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OHIO ATTORNEY GENERAL



Ohio Peace Officer Training Commission
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2024 Standards and Curriculum Update

Update Bulletin

March 29, 2024

Dear Commanding Officers,

As we continue to uphold the highest standards of law enforcement professionalism and excellence, it is imperative to remain informed and adaptive to the evolving landscape of our profession. With this in mind, we are pleased to announce updates within the Professional Standards and Curriculum sections of the Ohio Peace Officer Training Commission. These updates encompass various aspects, including the implementation of a new electronic notice of appointment and separation process, recommendations for a streamlined timeline for new hires, electronic Continuing Professional Training (CPT) reporting, as well as updates and requirements set forth by the legislature. Furthermore, we hope to provide clarity on the certification process for new officers, ensuring a seamless transition into their roles within your agencies.

We understand that navigating multiple changes can present challenges, but it is during these times of transition that our resilience and dedication shine the brightest. While adjustments may initially pose challenges, they also present opportunities for innovation and improvement. Your commitment to excellence and unwavering dedication to serving our communities remain the cornerstone of our mission. Let us approach these changes with optimism, knowing that each adjustment brings us one step closer to achieving our shared vision of a safer, more secure future for all.

Thank you for your continued leadership and commitment to upholding the highest standards of professionalism within our ranks.

Sincerely,

Courtney DeLong

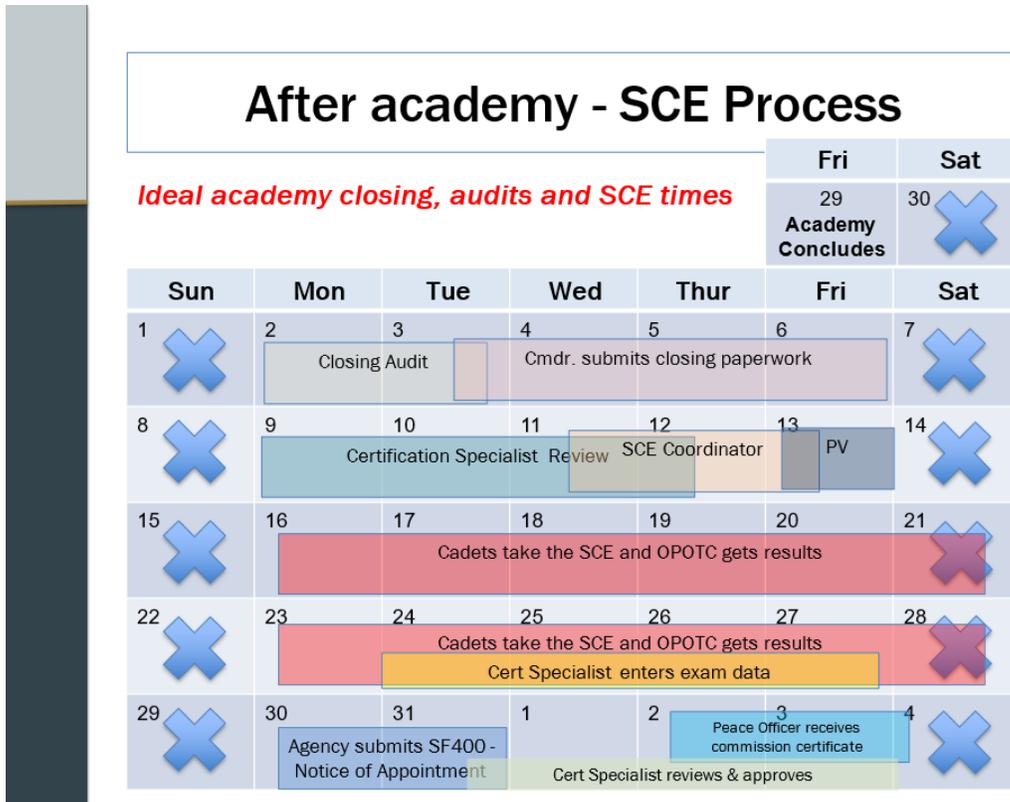
Assistant Executive Director – Ohio Peace Officer Training Commission
Office of Ohio Attorney General Dave Yost

Professional Standards Updates

State Certification Exam (SCE) to issuance of Certificate

- Following the conclusion of a basic academy, the journey towards receiving a commission certificate spans approximately three weeks. Initially, the academy undergoes a closing audit conducted by a Field Compliance Specialist to ensure all training requirements are met.
- Academy paperwork is submitted to OPOTC, and an exhaustive review ensures student testing eligibility. Adequate time is allotted for thorough preparation for testing, with up to 30 days permitted for examination administration. Upon completion, exam data is entered by Certification staff.
- The appointing authority can now electronically submit the Notice of Peace Officer Appointment (SF400), which is reviewed by Certification Staff for approval.
- Finally, after meticulous scrutiny and validation, the commission certificate is issued, marking the culmination of the rigorous process and the official recognition of the individual as a peace officer.

