

STATE CERTIFICATION EXAMINATION



INFORMATION AND GUIDELINES

Ohio Peace Officer Training Commission
Education & Policy Section

• P.O. Box 309 • London, Ohio 43140 • PHONE: 800-346-7682 • FAX: 866-393-1275 •

OPOTCEducationandPolicy@OhioAttorneyGeneral.gov

OPOTC STATE CERTIFICATION EXAMINATION (SCE) INTRODUCTION



This packet contains information pertaining to your upcoming OPOTC State Certification Examination (SCE). Please review this information carefully and complete all of the following:

- Share the “State Certification Examination Student Guidelines” found on page 4 with each student that will be taking the SCE. We highly encourage the distribution of one copy to each student.
- Provide students with the SCE site information found on pages 12-13. This location specific information corresponds with the site where they will be taking the SCE. In addition to providing students with directions to the facilities, this information also specifies rules and policies that are unique to each location.
- Advise students that failure to abide by any of the OPOTC SCE rules may result in their removal from the examination and that further administrative action may be taken.
- Complete the necessary SCE forms and submit them to the OPOTC Education and Policy Section (ATTN: OPOTC Testing Coordinator) upon completion of the final audit. These forms must be received at least five (5) business days prior to the scheduled examination.

Please refer to the remainder of this packet for more information regarding the SCE process. If you have any questions or concerns prior to the examination, please contact us at 1-800-346-7682, or by email at OPOTCEducationandPolicy@OhioAttorneyGeneral.gov.

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OPOTC STATE CERTIFICATION EXAMINATION (SCE) STUDENT GUIDELINES

1. Students shall allow enough time to arrive at the assigned examination site at least 30 minutes prior to their scheduled examination. Students should consider traffic, construction and weather conditions when determining travel time. Students arriving late will not be permitted to take the SCE, which may result in the equivalent of a failure. If this occurs, it is the student's responsibility to advise their School Commander as soon as possible.
2. Students shall park vehicles in designated areas as described in the Examination Site Guidelines on pages 12-13.
3. Students are required to present a government issued photo I.D. (e.g. State driver's license or Armed Forces I.D.) **and** bring at least two (2) sharpened #2 lead pencils.
4. Students shall conduct themselves in a professional manner at all times. Students shall present themselves with appropriate dress in either their academy uniform or business-casual attire. **Clothing items such as jeans, shorts, t-shirts, tennis shoes, and flip flops are not acceptable.**
5. Students shall not bring any other items into the testing room. Prohibited items include:
 - Food and drinks
 - Cell phones and pagers (watches are permitted with silent mode setting)
 - Weapons of any type
 - Jackets, coats and hats (to include head covers of any type)
 - Purses, briefcases, backpacks, satchels, etc.
 - Notebooks, study guides, paper or other materials of any kind
6. Students are to remain outside the SCE testing room until the OPOTC Testing Coordinator allows them to enter.

AFTER ENTERING THE SCE TESTING ROOM:

1. Students will be directed to their seats, where they will remain quiet. Students **will not** open their examination booklets until advised to do so.
2. Students are not permitted to communicate with one another.
3. Students are not permitted to write in or mark on their examination booklets in any way. If markings are found, administrative action may be initiated to include dismissal from the SCE.
4. Anyone suspected of academic dishonesty will be immediately removed from the SCE testing room and the matter will be adjudicated by the OPOTC Executive Director.
5. Students should carefully review their answer sheets to ensure that each answer bubble has been filled in neatly and, when necessary, erased completely. Failure to do so could result in a lower final score.

UPON COMPLETION OF THE SCE:

1. Students shall return their examination booklet and answer sheet to the OPOTC Testing Coordinator.
2. Students shall quietly exit the SCE testing room, taking all belongings with them.
3. Students shall immediately leave the area surrounding the entrance to the SCE testing room.
4. Students will not be permitted to re-enter the SCE testing room for any reason until the examination has officially ended.

