



**MIKE DEWINE**

★ OHIO ATTORNEY GENERAL ★

# School Commander Manual for Corrections Basic Training Course

## OHIO PEACE OFFICER TRAINING COMMISSION



Dear Commander,

On behalf of the Ohio Peace Officer Training Commission, I am pleased to provide you with the Ohio Corrections Basic Training Commander Manual. This manual is designed to assist you with conducting OPOTC the approved Corrections Basic Training Course. You can find the current version of the manual and basic training school forms at our website, [www.OhioAttorneyGeneral.gov/OPOTA](http://www.OhioAttorneyGeneral.gov/OPOTA).

Additionally, revised lesson plans will be released twice a year for schools beginning on or after January 1<sup>st</sup> and July 1<sup>st</sup>. The current Corrections Basic Training curriculum and lesson plans can be found on the Ohio Law Enforcement Gateway (OHLEG). You can reach OHLEG by visiting our website, [www.OhioAttorneyGeneral.gov/OPOTA](http://www.OhioAttorneyGeneral.gov/OPOTA) and selecting "OPOTC curriculum" under the Courses Section.

In order to provide you with up-to-date information, we are primarily providing these resources on our website. We will also continue to send you e-mails about training opportunities and other pertinent information that may affect the status of your School Commander and Instructor certificates. To that end, please ensure that we have your current contact information by filling out our online contact update form, located at [www.OhioAttorneyGeneral.gov/OPOTAUpdate](http://www.OhioAttorneyGeneral.gov/OPOTAUpdate).

We welcome your comments on these efforts, and thank you for your service.

Sincerely,

A handwritten signature in cursive script that reads "Robert Fiatal".

Robert Fiatal  
Executive Director

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**Corrections Basic Training  
Commander's Manual  
Introduction**

This manual is designed to assist School Commanders in conducting OPOTC approved Corrections Basic Training programs. The format is intended to be an easy-to-follow, step-by-step outline of the process divided into eight sections.

Included in each section are related requirements, procedures, policies and explanations for proper completion and sequence of the required OPOTC forms for Corrections Basic Training. All OPOTC forms can be found at our website, [www.OhioAttorneyGeneral.gov](http://www.OhioAttorneyGeneral.gov), under Law Enforcement Training Forms, and then Corrections Full Service Jail Personnel Training Forms.

School Commanders should immediately contact and consult with their respective Field Agent with questions. If the Field Agent is unavailable, please contact the assigned Certification Officer.

## Glossary of Terms

A number of terms and phrases are used throughout the discussion of OPOTC regulations and requirements pertaining to Corrections Basic Training. The following glossary will help familiarize School Commanders with some of the terminology.

**Academy:** The institution approved by the Executive Director to Conduct Corrections Basic Training.

**Application:** School Commanders intending to conduct an OPOTC Corrections Basic Training program must apply for OPOTC approval. Once OPOTC approval is granted for a class of students a unique school number will be assigned to that individual class.

**Attendance:** The OPOTC Corrections Basic Training program consists of a minimum number of hours of training. No student may miss any portion of a mandatory topic unless all missed time is made-up in compliance with OPOTC procedures. No student may miss more than ten (10) percent of the non-mandatory topic hours. Attendance shall be required of each person at all sessions of the school.

**Audit:** OPOTC Field Agents and Certification Officers will conduct reviews of all records for any OPOTC approved training program. At a minimum, this will consist of an opening audit before OPOTC approval has been given for the course, an enrollment audit, and a final audit. School Commanders are required to cooperate in the scheduling and completion of any audit requested by OPOTC staff.

**Opening Audit:** A review of the application and supporting documents by the Field Agent. The audit shall be conducted at least twenty-one days prior to the first day in which OPOTC topics will be taught.

**Enrollment Package Audit:** A review of the Student Enrollment information by the OPOTC Field Agent. This information must be completed and made available to the Field Agent by the third day of class in which OPOTC topics are taught.

**Final Audit:** This audit takes place after the completion of training, and prior to the OPOTC Correction Officer State Certification Examination. The purpose of this audit is to determine whether students have met all OPOTC training requirements and are eligible to take the state certification examination.

**Break In Service:** A corrections officer who previously has been awarded a certificate of completion, described in OAC 109:2-9-02(G) is considered to have a break in service if they have not been appointed as a corrections officer for a period greater than one year but less than four years.

**Certification Officer:** OPOTC Certification Officers serve as the Commander's inside point of contact for opening/closings, commander/instructor applications and renewals, and related on-going requirements for OPOTC approved schools. A Certification Officer works with the

commander with regard to issuance of commander and instructor certifications, and student certificates.

**Curriculum:** OPOTC official lesson plans containing Student Performance Objectives for all topics taught in a Corrections Basic Training Academy. The curriculum is released January 1<sup>st</sup> and July 1<sup>st</sup> each year.

**Curriculum Code:** Specific number assigned to each school identifying OPOTC official curriculum in effect at the time the school was conducted. The curriculum code is required for state certification examination purposes.

**Executive Director:** The Executive Director of the Ohio Peace Officer Training Commission.

**Field Agent:** OPOTC Field Agents serve as the Commander's regional point of contact for school openings/closings, on-site inspections, school changes, and related on-going operations of OPOTC approved schools. The field agent must audit school opening applications, enrollment packets, and closing paperwork before they are sent to the certification officer.

**Full-Service Facility/Jail:** A local confinement facility used primarily to detain adults for more than two hundred eighty-eight hours. The standards set forth in rules 5120:1-8-01 to 5120:1-8-19 of the Administrative Code apply to full service jails.

**Instructors:** An instructor is a person certified by OPOTC to teach OPOTC training topics. In Correction Basic Training programs, instructors fall into two categories:

1. Unit Instructors, authorized by OAC 109:2-9-05 (A); and
2. Special Subject Instructors, authorized by OAC 109:2-9-05 (B).

**Lesson Plan:** Instructional materials provided in outline form by OPOTC to School Commanders and Instructors, the plans contain the Student Performance Objectives for the State Certification Examination.

**OAC:** Ohio Administrative Code.

**On-Site Inspection:** The Field Agent assigned to a Correction Basic Training will inspect and approve all facilities for that school to include: classroom facilities at least once every three years. The assigned Field Agent also will inspect and approve all changed facilities.

**OPOTC:** Ohio Peace Officer Training Commission.

**ORC:** Ohio Revised Code.

**Prior Equivalent Training:** An appointed corrections officer intending to enroll in Corrections Basic Training who has successfully completed prior training or education other than under the

auspices of OPOTC may have the appointing department request credit for the portion of the basic training course that is equivalent to training previously completed.  
OAC 109:2-9-11(A).

**School:** A Correction Basic Training program for corrections officers as certified by the Executive Director of the Commission.