The below calendar exemplifies our preferred process, delineating working days as a breakdown of the real administrative timeline for multiple programs spanning the entirety of the state of Ohio.



Notices of appointment and separation (SF400/SF401)

- As part of our ongoing modernization efforts, OPOTC has transitioned away from the use of paper SF400 and SF401 PDF form versions.
- **Effective 1/1/2024, agencies must submit the standard SF400/SF401 forms electronically by entering the appointment and separation information via the [OPOTA Portal](#).**
- **Notices of appointment submitted to a basic academy as part of the enrollment process will not be accepted.**
- **Notice of appointment to a peace officer position within the OPOTA Portal is required for the officer to be awarded a certificate of completion by the executive director.**
- It is important that each agency submits notices of appointment and separation no later than ten days after the occurrence of the event being reported so that your agency roster remains accurate for CPT reporting.
- **OPOTC will no longer send follow-up notice to the officer and the appointing agency if the officer is up to date on all required training at the time of appointment. Officers who have overdue training or have had a break in service requiring a refresher will continue to receive notices outlining the training that is required.**

Below you will find an example of a balanced introduction to a career in law enforcement, incorporating legal education and policy application alongside practical training in defensive tactics and firearms safety.

Between SCE and actual certification:

- *New hire will take the state certification exam (reference: OAC 109:2-1-11),*
- *Agency submits notice of appointment to OPOTC upon individual passing the exam,*
- *Internal training begins while awaiting arrival of certification,*
- *Suggested topics and preparation:*
 - *Agency policies and procedures, including ethics, chain of command, organizational culture,*
 - *Hands-on training in defensive tactics, including arrest techniques and self-defense,*
 - *Application of agency policies in real-life scenarios,*
 - *Role-playing exercises to practice decision-making within the framework of agency policy and legal guidelines,*

- *Review of legal aspects related to firearm use, including justifications for use of deadly force,*
- *Advanced defensive tactics training, focusing on de-escalation techniques and crisis intervention strategies,*
- *Specialized training in handling vulnerable populations in your community (juveniles, mentally ill individuals, victims of violence),*
- *Final assessments and evaluations, including any written exams and practical demonstration of skills as deemed appropriate by agency.*
- **Note:** *The above suggested topics are a proposed, valuable use of the time to better prepare each officer while awaiting certification.*

Upon receipt of certification from OPOTC, the new officer can officially function as a peace officer.

You may contact your assigned Certification Specialist should you have questions about an officer's training history. You may also review officer appointment history on the [public record page on our website.](#)

Public Records

- The Ohio Peace Officer Training Academy (OPOTA) and the Ohio Peace Officer Training Commission (OPOTC) public records portal allows you to view publicly available information about current and former peace officers in the state of Ohio. The records that are accessible through this portal reflect the most up-to-date training and appointment records in the possession of OPOTA and OPOTC.
- Advanced training records for each officer reflect only courses scheduled directly through OPOTA. Many officers complete substantial advanced training through their employing agency or other organizations. OPOTA does not maintain, and cannot provide, records of such training.

INFORMATION REGARDING RECIPROCAL OCCUPATIONAL CERTIFICATE REQUESTS

- There are three avenues by which an individual can seek reciprocity licensure in the State of Ohio.
 - [R.C. 4796.03](#) (those with out-of-state occupational licenses or government certifications).
 - [R.C. 4796.04](#) (allows for uncommon situations where an applicant has a private certification and seeks licensure from OPOTC).
 - [R.C. 4796.05](#) (those with adequate work experience in a state that doesn't offer licensure in a particular field, or adequate experience obtained in the uniformed services).
- Under [R.C. 4796.08\(B\)](#) and [R.C. 109.77\(E\)](#), an applicant seeking to become a peace officer is required to complete a criminal records check.
- Completed Requests for Reciprocal Occupational Certificate (SF410unv) can be sent to ProfessionalStandards@OhioAGO.gov of the Ohio Peace Officer Training Commission.
- The applicant will receive a reciprocal occupational determination letter within sixty days from the date that a "complete" application is received. An application is not considered complete until the applicant has submitted a completed application with all necessary documentation, and the results of the criminal records check (if applicable) have been received.
- All applicants shall be required to sit for and successfully complete a statewide certification exam set forth in [R.C. 4796.08\(A\)](#) and, prior to carrying a firearm during the course of their official duties, shall successfully complete a firearms requalification course pursuant to [R.C. 109.801](#).