OPOTC STATE CERTIFICATION EXAMINATION (SCE) LENGTHS AND TIME LIMITS

The total number of questions and allotted times for each SCE category is as follows:

PEACE OFFICER BASIC	Questions	Time Limit
Basic Peace Officer (BAS)	200	2-1/2 hours

REFRESHER BASIC TRAINING	Questions	Time Limit
Refresher for Basic Peace Officer (REF)	25	30 minutes

CORRECTIONS FACILITY: FULL SERVICE	Questions	Time Limit
Corrections Basic Training (CBT)	145	2 hours

JAILER	Questions	Time Limit
Jailer Basic Training (JBT)	80	90 minutes
Jailer Sworn Police (JSP)	26	30 minutes
Jailer Contact Training (JCT)	16	30 minutes
Jailer 12-Hr. Training (JTH)	20	30 minutes

PRIVATE SECURITY	Questions	Time Limit
Private Security (PSA)	135	2 hours

* SCE information is subject to change subsequent to official OPOTC Lesson Plan modifications.

OPOTC STATE CERTIFICATION EXAMINATION (SCE)

RESULTS

The OPOTC Education and Policy Section has up to five (5) business days following the SCE to complete the grading process and inform the School Commander of the results. Students are prohibited from directly contacting the Commission Staff for SCE results. School Commanders are highly encouraged to share SCE results with students as soon as possible.

RE-TESTS

All OPOTC State Certification Examinations require a passing score of 70%.

Students who fail the initial examination may be permitted one (1) re-test. Any approved SCE re-test would be scheduled to take place within approximately two (2) weeks of the original SCE date. The School Commander will be notified of possible SCE re-test dates when the initial SCE results are released.

Students who fail the SCE re-test must repeat the entire basic training program before once again being eligible to take the SCE.

MAKE-UP EXAMINATIONS

All students are required to test together as a school on the assigned SCE date. If a student does not attend the examination with his/her original academy, or if for any reason the student is not permitted to take the SCE by the OPOTC, the student will tentatively receive an automatic failure for that examination. When this occurs, the School Commander will be notified of a student's failure to attend the SCE via OPOTC Form EX730 (Examination Absence Notification).

The School Commander will be responsible for completing the EX730 and returning it to the OPOTC Education and Policy Section within two (2) days of its receipt. The School Commander shall mark on the EX730 their recommendation to count the SCE absence as a failure, or request approval for a Make-Up SCE for the student in question. If the latter is requested, the EX730 must indicate an acceptable reason for missing the examination as provided by the student. Upon approval, the student will be re-scheduled for another SCE attempt approximately two (2) weeks after the original SCE date.

If a make-up examination is approved, the SCE absence in question will not count against the student's two (2) allowable SCE attempts. However, if the missed SCE is counted as a failure by the OPOTC, the student will be charged with one (1) SCE failure.

OPOTC STATE CERTIFICATION EXAMINATION (SCE)

PRIOR NOTIFICATION MAKE-UP

If prior to the SCE date it is known that a student will be unable to attend their school's scheduled OPOTC examination, the School Commander shall call the OPOTC Testing Coordinator stating the reason the student cannot attend and request a make-up exam.

If the request is approved, the student will be scheduled to take the SCE on a different date. If the request is not approved, the student will be expected to attend the originally scheduled examination or receive a failure for the SCE in question.

EXAMINATION FORMS

The following forms must be submitted to the OPOTC Education and Policy Section at least **five (5)** business days prior to the scheduled SCE.

FORM EX705 – QUALIFICATION FORM

- Include only one (1) school name and number on each EX705 form. The assigned prefix is part of the school number. Please include the prefix in all correspondence – (e.g., BAS10-001).
- The EX705 must be signed and dated by the School Commander and the OPOTC Compliance Officer prior to submission to the OPOTC Education and Policy Section Testing Coordinator.