**School Number:** Once OPOTC approval is granted for a class of students, a school number will be assigned that is unique to that individual class. For example, CBT10-025, which includes the type of school (Corrections Basic Training), the school year (2010), and the number assigned to that particular class (the 25<sup>th</sup> Corrections Basic Training class of the year 2010).

**Signature:** Original or electronic signatures are acceptable for all Corrections Basic Training forms.

**Skills Area:** Certain psychomotor skills areas that each student must successfully complete and then pass a practical examination. These skills are: Body Searches, First Aid/CPR/AED, Report Writing, Subject Control, and Transportation of Prisoners.

**State Certification Examination:** The OPOTC state certification examination upon which a student must achieve a minimum score of 70% as determined by the Commission.  
OAC 109:2-9-10.

**Student Performance Objective (SPO):** Student Performance Objectives are concepts or particular items within the curriculum upon which the state certification examination is based.

## Section 1

### Application & Pre-Opening Organization

This section explains the requirements to be a School Commander or an Instructor and requirements of teaching facilities.

#### 1.1 School Commanders

- 1.1.1** A person desiring to become a School Commander for any OPOTC approved training program must submit an application to the OPOTC for approval. The School Commander's application must be filed and approved by the OPOTC before any other action may be taken.
- 1.1.2** A person applying to become a School Commander must be associated with an existing or proposed school. A letter from the Chief Executive Officer of the school attesting to the institution's desire for the person to become a School Commander must accompany the application.
- 1.1.3** The minimum qualifications for a Corrections Basic Training Commander are established by the Ohio Administrative Code:
- a. High school graduate or possession of a "General Education Development" certificate;
  - b. Written approval from a sheriff or designee or a criminal justice agency administrator who is the executive head of a full-service jail;
  - c. Three professional references from criminal justice agency administrators;
  - d. No convictions for a felony or crime of moral turpitude;
  - e. Completion of an instructional skills course; and approved by the Executive Director
  - f. Completion of an Ohio peace officer training commission corrections school commander's conference.
- OAC 109:2-9-04.
- 1.1.4** After the application is approved, the applicant must complete a School Commander Orientation conducted by an OPOTC Field Agent. Once completed, the orientation paperwork (including an on-site inspection, if needed) will be forwarded to the OPOTC for final approval and certification. This certification process must be completed before any other action may be taken.

- 1.1.5** Only OPOTC certified School Commanders may conduct OPOTC approved training programs.
- 1.1.6** School Commanders approved for a particular school may not permit any other person to function as the School Commander. If the School Commander of record will be absent for an extended period of time (e.g., vacation, illness, etc.), another OPOTC certified School Commander must be designated in writing. This written designation must be submitted to the Field Agent and forwarded to the Commission.
- 1.1.7** School Commanders may not enroll in any part of a Corrections Basic Training School for which they are the School Commander.
- 1.1.8** The Executive Director may revoke the certification of any School Commander based on criteria from OAC 109:2-9-04

## **1.2 Instructors**

- 1.2.1** Only OPOTC certified instructors may teach OPOTC topics during OPOTC approved training programs. The School Commander is responsible for ensuring that each instructor is properly certified on the date and time scheduled to teach in a Correction Basic Training program.
- 1.2.2** To become an OPOTC certified Correction Basic Training unit instructor, a person must apply to the OPOTC for certification. Instructor applications must be signed by a current OPOTC certified Corrections Basic Training School Commander.
- 1.2.3** The minimum qualifications for a unit instructor in the Corrections Basic Training program are established by the Ohio Administrative Code and are as follows:
  - a. High school graduate or possession of a “General Education Development” certificate;
  - b. Three years of institutional corrections experience;
  - c. Completion of an OPOTC approved instructor skills training program;
  - d. Completion of an OPOTC approved instructor-level training program; or other advanced training program for designated topics;
  - e. Recommendation of a current Corrections Basic Training School Commander.

OAC 109:2-9-05(A)

- 1.2.4** To become an OPOTC certified special subject instructor, a person must apply to the OPOTC for certification. Instructor applications must be signed by a current OPOTC certified Corrections Basic Training School Commander.
- 1.2.5** The minimum qualifications for a special subject instructor in the Corrections Basic Training program are established by the Ohio Administrative Code and are as follows:

- a. A high school graduate or possession of a “General Education Development” certificate;
- b. Three years of combined experience and training in the subject area to be taught; or
- c. Recognition for occupational competency; and
- d. Recommendation of a school commander who has been the commander of record of an approved school within the five-year period immediately preceding the date of the application.

OAC 109:2-9-05(B)

- 1.2.6** Persons approved as special subject instructors shall be limited to no more than five topics in the commission-approved corrections curriculum. In addition, applicants for special subject instructor must complete an OPOTC approved instructor skills training program or possess a Bachelor’s degree in Education. Exceptions include and are not limited to licensed attorneys in the State of Ohio, duly qualified First Aid/CPR/AED instructors.
- 1.2.7** Schools will not be approved that have less than six instructors scheduled to teach, or that extend more than twelve weeks unless authorized by the executive director.
- 1.2.8** An instructor’s certification must be current and shall not expire prior to the date on which the instructor is scheduled to teach during a school. Instructors who teach Unit 7, First Aid/CPR/AED must also be currently certified with the American Red Cross, American Heart Association, or American Safety & Health Institute and that certification must be current on the date on which the instructor is scheduled to teach during a school. Instructors may only teach topics and/or units for which they have been certified. If any OPOTC topics or units are taught by an expired or non-certified instructor, the class may not be allowed to take the state certification examination until those discrepancies have been corrected.
- 1.2.9** School Commanders must maintain a copy of the current instructor certificate for each instructor who teaches at their academy. In addition, for each OPOTC instructor approved for Unit 7, First Aid/CPR/AED, School Commanders must maintain a copy of the current instructor certification from the American Heart Association, American Red Cross, or American Safety & Health Institute. This file of certificates will serve as a guide for School Commanders during schedule preparation and for substitution purposes. The file of instructor certificates must be available for inspection at any time upon request by OPOTC staff.
- 1.2.10** The School Commander is responsible for ensuring that instructors use the most current version of lesson plans.
- 1.2.11** If a guest speaker is invited to teach certain topic areas, an OPOTC certified instructor, in the specific topic, must be present in the classroom at all times. All SPOs must be taught by the OPOTC certified instructors.