OPOTA Portal: Roster Management and CPT Reporting

Roster Management Roles

- By default, the Commanding Officer on record for your agency has access to the Roster Management Application.

- Officers or agency administrators assigned the role of 'Agency Roster Authority' will also have access to the Roster Management Application. Agencies who wish to assign this role to other users must submit a request from the Commanding Officer to ProfessionalStandards@OhioAGO.gov.
- Once authenticated, these two roles will see the Roster Management Application on their Dashboard (users without either role will not see this).
- Selecting this application will display your Agency Roster for the calendar year. You may view/search/sort this list.
- You may also save this list as a PDF (this will be saved to your download folder).
- Any corrections to your Roster shall be managed by submission of electronic appointments, status changes and separations in the Portal.

Agency Roster Submission

- Once per year, between October 1st and December 31st, you must submit your Roster to OPOTA ([R.C. 109.761\(B\)](#)).
- Once you confirm the attestation, your Roster will be saved to OPOTA. You may only submit once for the calendar year.

Agency CPT Management Page

- If your agency has been designated as CPT Reimbursable by OPOTA, you must record an hourly rate for each officer before you are permitted to record time. The hourly rate in place when time is entered is the rate the training hours will be reimbursed.
- Agencies that have been designated as non-CPT Reimbursable will not be able to enter an hourly rate and may only enter time.
- Officers who have transferred into your agency during the CPT year may have had time recorded by their previous agency. In this instance, you will not be able to modify the hours recorded by the previous agency. These officers will have an "*" displayed before their name on the maintenance grid.
- **Completed training must be reported in the OPOTA Portal prior to officer separation.**

- Keep in mind that for CPT to be credited to an officer's training record the lesson plan must be pre-approved and the instructor teaching the course must meet the requirements of the OAC to instruct the course.

CPT Management Roles

There are three CPT user roles –

- CPT Approver – this role may maintain training hours, salary information, request an extension for an officer's deadline and approve the Agency CPT Tracking. This role may grant the two remaining roles to officers on the CPT Tracking list. This role is reserved for the Agency CEO or their delegate.
- CPT Maintenance – this role may maintain training hours, salary information and grant CPT Officer role to officers on the CPT Tracking list.
- CPT Officer – this role may maintain hours for their own officer record on the CPT Tracking list. They may not adjust their salary information.

Each Commanding Officer is automatically assigned the role of CPT Approver. Once the CPT Approver has been established, that Portal user is responsible for delegating the two remaining roles to Officers on their CPT Tracking list as needed.

Agency CPT Approval

- Users who have the Agency CPT Approval role may select Agency CPT Approval for the current CPT year once all training has been reported.
- Once selected, all officers from the Agency CPT Tracking list will be displayed. Officers that have not met the full requirements of the CPT year will be highlighted in **Red**. Officers with an approved extension will not display on the approval list.
- The CPT Approval may be returned to an unapproved status up until 12/31 of the current CPT year.
- CPT users with the Agency Approval role may request an extension for any officer in the CPT Agency Maintenance grid by clicking on the officer's name (this is also the place where CPT Maintenance and CPT Approver roles may delegate additional access to officers in the CPT Tracking list).

CPT Reimbursement Reports

- Agencies who receive reimbursement for completing CPT can now view prior CPT Reimbursement reports through the CPT Management page.

Agency CPT Extension Request (Role Delegation)

- If Request Extension (only available to Agency CPT Approval role) is selected, you will be required to submit a reason for the request, as well as the final date of extension. This information will be presented to the OPOTA Executive Director for approval/denial. You should also attach supporting documentation to your request by selecting 'supporting documents'.
- To view all extension requests for your agency, select Agency CPT Extension Request from the Agency CPT Management page. This page displays all submitted extension requests. They may be pending, approved, or denied. The OPOTA Director comments justify the reason for the decision.
- To update all officers in your agency for a given CPT training category, select the Bulk Update from the Agency CPT Management Page. From here, you can select the CPT Category, whether you want to add or subtract hours and the amount of time you would like to adjust to all officers on your CPT Tracking list.
- Hours that have already been reimbursed or hours added by an officer's prior agency will not be adjusted.