FORM EX710 – STUDENT ROSTER FORM

- List students **alphabetically** by last name, including any prior equivalent students.
- List only those students who are eligible to test and will be attending the examination on that specific SCE date.
- If refresher students are plugged into a Peace Officer Basic School (BAS), list the students alphabetically by last name on the back of the EX710 in the “Students Taking Plug-In Course/Exam” section.
- If refresher students are attending a stand-alone Refresher for Peace Officer Basic School (REF), list the students alphabetically by last name on the front of the EX710.
- If JSP, JCT or JTH students are plugged into a Jailer Basic Training School, list the students alphabetically by last name on the back of the EX710 in the “Students Taking Plug-In Course/Exam” section.
- If JSP, JCT or JTH students are attending a stand-alone JSP, JCT or JTH school, list the students alphabetically by last name on the front of the EX710.
- The EX710 must be signed and dated by the School Commander and the OPOTC Compliance Officer prior to submission to the OPOTC Education and Policy Section Testing Coordinator.

OPOTC CONTACT INFORMATION

Completed copies of all SCE forms must be sent to the OPOTC Education and Policy Section by one of the following options:

Email: OPOTCEducationandPolicy@OhioAttorneyGeneral.gov

Fax: 866-393-1275

Postal Delivery: Ohio Peace Officer Training Commission
Education and Policy Section
ATTN: Testing Coordinator
P.O. Box 309
London, OH 43140

*Please ensure use of current form versions. Electronic copies are available online at www.OhioAttorneyGeneral.gov/OPOTA under Law Enforcement Training Forms.

*School Commanders are advised to keep completed copies of all forms on file.



Ohio Peace Officer Training Commission State Certification Examination Qualification Form

SCHOOL NAME: _____ COUNTY: _____

SCHOOL #: (Include prefix) _____ CURRICULUM CODE: _____

DATE OF EXAMINATION: _____ TIME: _____ LOCATION: _____

SCHOOL COMMANDER: _____

PHONE NUMBER: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____

PEACE OFFICER BASIC TRAINING

PEACE OFFICER BASIC TRAINING (BAS) NO. OF STUDENTS _____

REFRESHER BASIC TRAINING (REF) NO. OF STUDENTS _____

CORRECTIONS TRAINING FOR A FULL SERVICE FACILITY

CORRECTIONS BASIC TRAINING (CBT) NO. OF STUDENTS _____

JAILER TRAINING

JAILER BASIC TRAINING (JBT) NO. OF STUDENTS _____

JAILER SWORN POLICE OFFICER TRAINING (JSP) NO. OF STUDENTS _____

JAILER CONTACT TRAINING (JCT) NO. OF STUDENTS _____

JAILER 12-HOUR BASIC TRAINING (JTH) NO. OF STUDENTS _____

PRIVATE SECURITY TRAINING

PRIVATE SECURITY TRAINING (PSA) NO. OF STUDENTS _____

School Commander Signature

Date

Field Agent Signature

Date



Ohio Peace Officer Training Commission State Certification Examination Student Roster

FAX TO: OPOTC TESTING COORDINATOR – 866-393-1275

SCHOOL NAME: _____ **SCHOOL #:** *(Include prefix)* _____

SCHOOL COMMANDER: _____ **NUMBER OF STUDENTS:** _____

DATE OF EXAMINATION: _____ **LOCATION:** _____

***List *alphabetically* by last name those students who are eligible to test.**

OPOTC Use Only	*LAST NAME	FIRST NAME	M.I.	SSN #	D.O.B. (mm/dd/yy)	EMPLOYING AGENCY
	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
	11.					
	12.					
	13.					
	14.					
	15.					
	16.					
	17.					
	18.					
	19.					
	20.					

_____ **School Commander Signature** _____ **Date** _____ **Field Agent Signature** _____ **Date**

State Certification Examination Student Roster

OPOTC Use Only	*LAST NAME	FIRST NAME	M.I.	SSN #	D.O.B. (mm/dd/yy)	EMPLOYING AGENCY
	21.					
	22.					
	23.					
	24.					
	25.					
	26.					
	27.					
	28.					
	29.					
	30.					
	31.					
	32.					
	33.					
	34.					
	35.					
	36.					
	37.					
	38.					
	39.					
	40.					