**1.2.12** Instructors may not enroll as a student in any class in which they are a scheduled instructor.

**1.2.13** For information regarding instructor certification renewal, refer to OAC 109:2-9-05(D).

### **1.3 School Facilities**

**1.3.1** The Ohio Administrative Code requires that, at a minimum, all Correction Basic Training Academies shall have the following facilities and equipment:

- a. A classroom with adequate space, heating, lighting, and ventilation, and restroom facilities;
- b. A marking board or equivalent;
- c. Tables suitable for writing and chairs or seats with an arm for writing;
- d. Audio-visual equipment;
- e. A lectern, stand, or table for the instructor's use;
- f. A gymnasium or large indoor area for teaching defensive tactics and other physical skill topics supplied with appropriate training and safety equipment; and
- g. Any other equipment or facilities as required by the executive director.

OAC 109:2-9-07

**1.3.2** Facilities must have access to restrooms for men and women.

**1.3.3** All classrooms must meet applicable building and fire codes.

**1.3.4** The OPOTC Field Agent assigned to a training academy must conduct an on-site inspection and approve the teaching facilities at the following times:

- a. When a new facility is proposed;
- b. When a previously inspected training site is changed;
- c. At any time upon request by OPOTC staff;
- d. Every three (3) years.

### **1.4 Students**

The School Commander must inform each prospective student of the following:

**1.4.1** No person convicted of a felony offense may attend any portion of the Corrections Basic Training program. This includes felony convictions that have been sealed or expunged by court order.

**1.4.2** Open enrollment is not available for Corrections Training Programs. Students must work within or be assigned to an adult-full-service correction facility to attend the training.

## **1.5 Prior Equivalent Training**

- 1.5.1** An individual who has successfully completed prior training or education, other than basic training for full-service corrections officers under the auspices of the Ohio peace officer training commission, and who is required to complete the corrections school as prescribed in rule 5120:1-8-18 of the Administrative Code may request credit for that portion of the curriculum which is equivalent to training previously completed.

The student shall make such request by completing an SF410cbt Request for Prior Equivalent Training Analysis form.

- 1.5.2** The OPOTC Certification Officer will review the request and supporting documentation to determine the topics and amount of hours of training for which credit may be given. The Certification Officer will send the appointing agency a letter of determination and SF525cbt indicating the topics and number of hours which the student must complete.

- 1.5.3** After receiving the letter of determination, the officer must present the letter to the School Commander and may enroll in a Corrections Basic Training program as a prior equivalent student. The student will be required to attend the topics and hours assigned by the OPOTC letter of determination/SF525cbt, and must complete all of the training with the same school. Like any other appointed student, prior equivalent students must enroll by the third day of class in which OPOTC topics are taught.

- 1.5.4** After satisfactorily completing the corrections basic training hours assigned by the OPOTC, the student must successfully pass the full state certification examination. If the student fails on the first attempt, a second attempt will be scheduled. If the student fails on the second attempt, the student must then take both the entire basic training course and the state certification examination again. The School Commander will schedule the state certification examination and re-test, if required.

Do not permit any prior equivalent training student to participate in corrections basic training who fails to present a Commission determination letter and the SF525cbt.

## **1.6 Update Training Students**

- 1.6.1** Upon appointing a person to a correctional officer position the appointing agency shall submit a request for the Executive Director to evaluate the officer's training and eligibility to perform the functions of a correctional officer. The request will be made on a SF420cbt Update Training Evaluation Form, and shall be submitted upon appointing the officer.

- 1.6.2** Persons who have completed the required training and have not been appointed as a correctional officer for less than one year shall remain eligible for reappointment and not be required to complete additional training.

- 1.6.3** Persons who have completed the required training and who have not been appointed as a correctional officer for more than one year but less than four years shall, within one year of appointment, successfully complete any specialized training, and any other training deemed appropriate by the appointing authority.
- 1.6.4** Persons who have completed required training and who have not been appointed as a correctional officer for more than four years shall, upon appointment, complete the corrections basic training required of their position as prescribed in the administrative code.

## Section 2

### Opening Audit

The second phase of the Corrections Basic Training program process consists of an opening audit conducted by the OPOTC Field Agent assigned to the region where the training academy is located. An opening audit must be conducted at least 21 days prior to the first day OPOTC topics are taught.

#### Submission of the Application

At the opening audit, the School Commander will present to the Field Agent all the necessary paperwork, in the order listed below. During the opening audit, the Field Agent will review these forms to ensure compliance with OPOTC requirements.

#### 2.1 School Application, Form SF100unv

**2.1.1** This form must be computer-generated or typewritten and completed in its entirety. Incomplete applications will be returned to the School Commander for completion. Each School Application must contain the following:

- a. Type of school (Corrections Basic Training);
- b. The name and contact information of the appropriate requesting official shall be indicated as the Sheriff or Chief of Police;
- c. The school name (no abbreviations, use same name throughout the form);
- d. The School Commander's name and corrections basic training school commander certificate number (e.g., John A. Doe CTA 0999);
- e. The proposed dates of the school, total hours, and number of students;
- f. The number of non-mandatory hours;
- g. The days of the week and times classes are to be held;
- h. The facility address;
- i. Telephone numbers for the School Commander and the facility, including fax, pager and/or cellular phones;
- j. E-mail address for the School Commander and academy;
- k. The instructors who are scheduled to teach (NOTE: do not list instructors who are not scheduled to teach) listed alphabetically by last name, first name, middle initial, instructor certificate number, and certificate expiration date (e.g., Doe, John A., CBT 29999, 01/01/20);
- l. For each instructor, place a check mark in the applicable box if they are scheduled to teach a skill area.
- m. For each instructor scheduled to teach Unit 7, First Aid/CPR/AED, School Commanders must submit current instructor certification from the American Heart Association, American Red Cross, or American Safety & Health Institute.

**2.1.2** The School Commander must sign the application on the second page. Original or electronic signatures are acceptable.

