

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 Specialist _____ 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