STUDENTS TAKING PLUG-IN COURSE/EXAM

	1.					
	2.					
	3.					
	4.					

School Commander Signature

Date

Field Agent Signature

Date

Exam Site Guidelines & Directions

TRAINING AND EDUCATION CENTER (TEC)

(On the grounds of London Correctional Institution)
1580 St. Rt. 56, London, Ohio 43140
(740) 852-2454, ext. 1096 or (740) 845-3128

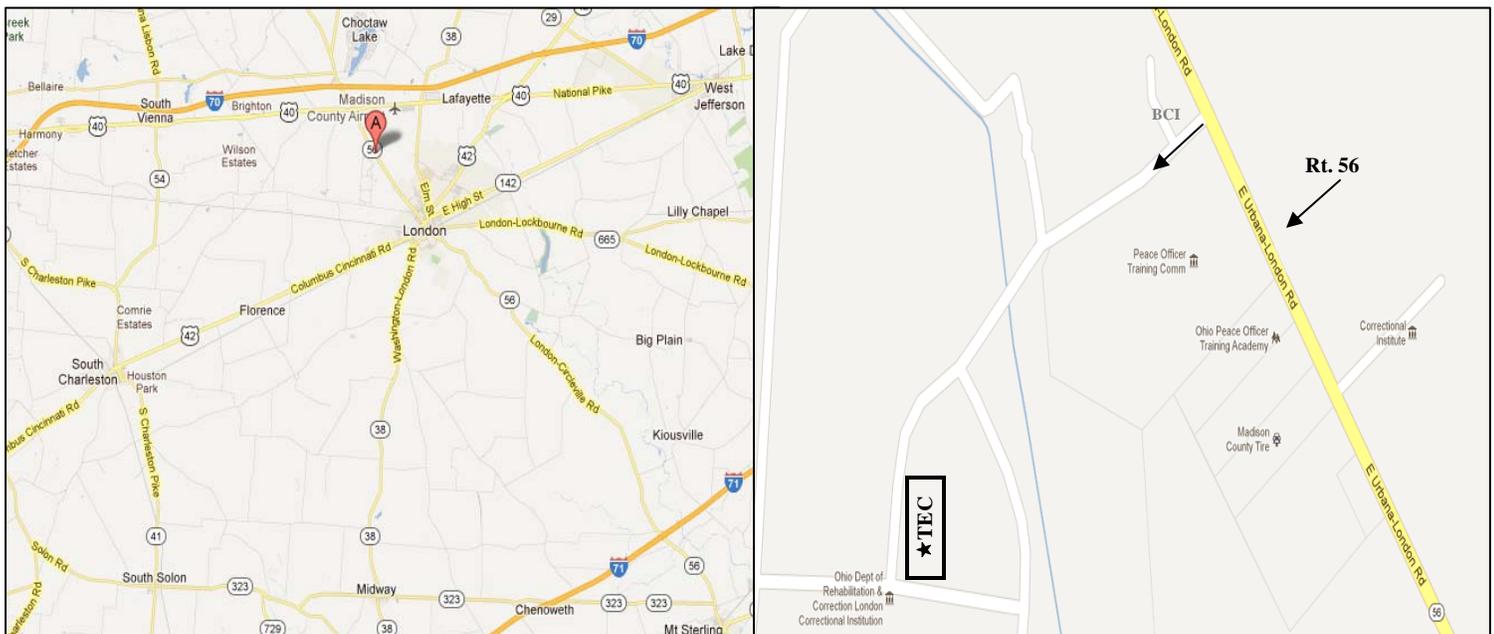
1. Park your vehicle in the designated areas in the front of the TEC building. **DO NOT** park in the first row (reserved for employee parking only). **ONLY** park in the prison parking lot (located across the street) if there is no available space left in the TEC Parking Lot. **DO NOT** wait in your vehicle, there is a waiting area located inside the building.
2. Vehicles may be subject to search by staff of the London Correctional Institute. **NO FIREARMS** or any other weapons are permitted on the premises. Any violations to this policy will result in administrative action and possible criminal charges.
3. The main entrance is to the right of the building when facing the front. There will be signs as soon as you enter the building that direct you to the waiting room. **DO NOT** congregate in the front lobby. Ohio Department of Rehab & Corrections employees work here. **DO NOT ROAM THE HALLWAYS OF THIS FACILITY!** This building serves as a rehabilitation facility for inmates. There are inmates throughout the facility and the surrounding premises. **DO NOT ATTEMPT TO CONVERSE WITH THE INMATES.**
4. **NO SMOKING OR USE OF ANY TOBACCO PRODUCTS IS PERMITTED ON THE PREMISES!!!**