## **2.2 School Calendar, Form SF105unv**

- 2.2.1** The School Commander must complete the school calendar using the provided form, SF105unv. The calendar shall contain the topic headings as they appear in the Corrections Basic Training Curriculum. Only OPOTC topics are to be listed on the calendar.
- 2.2.2** The training blocks on the school calendar must include:
- a. Date of instruction (e.g., 03/15/10);
  - b. Day of instruction (e.g., M, T, or W);
  - c. Number of hours of instruction (e.g., 4);
  - d. Time (e.g. 6 p.m. to 10:00 p.m. or 1800 to 2200);
  - e. OPOTC topic number (e.g., Topic 3-1);
  - f. OPOTC topic title (e.g., Basic Security Duties);
  - g. For skills areas, indicate if training is to be held in classroom, gym, etc.;
  - h. The instructor's last name, first name, middle initial and OPOTC instructor certificate (e.g., Doe, John A., CBT 29999); do not use rank or title.
  - i. If the school utilizes more than one classroom, indicate the building name and classroom number.
- 2.2.3** The OPOTC requires a minimum number of training hours for mandatory and non-mandatory topics. School Commanders are encouraged to exceed this minimum amount; however, any additional hours a School Commander adds to non-mandatory topics will be factored into the ten percent (10%) non-attendance limit. In addition, any additional hours a School Commander adds to a mandatory topic are considered mandatory hours. School Commanders may make, at their discretion, any of the non-mandatory topics mandatory. They may not, however, make any of the mandatory topics non-mandatory.
- 2.2.4** Training that is scheduled for more than five (5) hours per training day must have at least a 30-minute break period. This break period must be evident on the school calendar and should be scheduled approximately in the middle of the training day. If training exceeds ten (10) hours in a given day, an additional 30-minute break period must be scheduled so that no one block of training time exceeds five (5) consecutive hours without a 30-minute break.
- 2.2.5** Classes from separate schools may not be joined together for the same training session. For example, if a school has both a daytime program and a concurrent nighttime program, they may not be joined together to share the same classroom and set of instructors. Should a day class and a night class have training at the same facility at the same time (e.g., on a Saturday), they must be scheduled to be in separate classrooms with their own instructor(s).
- 2.2.6** When preparing the school calendar, a minimum of six (6) certified instructors must be scheduled to teach. No school will be approved with less than six (6) OPOTC certified

corrections instructors. School Commanders must verify instructor credentials, certified topics, and certification numbers.

- 2.2.7 No school will be approved that has fewer than five (5) students unless the School Commander certifies in writing to the Executive Director that there are fewer than five (5) people in the area who need the training. Students must work within/be assigned to a full-service correction facility.
- 2.2.8 No Corrections Basic Training School may last for more than twelve (12) weeks unless authorized by the Executive Director.

### **2.3 Skill Topic Ratios**

- 2.3.1 The School Commander must ensure that the minimum instructor-to-student ratios are met for the practical portions of all skills area. There are no ratios for classroom training of a skills area. The minimum ratios are as follows:
  - a. Unit 6, Subject Control, one (1) OPOTC certified subject control instructor for every ten (10) students during each practical session;
  - b. Unit 7, First Aid/CPR/AED instructor-to-student ratio and resuscitating mannequin-to-student ration shall be as required or suggested by the American Red Cross, American Heart Association, or American Safety & Health Institute.

**Note: The School Commander must provide students with their certification from the American Heart Association, American Red Cross, or the American Safety and Health Institute for students who successfully passed the SPO for this unit.**

### **2.4 Review by Certification Officer**

- 2.4.1 After the Field Agent meets with the School Commander and approves the appropriate documents, the documents will be forwarded to the OPOTC Certification Officer, who also will review the application. If approved, the Certification Officer will issue a distinctive school number and appropriate curriculum code and send an “opening letter” to the School Commander. The opening letter will indicate that the school has been approved and may proceed according to the school calendar. The opening letter will include the class’ curriculum code, which will correspond with the appropriate version of the state certification examination. No school may begin classes unless and until an OPOTC school number has been issued. The OPOTC will not recognize any training class, or portion thereof, conducted prior to the issuance of the opening letter and school number.
- 2.4.2 If a School Commander does not receive written approval at least five (5) days prior to the first scheduled day of training, the School Commander should contact the assigned Field Agent to inquire as to the status of the application.

- 2.4.3** If the start date for the school changes for any reason, the assigned school number shall immediately become void and the School Commander must re-apply for a new school number at least 21 days prior to the new start date.
- 2.4.4** If the application is denied, the School Commander will be notified of the denial and the reasons for it, along with suggested corrective measures to remedy the problem. No application will be approved unless and until any problems have been corrected to the satisfaction of the OPOTC Executive Director.
- 2.4.5** The School Commander shall notify the Field Agent and the Certification Officer in writing by fax, e-mail, or letter as soon as possible of a school cancellation.

## SECTION 3

### ENROLLMENT PACKET

#### 3.1 Forms

No later than the third day of OPOTC topics, the School Commander shall have prepared the enrollment forms.

##### 3.1.1 Student Enrollment List, Form SF110unv (must be typed)

This form lists all students enrolled in the school as of the date of the opening audit. This form must contain the following information:

- a. An “X” in the box indicating that the form is “original”;
- b. The complete name of the school (no abbreviations, use same name for entire form);
- c. The proposed dates of the school;
- d. Each student’s name in alphabetical order (last name, first name, middle initial);
- e. Each student’s social security number and date of birth (e.g. 123-45-6789, 01/01/1999);
- f. The student’s status, if applicable (e.g., appointed and appointing agency);
- g. The School Commander’s signature. Original or electronic signatures are acceptable.

##### 3.1.2 Student Enrollment Form/Certification Record, Form SF115unv

The student must complete the form by typing or printing legibly in ink the required information, including:

- a. Student’s name (last name, first name, middle initial);
- b. Social Security Number (e.g., 123-45-6789);
- c. Home address;
- d. Date of birth (e.g., 01/01/1999);
- e. Place of birth;
- f. Home telephone number;
- g. Gender;
- h. Driver’s license number, including issuing state and date of expiration
- i. The appointing agency, agency’s address and telephone number, date of appointment, and position or;
- j. Race;
- k. Highest level of education completed;
- l. Student’s status (e.g., basic, refresher, update, etc.);
- m. Signature of School Commander;

### 3.1.3 OPOTC Statement of Understanding, Form SF101unv

Note: If a student answers “YES” to any question 1 through 18, the School Commander must attach a written explanation of the incident in order for the student to attend the school.

The student must complete the form by typing or printing the required information legibly in ink and must include:

- a. Student’s name (last name, first name, middle initial);
- b. Social Security Number (e.g., 123-45-6789);
- c. Date of Birth (e.g., 01/01/1999);
- d. School name (no abbreviations, use the same name throughout the form);
- e. School number;
- f. Students must truthfully answer each of the questions;
- g. Student’s signature;
- h. Acknowledgement by a Notary Public;
- i. The School Commander shall review the form with each student and explain that the student may be subject to criminal charges if the student knowingly provides false information. The School Commander shall explain that each student will be subject to a complete FBI and BCI criminal background check.

**Prior Equivalent Student(s)** (shall sit for the entire Corrections Basic Training State Certification Examination upon completion of training)

- a. SF115unv – Student Enrollment Form;
- b. SF101unv – OPOTC Statement of Understanding;
- c. OPOTC Letter of Determination;
- d. Copy of the SF525cbt.

**Student Paperwork** – Organize student paperwork as a collated packet for each student in the following order: SF115unv and SF101unv. Staple each student packet together. Submit the packets in alphabetical order as reflected on the Student Enrollment List.