Curriculum and Testing Updates

NEW 2024 Expedited Continuing Professional Training: Pre-Approval Application Form for Agency-Provided CPT

- Only an appointing authority (agency or entity that appoints peace officers or troopers who will receive training) can complete this application. Please refer to the language in OAC 109:2-18-03 to ensure the lesson plan and training complies with OAC requirements. This form may only be used for requests to duplicate previously approved 2023 CPT course(s) that were taught during/within the previous calendar year and are still subject to review by OPOTA/C staff. Complete the form only when

the materials being trained are the same 2023 materials already submitted and approved by OPOTA/C staff. Note: If materials have been updated in any way, resubmit the full application and all supporting documents to CPTPreApprovals@OhioAGO.gov.

Subject Matter Expert (SME) Applications are now available on the OPOTA Portal

- OPOTC allows any registered OPOTA Portal user the opportunity to apply for a role as a Subject Matter Expert for curriculum development.
- To apply, select the option to register when creating your OPOTA Portal account or add it to your existing OPOTA Portal account.
- If you are registering your OPOTA Portal account for the first time and you are not a current or former Ohio Peace Officer, OPOTA staff will need to take additional background steps before you can formally apply. This process may take several business days.

OPOTC Curriculum and Instructor Directory

- Authorized users can now view the directory of OPOTC-approved Basic Academy Instructors, Firearms Requalification Instructors and Canine Evaluators from the dashboard of their Portal account. OPOTC Curriculum and the Instructor Directory are no longer available on OHLEG.

Canine Evaluator Update

- The Canine Evaluator lesson plan was updated to include new legislation – OAC, R.C. (Including HB 392, which amended R.C. 4765.52 to create subsection (C)), Federal Court of Appeals cases, and US Supreme Court cases.
- *Existing Canine Evaluators must complete the 8-hour update course prior to renewal. If the full evaluator course was completed prior to 1/1/2023 and certification has expired, you must re-apply upon successful completion of the update.*
- Ethics, liability issues and case law were updated and are applicable for our district/state. Explanations of each case, with their detailed findings, are included.
- Patrol-Related Certification:

- Handler Protection section – after canine apprehends a suspect to protect the handler, the handler will command the canine to release verbally AND physically by using a lift or break to prove the handler can physically gain control of their canine.
- Adding the option of “E-Collar signal” to terminate an apprehension during the “Terminate without Engagement” portion of the exam.
- Maintaining a Neutral Position section –
 - This replaces the “Apprehending a Subject who Discharges a Firearm” completely. Previously, the canine would have to apprehend a suspect, while the suspect fires blank rounds. The SME panel concluded that this is not realistic, as a handler will not send their canine and risk it being injured/shot by a suspect.
 - Now, canines must maintain a neutral position next to their handler, while the handler fires one blank round, away from the canine.
 - The update of this certification also updated form SF108can.
- Special-Purpose Certification:
 - The options for narcotics detection certification shall be for any one substance and its derivatives or for three (3) substances including cocaine, heroin and methamphetamine and their derivatives or all substances including cocaine, heroin, marijuana and methamphetamines and their derivatives or any other substance as set forth by the Executive Director.

Disclaimer: It is important to note that within the Special-Purpose Certification section, it is up to each individual agency to determine whether they wish to continue evaluating their canine on the scent of marijuana. For further guidance, handlers should consult with their legal counsel. All Canine Evaluators will be required to evaluate canine units on the detection of marijuana, should the unit be used for that purpose.

We understand the importance of staying abreast of changes in legislation, case law, and best practices in the field of canine evaluation. Your participation in the 8-hour update course is mandatory to ensure the continued excellence of our canine evaluation program. Existing Canine Evaluators must complete the 8-hour update course prior to renewal. If the full evaluator course was completed prior to 1/1/2023 and certification has expired, you must re-apply, upon successful completion of the 8-hour update.

Basic Academy Testing updates:

- The **State Certification Exam (SCE) Special Accommodation Testing (SAT) Information Guide** and applicable forms have been updated to remove the 3-year IEP paperwork requirement.
 - If a student requests a SAT under an ESL (English as a second language), supporting documentation will be required.

