

STAND-ALONE REFRESHER OPENING CHECKLIST	STAND-ALONE REFRESHER CLOSING CHECKLIST	
School Name _____ School Commander _____ Proposed Dates _____	School Name _____ School Number _____ Dates _____	
SF100unv – APPLICATION FORM _____ POSTMARKED 21 CALENDAR DAYS PRIOR TO START OF ACADEMY _____ TYPED _____ NUMBER OF TOTAL HOURS _____ _____ VERIFY CURRICULUM CODE _____ INSTRUCTOR INFORMATION: _____ LIST ONLY INSTRUCTORS SCHEDULED TO TEACH OPOTC _____ REQUIRED TOPICS _____ INSTRUCTOR'S LAST NAME, FIRST NAME, MIDDLE INITIAL _____ INSTRUCTOR'S OPOTC CERTIFICATION NUMBER AND EXPIRATION DATE 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 _____ OPOTC TOPIC TITLE RECORDED (EXAMPLE: ARREST, SEARCH, & SEIZURE) _____ INSTRUCTOR'S LAST NAME, FIRST NAME, & OPOTC CERTIFICATION NUMBER RECORDED _____ ½ HOUR BREAK FOR EVERY TRAINING SESSION THAT EXCEEDS 5 HOURS _____ CHECK RATIOS ON INSTRUCTORS TO STUDENTS FOR TOPIC 8-5 _____ STOPS & APPROACHES PRACTICAL PORTION OF TRAINING _____ ONLY OPOTC SUBJECTS AND TOPICS APPEAR ON CALENDAR _____ DATE RECORDED (BOTTOM OF PAGE) _____ "ORIGINAL" CALENDAR SUBMITTED _____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER	ENROLLMENT PACKET _____ SF110unv – STUDENT ENROLLMENT LIST _____ STUDENTS LISTED ALPHABETICALLY _____ ALL SIGNED BY SCHOOL COMMANDER _____ SF104unv – FERPA CONSENT TO RELEASE STUDENT INFORMATION, IF REQUIRED _____ SF115unv – STUDENT ENROLLMENT FORM _____ OPOTC LETTER OF DETERMINATION SF120unv – ATTENDANCE ROSTER _____ TYPED _____ SCHOOL NAME, NUMBER, & DATES RECORDED (TOP OF PAGE) _____ ATTENDANCE ROSTER SHOWS OPOTC _____ REQUIRED TOPICS ONLY _____ ALL TOPICS CLEARLY INDICATED UNDER DAY TAUGHT _____ STUDENTS' NAMES LISTED _____ ALPHABETICALLY (LAST NAME, FIRST, M.I.) _____ COMMANDER NOTES HRS. OF ACTUAL _____ ATTENDANCE PER STUDENT PER DAY _____ ORIGINAL SIGNATURE OF COMMANDER & DATE (BOTTOM OF PAGE) _____ SCHOOL COMMANDER'S NAME TYPED (BOTTOM OF PAGE) SF105unv – REVISED TRAINING CALENDAR, IF REQUIRED _____ TYPED _____ SIGNED BY SCHOOL COMMANDER _____ REVISED CALENDAR INDICATED _____ CHANGES IN TIME, DAY, INSTRUCTOR NOTED SF155ref – STUDENT EVALUATION RECORD _____ TYPED _____ SCHOOL NAME & NUMBER RECORDED (TOP OF PAGE) _____ FAILED STOPS & APPROACHES INDICATED WITH AN "X" _____ 100% ATTENDANCE REQUIRED	SF185unv – NOTIFICATION OF CHANGES IN COURSE SCHEDULE, IF REQUIRED _____ TYPED _____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER SF121unv – STUDENT SIGN-IN SHEET _____ TYPED _____ SCHOOL NAME, NUMBER, & DATES RECORDED (TOP OF PAGE) _____ TOPIC NAME AND NUMBER RECORDED _____ TIME RECORDED (FROM/TO) _____ INSTRUCTOR(S) CIRCLED _____ STUDENTS' NAMES LISTED _____ ALPHABETICALLY (LAST NAME, FIRST, M.I.) _____ ACTUAL STUDENT SIGNATURE & TIME IN/TIME OUT RECORDED _____ HOURS ABSENT/PRESENT RECORDED BY COMMANDER _____ ORIGINAL SIGNATURE OF ALL INSTRUCTORS _____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER SF122unv – NOTIFICATION OF MAKE-UP HOURS MAKE-UP ATTENDANCE ROSTER ATTACHED (SF120unv), IF REQUIRED _____ COPIES OF INSTRUCTOR CERTIFICATES INDICATING TOPICS IF OTHER THAN ORIGINAL SF175unv – LETTER OF CERTIFICATION (CLOSING LETTER) _____ TYPED _____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER EX705 – SCE AUTHORIZATION DATA FORM _____ TYPED _____ VERIFY CURRICULUM CODE _____
ON-SITE INSPECTION _____ CURRENT ON-SITE INSPECTION FORM ON FILE	CERTIFICATION OFFICER _____ DATE _____	