Full-time Student:

- a. SF115unv – Student Enrollment Form;
- b. SF101unv – OPOTC Statement of Understanding

Prior Equivalent Student:

- a. SF115unv – Student Enrollment Form;
- b. SF101unv – OPOTC Statement of Understanding;
- c. OPOTC Letter of Determination;
- d. SF525cbt

## **Section 4**

### **Training Requirements**

The Field Agent will arrange with the School Commander, a time to speak to the students and explain the OPOTC requirements necessary for eligibility to take the state certification examination. The School Commander is responsible for explaining any local school policies or requirements.

#### **4.1 Eligibility for the State Certification Examination**

##### **4.1.1 Attendance**

- a. No student who missed more than ten percent (10%) of training hours in non-mandatory topics will be eligible to take the state certification examination;
- b. No student who misses any portion of a mandatory topic will be eligible to take the state certification examination.

##### **4.1.2 Skills Areas**

No student will be permitted to take the state certification examination unless and until they successfully complete the psychomotor skills assessments in the following units:

- a. Unit 6, Subject Control;
- b. Unit 7, First Aid/CPR/AED.

##### **4.1.3 Student Notebooks**

As required by OAC 109:2-9-09, all students shall keep a notebook which shall be submitted to the School Commander for inspection. No student shall be permitted to take the state certification examination unless that student has received a satisfactory evaluation of his/her student notebook. Student notebooks shall be available for review by OPOTC staff upon request. The School Commander shall evaluate student notebooks in the following areas:

- a. Sufficiency of course content;
- b. Organization;
- c. Appropriateness of the material;
- d. Regularity of entries;
- e. Neatness;
- f. Accuracy;
- g. Legibility.

## **4.2 Skills**

Each student shall be permitted one attempt at each SPO and one retest if the student fails the initial attempt. Students who fail the initial attempt must be afforded a reasonable amount of remedial training prior to the retest.

### **4.2.1 Unit 6, Subject Control**

The psychomotor skills assessment for Subject Control consists of SPOs which are recorded on the SF127cbt, Subject Control Proficiency Testing Record. SPOs may be tested individually, or combined so that the student performs one SPO after the other as part of a comprehensive test.

### **4.2.2 Unit 7, First Aid/CPR/AED**

The psychomotor skills assessment for First Aid/CPR/AED shall be as required or suggested by the American Red Cross, American Heart Association, or American Safety & Health Institute. SPOs shall be recorded, on the First Aid/CPR/AED Proficiency Testing Record.

## **4.3 State Certification Examination Eligibility**

**4.3.1** Ohio Administrative Code 109:2-9-10 (B) states that no student shall participate in the state examination who has been evaluated as unsatisfactory for any topic included in the technical skills unit of instruction or in any other topic designated by the Executive Director.

**4.3.2** Any student who has been evaluated as unsatisfactory in any of the above listed areas is ineligible to take the state certification examination with the rest of their class and shall be required to repeat Corrections Basic Training in its entirety.

## **4.4 State Certification Examination**

**4.4.1** The OPOTC will prepare and administer a final examination for each student successfully completing Corrections Basic Training.

**4.4.2** Each student must achieve a passing score as determined by OPOTC to be eligible for certification of completion of Corrections Basic Training.

**4.4.4** Students who fail the state certification examination will be permitted one (1) retest, to be scheduled by the OPOTC Testing Division.

**4.4.5** If the student fails the retest or fails to attend the retest as scheduled, he/she must repeat Corrections Basic Training in its entirety to be eligible to take the state certification examination again.

## **Section 5**

### **On-going Procedures**

#### **5.1 Notification of Changes to School calendar, Form SF185unv**

**5.1.1** The School Commander shall notify the Field Agent at least 24 hours in advance of any of the following changes to the school calendar:

- a. Dates
- b. Topics
- c. Locations
- d. Times
- e. Cancellations
- f. Instructor(s)

**Note:** The School Commander will revise the school calendar as these changes occur.

**5.1.2** The form for notifying the Field Agent is SF185unv, Notification of Changes in Course Schedule. This form shall contain the following information:

- a. School name and number (no abbreviations, use the same name throughout the form);
- b. Indicate “A” (add), “D” (delete), or “C” (change) in Instructor Change column (if applicable);
- c. The original date and time the topic as scheduled;
- d. The proposed date and time the topic is to be scheduled;
- e. The location of the class;
- f. The correct OPOTC topic number and title;
- g. The instructor’s name (last name, first name and middle initial), OPOTC certificate number and expiration date (e.g., Doe, John A., CBT29999, 01/01/2015);
- h. The date the School Commander notified the Field Agent of the proposed change;
- i. The School Commander notified the Field Agent of the proposed change;
- j. The School Commander’s signature. Original or electronic signatures are acceptable.

**5.1.3** In instances of an instructor addition or substitution (change), the School Commander shall submit copies of applicable OPOTC certifications attached to SF185unv to the Field Agent. In instances of an instructor addition or substitution (change) for Topic 7 First Aid/CPR/AED, the School Commander shall submit copies of the applicable certifying document from the American Red Cross, American Heart Association, or American Safety & Health Institute as well as the OPOTC certification and attach both documents to the SF185unv to the Field Agent.

**5.1.4** For same day changes, the School Commander shall contact the Field Agent by telephone or by leaving a voice message indicating that a change in the school calendar must occur

that day and stating the reason for the change. The School Commander then will prepare and fax the SF185unv form to the Field Agent.

- 5.1.5** The School Commander shall submit the SF185unv form in its entirety at the closing audit.

## **5.2 Monitor Classes**

- 5.2.1** The School Commander shall be reasonably available to answer student questions and provide guidance where indicated.
- 5.2.2** The School Commander and instructors are responsible for maintaining discipline during all training activities.
- 5.2.3** The School Commander and instructors shall ensure that required instructor/student ratios are met during the practical portion of skills area training. Classroom portions of skill area topics do not require instructor/student ratios.
- 5.2.4** The School Commander and instructors shall ensure that the latest versions of OPOTC lesson plans are being utilized in class. New lesson plans are released twice a year for schools beginning on or after January 1<sup>st</sup> and July 1<sup>st</sup>. Lesson plans will be posted on OHLEG.org.
- 5.2.5** The School Commander and instructors shall give due regard to safety considerations during all training activities (e.g., dangerous weather conditions).