- An [OPOTC SCE Registration Guide](#) has been developed to help candidates register for their exam with Pearson Vue with step-by-step instructions.

2024 Continuing Professional Training Requirements

Pursuant to [R.C. 109.803](#), OPOTC is required to set a minimum number of hours for continuing professional training (CPT) if there is supporting funding.

OPOTC established the following distribution of the 24 hours:

Eight of the twenty-four hours must be completed on the five topics mandated by OPOTC. The topics, and minimum hour requirement for each topic, are as follows:

- Legal Updates (2 hours)
- Responding to Mental Health Issues (2 hours)
- Crisis Mitigation De-Escalation (2 hours)
- Marsy's Law / Victim Rights (1 hour)
- NIBIN (1 hour)

The remaining 16 hours of CPT are also mandatory. However, these 16 hours can be on any OPOTA approved topic that meets the requirements of OAC 109:2-18-03 and is approved by your agency administrator. Examples of OPOTA approved training include OPOTA Online, OPOTA In-Person training, training provided by an OPOTA Regional Provider and [Agency Pre-Approved courses](#). Agencies need not seek pre-approval if they utilize these curricula.

Agencies are also free to develop and/or use non-OPOTA curricula on these topics. If curricula other than that provided by OPOTA is to be used for CPT, pre-approval of the content is required under OAC 109:2-18-03.

A full list of OPOTA pre-approved courses can be found on the 2024 CPT web site at this link:

<https://www.ohioattorneygeneral.gov/Law-Enforcement/Ohio-Peace-Officer-Training-Academy/2024-Continuing-Professional-Training>

Extension requests to complete CPT for military or medical needs.

The executive director, under OAC 109:2-18-02(K), may extend the time for completion of the continuing professional training requirements upon written request from the appointing authority. Such request shall contain an explanation of the emergency circumstances which created the need for an extension. The application shall set forth the name of the peace officer or trooper for whom the extension is requested, the emergency circumstances, including documentation, for which the extension is requested, and the date on which the request was submitted to the commission. Requests must be submitted through the OPOTA Portal and, pursuant to [R.C. 109.803\(A\)\(2\)](#), the extension request must be submitted on or before December 15th of the calendar year in which the officer seeks an extension.

- For an extension based on a peace officer's **military deployment**, the appointing authority must submit a request that also includes the peace officer's military deployment orders.
- For an extension based on a peace officer's **medical condition**, the appointing authority must submit a request for a medical extension. Additionally, the appointing authority, the peace officer, or the peace officer's attending physician must submit or have submitted a letter outlining that the peace officer is under the physician's care and the date the peace officer will return to duty. The actual medical condition/ailment of the peace officer does not need to be disclosed.

CPT users with the Agency Approval role may request an extension for any officer in the OPOTA Portal through the CPT Agency Maintenance grid and clicking on the officer's name.

Both military and medical extensions can be for ninety (90) days following the peace officers' return to duty.

Frequently Asked Questions: For Officers

All peace officers and troopers who hold an appointment in 2024, except for those who successfully completed their basic training or highway patrol cadet training program and exam in 2024, are required to complete the mandated continuing professional training.

What are the CPT requirements for 2024?

For calendar year 2024, peace officers and troopers must receive a total of 24 hours of CPT.

Eight of the twenty-four hours must be completed on the five topics mandated by the Ohio Peace Officer Training Commission (OPOTC). The topics, and minimum hour requirement for each topic, are as follows:

- Legal Updates (2 hours)
- Responding to Mental Health Issues (2 hours)
- Crisis Mitigation De-Escalation (2 hours)
- Marsy's Law / Victim Rights (1 hour)
- NIBIN (1 hour)

The remaining 16 hours of CPT are also mandatory. However, these 16 hours can be on any OPOTA approved topic that meets the requirements of OAC 109:2-18-03 and is approved by your agency administrator. Examples of OPOTA approved training include OPOTA Online, OPOTA In-Person training, training provided by an OPOTA Regional Provider and [Agency Pre-Approved courses](#). Agencies need not seek pre-approval if they utilize these curricula.

If I complete more than the minimum number of hours in a CPT topic required by OPOTC, can the excess hours from one category count toward hours required in a different CPT topic required by OPOTC?

Every peace officer and trooper *must complete the required minimum hours in all five categories*. However, any excess hours completed on the five CPT topics required by OPOTC can count towards the 24 total hours required for 2024. The excess hours would count toward the 16 hours that can be on any topic approved by your agency administrator.