From Columbus or points East: Take I-70 West to Route 56/London exit and turn left onto Route 56. Continue south approximately 2 miles on Rt. 56. Turn right at the London Correctional Institution sign. Then follow the below directions (**).

From Dayton or points West: Take I-70 East to Route 56/London exit and turn right onto Route 56. Continue south approximately 2 miles on Rt. 56. Turn right at the London Correctional Institution sign. Then follow below directions (**).

From Cincinnati or points South: Take I-71 North to the Mount Sterling/London exit at Route 56. Turn left onto Route 56; follow this North through the town of London, approximate distance (8-10 miles). The Training and Education Center is located north of the town of London approximately 2 miles. Turn left at the London Correctional Institution sign. Then follow below directions (**).

(**) This road separates the Bureau of Criminal Investigation (BCI) and the Ohio Peace Officer Training Academy (OPOTA). Continue on this road for ½ mile to the one-story brick building on your left, which is the Training and Education Center (TEC), located in front of the London Correctional Institution.



Exam Site Guidelines & Directions

OHIO PEACE OFFICER TRAINING ACADEMY – RICHFIELD CAMPUS

4055 Highlander Parkway – Suite B, Richfield, Ohio 44286
(888)436-7282 or (330)659-2311

1. Park in the back parking area marked “Student Parking” only. This is the area located directly behind the facility on the west side of the building.
2. Students are encouraged to arrive early to ensure they can find the facility and a parking spot. Students will not be permitted to enter the building until 30 MINUTES prior to the State Certification Exam. Students are welcome to wait in the rear parking area until this time. If necessary, students may enter the building to use the restrooms and must exit the building immediately afterward. Restrooms are located on the right side of the main hallway.
3. At the 15-minute mark, enter the building through the OPOTA entrance located on the south side of the building. Wait quietly in the break room or main hallway until you are called into the auditorium.
4. When finished with the SCE, students must exit the building. If waiting for others to finish testing, plan to meet in the rear parking lot or another off-campus location.

From I-77 northbound or southbound, Exit 143, (Wheatley Road), proceed west to traffic signal (Brecksville Road). Left on Brecksville Road, then right onto Highlander Parkway. Office of the Ohio Attorney General, Forensic Laboratory and Training Facility will be on the right.

From 1-271 northbound, Exit 9, (Brecksville Road) proceed south to second traffic signal, turn right onto Highlander Parkway. Office of the Ohio Attorney General, Forensic Laboratory and Training Facility will be on the right.

From I-271 southbound, Exit 10, I-77 southbound, exit 143, (Wheatley Road) proceed west to traffic signal (Brecksville Road). Left on Brecksville Road, then right onto Highlander Pkwy. Office of the Ohio Attorney General, Forensic Laboratory and Training Facility will be on the right.

From I-80 (Ohio Turnpike) east or west, Exit 173, proceed to I-77 southbound, exit 143 (Wheatley Road) proceed west to second traffic signal (Brecksville Road). Left on Brecksville Road, then right onto Highlander Parkway. Office of the Ohio Attorney General, Forensic Laboratory and Training Facility will be on the right.