## **5.3 Sign-in Sheets, Form SF121unv**

- 5.3.1** The School Commander shall maintain an accurate Student Sign-in Sheet (SF121unv) for each day OPOTC topics are scheduled and make them available for inspection at any time by OPOTC staff.
- 5.3.2** The sign-in sheets shall contain the following:
- a. School name and number (no abbreviations, use same name throughout the form);
  - b. Date of class;
  - c. All topic titles, topic numbers, and hours of each topic as scheduled;
  - d. The total number of hours of the training day (OPOTC topics only);
  - e. The typewritten name of each student, in alphabetical order (last name, first name, middle initial), with non-full-time students listed separately;
  - f. The signature of each student next to his/her name;
  - g. The exact time each student arrives at class for the day (e.g., 7:52 a.m. or 0752);
  - h. The exact time each student leaves class for a 30-minute break or for an extended amount of time (e.g., court appearances, illness, etc.);
  - i. The exact time each student re-enters class after a 30-minute break or other extended absences;

- j. The exact time each student leaves class at the end of the training day;
- k. The signature of each instructor teaching topics listed on the sign-in sheet by alphabetic designator;
- l. Indicate instructor by circling letter in the boxes next to the topic and title;
- m. Use additional pages of the sign-in form if more space is required for multiple sign-in and sign-out times;
- n. Hours “present” or “absent” for each student.

**5.3.3** All scheduled instructors who have taught shall sign the sign-in sheets at the conclusion of each class.

**5.3.4** The School Commander shall verify the accuracy of each sign-in sheet, then sign and maintain it as indicated above.

## **5.4 Attendance Roster, Form SF120unv**

**5.4.1** The School Commander shall prepare the attendance roster using the SF120unv, Attendance Roster. The School Commander shall update this form on a weekly basis and keep track of the number of hours and topics that each student must make-up.

**5.4.2** The SF120unv shall be completed as follows:

- a. School name and number (no abbreviations, use same name throughout the form);
- b. School dates;
- c. Students listed in alphabetical order (last name, first name, middle initial);
- d. Prior Equivalent and Update Students shall be listed on a separate SF120unv with only the dates of attendance listed;
- e. Dates of classes shall be listed on the top line of the form (with month/date/year entered in each space);
- f. List the number of hours in attendance for each student on each day;
- g. Topic numbers shall be listed for all mandatory topics on the last line of the form. If multiple pages are required due to the number of students, the topic numbers for all mandatory topics shall be listed on all pages;
- h. The topic numbers shall be listed for all dates attended by Prior Equivalent students;
- i. School Commander’s signature and date. Original or electronic signatures are acceptable;
- j. Typed name of School Commander;

## **5.5 Notification of Make-up Hours, Form SF122unv**

**5.5.1** Whenever it becomes necessary for a student to make-up training that they have missed, the School Commander shall notify the Field Agent at least 24 hours in advance of the make-up session. This notification will be made by using form SF122unv. This form must contain:

- a. Student’s name (last name, first name, middle initial);

- b. Date original class missed;
- c. Proposed date of make-up class;
- d. Number of hours to be made up;
- e. Time of make-up session;
- f. OPOTC topic number and title;
- g. Instructor name and certificate number (In instances of an instructor change, submit copies of applicable OPOTC instructor's certificate. In instances of an instructor change for Topic 7, First Aid/CPR/AED, submit copies of the OPOTC instructor's certificate and applicable certifying document from the American Red Cross, American Heart Association, or American Safety & Health Institute);
- h. Location of make-up session;
- i. Date Field Agent was notified;
- j. Commander's initials on the form once make-up has been completed.

**5.5.2** The SF122unv is a continuing form. When the next student requires make-up hours, the School Commander will follow the same process and complete the next line on the form.

**5.5.3** School Commanders shall maintain the SF122unv, Notification of Make-up Hours Form and present it to the Field Agent at the closing audit, along with a separate form SF120unv, Student Attendance Roster and a separate SF121unv, Sign-in sheet for those students required to make-up hours.

**5.5.4** If a student arrives late to class and is 15 minutes or less late, the time and missed material may be made up at the end of the class day with the original instructor, if the instructor is willing. If not, the absence will be counted as a one half hour.

In this case, the make-up may be noted at the bottom of the Student Sign-In Sheet, SF121unv, and signed by the instructor. No entry is required on the Notification of Make-up Hours, SF122unv. These make-ups may not be done on class breaks.

Example, class time is 1800-2200 hours. Student Jones arrives late and signs in at 1812 hours. The student may stay over with the instructor and sign out 12 minutes after class dismissal.

**5.5.5** If the student is more than 15 minutes late, then the time must be made up in a minimum of one-half hour increments at a later time by the original instructor and documented on the Notification of Make-up, SF122unv and accompanying Student Attendance Roster, SF120unv.

**5.5.6** If hours are to be made-up on the same day they were missed, the School Commander shall notify the Field Agent by telephone or voice message in advance and then fax or email the SF122unv to the Field Agent as soon as possible.

**5.5.7** If the hours to be made up are taught by a different instructor, that instructor must teach the entire topic.

- 5.5.8** Students who must complete skills area make-ups may be combined with other students who missed different hours in the same topic, if the instructor is the same. A memo-to-file signed by the instructor verifying that the students received instruction covering their respective missed material shall be included with the school file and provided for inspection at the closing audit.
- 5.5.9** If the Student is unable to make up the topics in the original school, all requests to make up hours by attending a different school must be approved by the Executive Director. All make-up sessions must be conducted at a Commission approved site. In these instances, the student must attend the entire block of instruction in the second school regardless of how many hours of instruction were missed in the original school. The original School Commander shall notify the Field Agent in advance and shall complete the Notification of Make-up, SF122unv and Make-up Student Attendance Roster, SF120unv. The second School Commander will ensure that a Sign-In Sheet, SF121unv is completed and returned to the original School Commander where it will be maintained and made available for inspection by OPOTC staff upon request.
- 5.5.10** All make-up hours must be completed by the last day OPOTC topics are taught in a school.
- 5.5.11** If, at the time of the closing audit, the School Commander is willing to accommodate a student who has exceeded the ten percent (10%) absence limit for non-mandatory OPOTC topics, or if the student has missed any portion of a mandatory topic, the School Commander must:
- a. Submit a notarized request to the Executive Director to allow a student to make up hours. No make-up hours may be completed without at least the verbal approval of the Executive Director or his designee, followed by a written request. As provided in OAC 109:2-9-08(B)(1), the student will not be permitted to take the state certification examination until the make-up hours are completed and the student has fully complied with the OPOTC attendance policy;
  - b. The written request should specify the proposed date of the make-up session, the topic and hours to be taught, and the names of the instructor(s) and student(s) who will complete the make-up session;
  - c. The SF122unv must be completed and submitted to the Field Agent prior to the approved make-up session; and
  - d. Upon completion of the make-up session, the School Commander shall present the SF122unv, Notification of Make-up, the SF120unv, Student Attendance Roster, and the SF121unv, Sign-in Sheet, to the Field Agent.

## **5.6 Extensions**

### **5.6.1 Medical Extensions**

- a. Students who are injured or develop a medical condition during the course of the school and are unable to obtain a medical release in order to complete a topic prior to the last day of OPOTC topics, may request a medical extension for the purpose of completing CBT course requirements.