Who can be an instructor for continuing professional training? (OAC 109:2-18-03)
CPT can be conducted only by an instructor who meets at least one of following criteria:

- Has five years' full-time law enforcement experience and meets at least one of the following:
 - Is a current OPOTC-certified peace officer basic training instructor: or
 - Holds a four-year college degree: or
 - Has completed an instructional skills course approved by OPOTA's executive director.
- Is a licensed or certified professional and provides instruction in a subject area directly related to the field for which they are certified or licensed.

In all cases, the individual and the training program that the individual is conducting must have been pre-approved by OPOTC's executive director. Please note that individuals who were OPOTC-certified instructors but have had such certification revoked or suspended cannot teach CPT.

If an officer is instructing a CPT class, does the officer/instructor get credit for the CPT that the officer/instructor is teaching?

Yes, an instructor can get CPT credit for the course the instructor is teaching. The instructor would receive the same number of CPT hours as the students receive. However, if an instructor teaches the same course more than once, the instructor will only get to count it for CPT the first time taught.

Does training on topics required by the legislature count as CPT? (OAC 109:2-18-02)

Provided that the mandated training is taught by a qualifying instructor, and otherwise meets the requirements for 2024 CPT, the completion of statutorily mandated training can be used to satisfy CPT requirements for calendar year 2024.

Can annual in-service firearms requalification count as CPT? (OAC 109:2-18-02)

No. The time spent completing the firearms re-qualification program is an evaluation of proficiency, not training; it cannot be counted as CPT hours.

Can an officer take some or all of the 24 required hours online? (OAC 109:2-18-03)

Yes. While in-person training is often the best, it is not always a viable option. Courses will be available through OPOTA Online and will provide credit toward the 24 required hours. The courses listed on OPOTA Online will indicate how many hours of CPT credit can be obtained by completing the course and what category (or categories) of CPT the course can satisfy.

Do courses taken in previous years on 2024 CPT topics provide the needed credit?

No. Courses that cover the 2024 CPT topics taken in previous years do not count towards 2024 CPT credit. A course must be taken in 2024 to count as 2024 CPT.

I completed “Training X” for CPT credit in 2023 (or a prior year). If I complete that exact same training again in 2024, can it count for CPT credit in 2024?

CPT training requirements differ from year to year. However, assuming the training in question meets the current CPT requirements of 2024, completing the training again this calendar year could count for CPT credit for 2024.

Frequently check the 2024 CPT website for any updates on courses that are approved for this year.

Does CPT training have to be taken in two or three-hour blocks? (109:2-18-03(A)(3))

No, but with the exception of online trainings (either pre-approved by OPOTA’s executive director or taken through OPOTA Online), CPT training must occur in blocks of time of one hour or greater. To constitute an “hour” of training, the hour must contain at least fifty minutes of actual instruction or approved training activity.

What happens if an officer does not complete CPT? (OAC 109:2-18-06)

A peace officer or trooper who, in any calendar year, fails to comply with the CPT requirements by yearend *must immediately cease carrying a firearm and shall cease performing the functions of a peace officer or trooper* until such time as evidence of compliance is filed with and approved by OPOTA’s executive director. This rule *does not apply to peace officers or troopers for whom an extension of time has been granted by the executive director.*

What are the possible sanctions if an officer works while in “cease function” status?

Acting as a peace officer while in cease function status could subject an officer to civil or criminal liability depending upon what peace officer function was performed.

What happens if the officer misses the 12/31 deadline to complete CPT, but completes it on 1/1 or shortly thereafter? Can the officer go right back to work and function as a peace officer? (OAC 109:2-18-06)

No, the Ohio Administrative Code requires that once someone goes into cease function status (which would happen as a matter of law on 1/1/25), OPOTC must receive documentation of compliance, review it and verify that the officer can be taken out of cease function status. It could take several days to review the documentation and verify that the officer has met the CPT requirements.

Can the deadline for completing CPT be extended? (OAC 109:2-18-02(K))

Yes, but only under very specific emergency circumstances may the OPOTC executive director extend the time for an officer to complete CPT requirements. The appointing authority must make a written request to the executive director by Dec. 15, 2024. This request must explain the emergency that created the need for the extension. It shall include the name of the peace officer or trooper that the request involves, the emergency circumstances (including documentation) leading to the request, and the date the request was submitted to OPOTC.

