

PRIVATE SECURITY ACADEMIC TRAINING OPENING CHECKLIST	PRIVATE SECURITY ACADEMIC TRAINING CLOSING CHECKLIST	
School Name _____ School Commander _____ Proposed Dates _____	School Name _____ School Number _____ Dates _____	
<b>SF100unv – APPLICATION FORM</b> _____ RECEIVED 21 CALENDAR DAYS PRIOR TO START OF ACADEMY TYPED _____ TOTAL NUMBER OF HOURS _____ _____ NUMBER OF NON-MANDATORY HOURS _____ _____ APPLICATION FEE – ENTER CHECK/M.O./P.O. # AND AMOUNT  <b>SF105unv – CALENDAR</b> _____ 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: 3-3) _____ OPOTC TOPIC TITLE RECORDED (EXAMPLE: DRUG AWARENESS) _____ LIST ONLY INSTRUCTORS SCHEDULED TO TEACH OPOTC _____ REQUIRED TOPICS – 6 MINIMUM _____ INSTRUCTOR'S LAST NAME, FIRST NAME, OPOTC CERTIFICATION _____ NUMBER AND EXPIRATION DATE _____ ONLY OPOTC SUBJECTS AND TOPICS APPEAR ON CALENDAR _____ ½ HOUR BREAK FOR EVERY TRAINING SESSION THAT EXCEEDS 5 HOURS _____ “ORIGINAL” CALENDAR SUBMITTED _____ SCHOOL COMMANDER TO VERIFY CURRENCY OF FIRST AID/CPR/AED INSTRUCTOR(S) – SUBMIT COPY OF INSTRUCTOR CARD FROM NATIONAL PROGRAM  <b>ON-SITE INSPECTION</b> _____ CURRENT ON-SITE INSPECTION FORM ON FILE	<b>SF120unv – ATTENDANCE ROSTER</b> _____ ORIGINAL SUBMITTED _____ SCHOOL NAME, NUMBER & DATES _____ RECORDED (TOP OF PAGE) _____ ATTENDANCE ROSTER SHOWS OPOTC-REQUIRED TOPICS ONLY _____ MANDATORY TOPICS CLEARLY INDICATED – INDICATE MANDATORY TOPIC NUMBER UNDER DAY TAUGHT _____ STUDENTS' NAMES LISTED ALPHABETICALLY (LAST NAME, FIRST, MIDDLE) _____ COMMANDER NOTES HRS. OF ACTUAL ATTENDANCE PER STUDENT PER DAY  <b>SF105unv – REVISED TRAINING CALENDAR (IF REQUIRED)</b> _____ TYPED _____ REVISED CALENDAR INDICATED _____ RE-CHECK RATIOS ON INSTRUCTORS TO STUDENTS IN APPLICABLE SKILLS AREAS  <b>SF185unv – NOTIFICATION OF CHANGES IN COURSE SCHEDULE</b> _____ TYPED  <b>SF155ps – STUDENT EVALUATION RECORD</b> _____ ORIGINAL SUBMITTED _____ SCHOOL NAME & NUMBER RECORDED (TOP OF PAGE) _____ FAILED SKILLS AND NOTEBOOK INDICATED WITH AN “X” _____ % OF OPOTC HOURS MISSED (MAX OF 10% OF OPOTC NON-MANDATORY HRS. ALLOWED)	<b>SF122unv – NOTIFICATION OF MAKE-UP HOURS (IF REQUIRED)</b> _____ MAKE-UP ATTENDANCE ROSTER ATTACHED (SF120unv)  <b>SF175unv – LETTER OF CERTIFICATION (CLOSING LETTER)</b> _____ TYPED _____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER  <b>SPO SHEETS REVIEWED</b> _____ SF123ps – FIRST AID/CPR/AED PROFICIENCY TESTING RECORD _____ SF127ps – SUBJECT CONTROL TECHNIQUES PROFICIENCY TESTING RECORD _____ SF134ps – INCIDENT COMMAND SYSTEM (ICS) PROFICIENCY TESTING RECORD _____ SF136ps – NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)  <b>SPO SHEETS REVIEWED &amp; SUBMITTED (IF FIREARMS TRAINING IS INCLUDED)</b> _____ SF130ps – REVOLVER PROFICIENCY TESTING RECORD _____ SF135ps – SEMI-AUTO PISTOL PROFICIENCY TESTING RECORD _____ SF140ps – SHOTGUN PROFICIENCY TESTING RECORD _____ SF145ps – FIREARMS WRITTEN SPO TEST  <b>EX705 – STATE CERTIFICATION EXAMINATION AUTHORIZATION DATA (EAD) FORM</b> _____ TYPED _____ VERIFY CURRICULUM CODE _____
<b>ENROLLMENT PACKET:</b>  <b>THE FOLLOWING PAPERWORK MUST BE SUBMITTED TO THE OPOTC FIELD AGENT NO LATER THAN THE THIRD DAY OF CLASS:</b>  _____ SF110unv – STUDENT ENROLLMENT LIST (TYPED WITH STUDENTS LISTED IN ALPHABETICAL ORDER) _____ SF115unv – STUDENT ENROLLMENT FORM/CERTIFICATION RECORD _____ SF104unv – FERPA CONSENT TO RELEASE STUDENT INFORMATION _____ SF101unv – STATEMENT OF UNDERSTANDING (IF FIREARMS TRAINING IS INCLUDED)	<b>COMPLIANCE SPECIALIST</b> _____ <b>DATE</b> _____	