**NOTE:** Any non-participation of these topics will be deemed as an absence;

- b. The procedure for requesting such a medical extension is as follows:
  1. School Commander submits documentation to the Executive Director.
  2. OPOTC Executive Director will review the paperwork and render a decision about the medical extension. The School Commander and student will be notified of the Executive Director's decision.
- c. Students who receive a medical extension complete their required training by the extension expiration date. Students who do not complete this training by the expiration date shall be deemed to have failed the school;
- d. Prior to the extension expiration date and in time for the required hours to be scheduled by the School Commander and taught, the student shall submit a Medical Release approved by their attending physician. If the attending physician refuses to clear the student, the student shall be deemed to have failed the school;
- e. If approved by the attending physician, the student must arrange to make up the required topics through the School Commander. The School Commander will notify the Field Agent of these scheduled make-ups no less than 24 hours prior to the scheduled topic(s);
- f. Upon completion of the required hours, the School Commander shall contact the Field Agent to schedule a closing audit of the student.

### **5.6.3 Closing Paperwork for Medical Extension Students**

- a. If the student passes, please submit the following paperwork:
  1. Notification of Make-up Hours (SF122unv);
  2. Student Attendance Roster (SF120unv) with only the date(s) and hours for the makeup(s) on it;
  3. Student Evaluation Record (SF160cbt);
  4. Copies of all applicable SPO score sheets available for review;

5. Copy of student's Medical Release;
  6. Qualification Form (EX705);
  7. Academy Roster (EX710) listing student(s) who will be taking the state certification examination;
  8. Closing letter (SF175unv).
- b. If the student fails, submit the following paperwork:
1. A written communication on academy letterhead stating the student failed to complete the assessment/SPOs successfully and thus failed the school; and
  2. Student Evaluation Record (SF160cbt).

### **5.6.2 Military Extensions**

If a member of the National Guard or military reservist is mobilized to active duty in the uniformed services while attending the basic school, the School Commander may request an extension for completion of basic training. The following documentation must be submitted to the Executive Director prior to the activation:

- a. A letter from the School Commander requesting the extension to include the date of activation, school name, and school number within ten days of the date of the order;
- b. A copy of the military orders; and
- c. An audit, conducted with the Field Agent, of the topics and hours completed by the student in the school.

The Executive Director will review the paperwork and render a decision about the military extension request;

If an extension is granted, upon completion of duty, the student will notify the School Commander of his/her return within 60 days of his/her completion date. Prior to permitting the student to return to training, the School Commander will submit a written request to the Executive Director requesting permission to plug the student into a school.

All make-ups must be completed in an OPOTC approved school. A copy of the student's DD214 or Release from Active Duty will be submitted;

A review of the current and original schools' curricula will be conducted in order to determine the hours and topics required for completion by the returning student, in order to be eligible to complete basic training and take the state certification examination; and

In some cases, at the discretion of the Executive Director, it may be in the student's best interest to retake the entire basic training course.

## **5.7 Class Time**

- 5.7.1** The School Commander shall ensure that instructors teach class for the entire time scheduled for each topic.
- 5.7.2** Clock hour requirement is based on a 50-minute hour allowing for a 10-minute break per hour. Breaks may not be combined (e.g., in order to shorten the class day, extend lunches, delay starting time, etc.)
- 5.7.3** Class time may not be used for instructor preparation (e.g., making copies, setting up audio visual equipment, etc.).

## **5.8 Scheduling the State Certification Examination**

- 5.8.1** After the closing audit is scheduled with the Field Agent and not sooner than 45 days prior to the last day of class in which OPOTC topics are taught, the School Commander shall contact the OPOTC Testing Coordinator to schedule an examination date. The state certification examination may not be scheduled sooner than 14 days after the last day of class in which OPOTC topics are taught and no sooner than 10 days after the final audit.
- 5.8.2** The Testing Coordinator will confirm the examination date by sending Form EX720 to the School Commander.
- 5.8.3** Any student who needs special accommodations to take the state certification examination must have his/her School Commander submit a completed Special Testing Accommodation Request/Checklist, EX735, to the OPOTC Executive Director. Requests for special needs examination must be made by the School Commander and should be submitted as soon as possible, but not later than 45 days prior to the last day in which OPOTC topics are taught. Along with the completed EX735, the School Commander shall submit the following documentation:
  - a. A description of the student's specific disability and the special accommodations requested. Such accommodation can include a request for an extended time limit, an oral examination, or both, and a detailed explanation of why these accommodations are needed;
  - b. A current (within three years) written diagnosis from a licensed physician, psychologist, or other qualified professional stating the student's specific disability and the specific nature of the disability or:
    - 1. An Individual Education Plan (IEP) or;
    - 2. A Multi-Functional Evaluation (MFE).

- c. The Executive Director will review the request and inform the testing staff of his/her decision;
- d. The OPOTC Testing Coordinator will then notify the School Commander of the Executive Director's decision;
- e. If the request has been approved, the Testing Coordinator will schedule a test date with the School Commander;
- f. Special needs examinations will be conducted at the OPOTA campus in London, Ohio, on an individual basis.

## **5.9 Collect and Grade Student Notebooks**

**5.9.1** The School Commander shall evaluate the students' notebooks as either satisfactory or unsatisfactory. If unsatisfactory, enter "X" in the applicable column (NB for Notebook) on the SF160cbt, Student Evaluation Form.

**5.9.2** Return notebooks to students after evaluating them.

## **5.10 Collect All SPO Score Sheets**

**5.10.1** The School Commander shall ensure that all skill area SPO score sheets have been properly completed by the student and instructor.

**5.10.2** The School Commander shall ensure that the SPO scores sheets for each student corresponds to the Curriculum Code for the school the student attended.

**5.10.3** The School Commander shall verify that the instructor signs each SPO score sheet. Original signatures are required; no stamped signatures will be accepted.

**5.10.4** SPO score sheets shall be categorized by skills area and arranged alphabetically to correspond with the Student Attendance Roster, SF120unv.

## **5.11 Records Management**

School Commanders are strongly encouraged to consult with legal counsel regarding their responsibility to maintain sign-in sheets, SPO score sheets, and other school records for each student who attends Corrections Officer Basic Training. For example, you may be requested for copies of sign-in sheets or SPO score sheets for eighteen months. See OAC 109:2-3-10 (A)(1).

## Section 6

### Closing Audit

Prior to the last day of class in which OPOTC topics are taught, the School Commander shall contact the Field Agent to schedule a final or closing audit. The closing audit must be conducted after the last day of class in which OPOTC topics are taught and no later than 10 days prior to the scheduled state certification examination. Any errors, omissions, or discrepancies in the closing paperwork shall be corrected before the closing documents are submitted to the OPOTC Certification Officer for final review and approval.

