORIGINAL SIGNATURE OF INSTRUCTOR(S) _____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER	SF105UNV – REVISED TRAINING CALENDAR (IF REQUIRED) _____ TYPED _____ REVISED CALENDAR INDICATED _____ CHANGES IN TIME, DAY, INSTRUCTOR NOTED _____ RE-CHECK RATIOS ON INSTRUCTORS TO STUDENTS SF185UNV – NOTIFICATION OF CHANGES IN COURSE SCHEDULE (IF REQUIRED) _____ CHANGES IN TIME, DAY, INSTRUCTORS NOTED SF122UNV – NOTIFICATION OF MAKE-UP HOURS (IF REQUIRED) _____ MAKE-UP ATTENDANCE ROSTER ATTACHED (SF120UNV) SF175UNV – LETTER OF CERTIFICATION (CLOSING LETTER) _____ TYPED _____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER _____ CERTIFICATION FEE – ENTER # OF CERTIFICATES, AMOUNT, CHECK/M.O./P.O. # SPO SHEETS REVIEWED & SUBMITTED _____ SF130PS – REVOLVER PROFICIENCY TESTING RECORD _____ SF135PS – SEMI-AUTO PISTOL PROFICIENCY TESTING RECORD _____ SF140PS – SHOTGUN PROFICIENCY TESTING RECORD _____ SF145PS – FIREARMS WRITTEN SPO TEST FIREARMS REQUALIFICATION ONLY _____ COPY OF EACH STUDENT'S CURRENT OPOTA BASIC OR REQUALIFICATION CERTIFICATE SUBMITTED