STAND-ALONE REFRESHER OPENING CHECKLIST

School Name _____

School Commander _____ Proposed 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: LAWS OF ARREST)
____ 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

ON-SITE INSPECTION

____ CURRENT ON-SITE INSPECTION FORM ON FILE

STAND-ALONE REFRESHER CLOSING CHECKLIST

School Name _____

School Number _____ Dates _____

ENROLLMENT PACKET

____ **SF110unv – STUDENT ENROLLMENT LIST**
  ____ STUDENTS LISTED ALPHABETICALLY
  ____ ALL SIGNED BY SCHOOL COMMANDER
____ **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.)
____ HOURS OF ACTUAL ATTENDANCE RECORDED 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

SF155bas – STUDENT EVALUATION RECORD

____ TYPED
____ SCHOOL NAME & NUMBER RECORDED (TOP OF PAGE)
____ FAILED NOTEBOOK 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 – QUALIFICATION FORM

____ TYPED
____ VERIFY CURRICULUM CODE _____

EX710 – ACADEMY ROSTER

____ TYPED

CERTIFICATION OFFICER_____ DATE _____