#### 6.1 Full Time Students

- 6.1.1 The following paperwork for corrections officer students who have taken the entire program must be submitted to the Field Agent at the closing audit: SF105, SF185, SF120, SF121, SF122, SF160, SPO sheets, EX705 and EX710. All documents submitted must be original, computerized and/or typed.
- 6.1.2 SF105unv – Revised School Calendar. This form shall include all dates, times, topics and instructors as it was actually conducted.
- 6.1.3 SF185unv – Notification of Change in Schedule
- 6.1.4 SF120unv – Student Attendance Roster
- 6.1.5 SF121unv – Student Sign-in Sheets. The School Commander shall keep the sign-in sheets on file and make them available for review by the Field Agent at the closing audit.
- 6.1.6 SF122unv – Notification of Make-up Hours. This form shall include a separate SF120unv, Student Attendance Roster, listing only the make-up hours for each student who was required to make up any portion of a training session.
- 6.1.7 SF160cbt – Student Evaluation Record. List student names in alphabetical order by last name, first name, middle initial. Complete all blanks for applicable skill areas with an “S” for satisfactory, a “U” for unsatisfactory, or “N/A” for not applicable. List percentage of non-mandatory Commission-required hours each student missed. Do not complete exam score. Commission personnel will complete this column.

Medical and military extension students shall be recorded as such on the hardcopy of the SF160cbt at closing. If these students later become eligible for the state certification examination, the School Commander will submit a supplemental completed electronic version of the form to [OPOTA@OhioAttorneyGeneral.gov](mailto:OPOTA@OhioAttorneyGeneral.gov) within two weeks of their initial exam or retest.

SF160cbt form shall be completed as follows:

- a. School name (no abbreviations);
- b. School number;
- c. Dates of school;
- d. Student names including all students enrolled by the third day of OPOTC topics (listed in alphabetical order by last name, first name, middle initial);
- e. Last 4 digits of the student's social security number;
- f. If the student failed any of the skills areas, mark with an "X"; otherwise, leave blank;
- g. If the student dropped out, withdrew, was excused or granted an extension, note next to their name;
- h. When the student completes training following an extension or fails to complete training following an extension (e.g., does not contact the School Commander upon return to complete training) note on the form and complete the remaining blocks;
- i. Enter the total percentage of non-mandatory OPOTC topics the student missed. This is calculated by dividing the number of non-mandatory hours missed by the total number of non-mandatory hours. Students who miss more than ten percent (10%) of OPOTC non-mandatory topics are not eligible to take the state certification examination;

**NOTE: Students who miss more than 10% of non-mandatory Commission-required hours are not eligible to take the state certification examination.**

**6.1.8** SF127cbt – SPO Score Sheet for Subject Control

**6.1.9** SF175unv – Closing Letter

**6.1.10** EX705 – Qualification Form. This form shall be completed as follows:

- a. Complete the entire form.
- b. Include only one school name and number for each EX705.
- c. All corrections officer schools must be audited by the Field Agent prior to testing. The Field Agent must sign and date the completed EX705 form in order for the school to be eligible to test.
- d. Fax signed EX705 to Commission testing staff no less than two (2) business days prior to the state certification examination.
- e. Include a copy of the EX705 with the closing paperwork.

**6.1.11** EX710 – Academy Roster.

- a. Complete the entire form, listing student names alphabetically by last name, first name, and middle initial;
- b. List all students alphabetically include Prior Equivalent students;
- c. The form shall be typed or computer-generated;
- d. List only those students who are eligible to test and who will be attending on that particular test date;

- e. Send signed EX710 to the Testing Coordinator at least 48 business hours prior to the scheduled date;
- f. A copy of the EX710 shall be sent with the closing paperwork to the OPOTC Certification Officer through the Field Agent.

## **6.2 Non-Fulltime Students**

### **6.2.1 Prior Equivalent Students**

- a. SF525cbt – OPOTC Prior Equivalency Training Determination form.
- b. SF120unv – Student Attendance Roster. Complete with only prior equivalent students and dates indicating assigned topics were taught. List topic numbers for all topics on last line of SF120unv.
- c. SF122unv – Notification of Make-up Hours. This form shall include a separate SF120unv, Student Attendance Roster, list only the make-up hours for each student who was required to make up any portion of a training session.
- d. SF160cbt – Student Evaluation Record. List school name, school number, and students in alphabetical order. Complete all applicable areas for skills area with “S” or “U”, mark N/A for skills not assigned.
- e. Do not complete the examination score, OPOTC will complete this column.
- f. SPO sheets are to be available for review by the Field Agent and kept on file by the Commander.

## **Section 7**

### **Post State Certification Examination**

#### **7.1 Post State Certification Examination**

- 7.1.1** The Commission Testing Coordinator will contact the School Commander with the test results. The examination results will be released to the School Commander or a designated contact person.
- 7.1.2** The Testing Coordinator will score the examination and notify the School Commander of the scores within five (5) business days following the examination. Please wait for the call from the Testing Coordinator regarding testing results. The School Commander or designated contact person will be notified as soon as test results are available.
- 7.1.3** Requests pertaining to testing arrangements or examination results shall be made by the School Commander or designated person. Students shall be instructed to contact the Commanders directly for testing arrangements and examination results.
- 7.1.4** Students who fail the examination will be permitted one retest. The retest will be scheduled by the Testing Coordinator to take place within two weeks of the original test date. This also applies to no-shows with one retest remaining. The School Commander will be notified of the retest date at the same time the School Commander receives the test results.
- 7.1.5** Students who fail the retest must repeat the entire Corrections Officer Basic Training course in order to take the examination again.

## **Section 8**

### **Post-Closing Procedures**

#### **8.1 Certification of Students**

- 8.1.1** OAC 109:2-9-06 establishes that upon successful completion of an approved full-service corrections officer training school, a person assigned to the position described in rule 109:2-9-01(F) of the Administrative Code shall be awarded a certificate of completion by the executive director.
- 8.1.2** The Corrections Certification Officer will review all documents in the closing package.
- 8.1.3** Corrections Officer certificates are only issued to persons appointed to a full service corrections facility.
- 8.1.4** Certificates will be returned to the School Commander for his/her signature.
- 8.1.5** The School Commander is responsible for distributing certificates to the students.
- 8.1.6** Prior Equivalent certificates and update letters will be sent to the Appointing Authority.
- 8.1.7** School Commanders must inform all prior equivalent students of the following:
  - a. Upon satisfactorily completing the corrections basic training hours assigned by OPOTC, the student must successfully pass the full state certification examination.
  - b. Prior equivalent students who fail the examination will be permitted one retest.
  - c. Prior equivalent students who fail the retest must then take the entire corrections basic training course in order to take the state certification examination again.