The executive director will grant or deny the extension request within 30 days of receiving it. In making this decision, the executive director will consider factors such as a serious illness of an officer or an officer's immediate family member, prolonged military service, or an unexpected shortage of manpower within the appointing agency. If an extension is granted, it will be for 90 days, unless the executive director finds that special circumstances exist for a longer extension. The executive director shall send written notice of the decision to the appointing authority.

Does it matter that I have an appointment from multiple agencies? (OAC 109:2-18-02(M))

Yes. Your primary agency has the obligation of maintaining your records relating to your completion of CPT. Additionally, your primary agency will have the responsibility of certifying to OPOTC that you have completed your CPT requirements.

- If you have a full-time appointment with an agency, the full-time agency will be your primary agency and be responsible for maintaining and certifying your CPT records.
- If you have no full-time appointment but have a part-time appointment to an agency (or a part-time appointment and additional reserve or auxiliary appointments), your part-time agency will be your primary agency and responsible for maintaining and certifying your CPT records.
- If you have a current appointment, but no full-time or part-time appointment, your primary agency will be the agency you work for that first appointed you.
- If you have appointments of equal priority, the agency that first appointed you will be your primary agency.

Who do I contact if I have other questions?

Send an email to CPTquestions@OhioAGO.gov.

Frequently Asked Questions: For Agencies

What can CPT funds be used for?

The funds may be used to cover costs associated with developing, delivering, or attending training for appointed peace officers or troopers, as well as any costs associated with complying with the annual continuing professional training requirements.

Does my agency need to return unspent CPT funds from 2023?

No. Agencies are not required to return unspent CPT funds. Agencies may retain leftover funds to pay for the cost of continuing professional training programs.

Which agencies are eligible to receive CPT funding for 2024?

All public appointing authorities are eligible to receive CPT funding this year. A public appointing authority is any agency that appoints a peace officer as defined in divisions (A)(1), (A)(3) to (A)(8), (A)(10), (A)(12), (A)(13), and (A)(15) to (A)(19) of R.C. 109.71, and the Ohio state highway patrol.

How much money will my agency receive for 2024?

Agencies can receive up to 100% of the base hourly rate of pay for the time their officers are completing the 24 hours of CPT. If, for example, Officer Jones makes \$20 per hour and completes 24 hours of CPT in 2024, the agency who employs Officer Jones could receive up to \$480 of funding to help offset the costs of training.

Do agencies conducting their own CPT have to utilize the pre-approved OPOTA curricula for the five topics required by OPOTC? (OAC 109:2-18-03)

No. The curricula developed and provided by OPOTC in these categories are provided for convenience. Not all agencies have the staff and resources necessary to develop their own training materials. Agencies with a robust training department are welcome to develop their own training materials and submit them to the OPOTC for review as provided by the Ohio Administrative Code.

Additionally, OPOTA offers a large variety of in-person and online courses that can also satisfy the 2024 CPT requirements.

Does my agency need pre-approval from OPOTA for a training to receive CPT credit?

Preapproval is not required for the following types of trainings:

- In-person training taken at OPOTA or scheduled through OPOTA and taken at one of our regional training providers.
- Online training completed through OPOTA online.
- A training conducted by a qualified instructor utilizing the pre-approved lesson plans pertaining to the five OPOTC-mandated topics for 2024.

Preapproval is required for all other types of trainings.

When will my agency receive our CPT funds for 2024?

Reimbursement for CPT completed in 2024 will occur after the training occurs. Once training has been completed, appointing authorities, and their designees, will be able to record completed CPT hours in the OPOTA Portal. Reimbursement will be calculated based upon the number of CPT hours completed and base hourly rate entered into the OPOTA Portal. Reimbursement payments will be distributed quarterly to the address OPOTA has on file for your agency.

If OPOTA will be calculating reimbursement based upon the hourly rate of my officers, what hourly rate will be used?

Agencies must use the base hourly rate of compensation for peace officers and troopers when requesting reimbursement. “Base hourly rate” means the hourly rate at which a peace officer or trooper is compensated excluding overtime, shift-differential, and other similar enhancements to the hourly rate of pay.

The base hourly rate will be provided to OPOTC *after* the peace officer or trooper completes and reports CPT hours. If bargaining unit agreements result in an increased rate of pay throughout the year, agencies can submit reimbursement requests at the higher rate of pay for training completed after the effective date of the increase.

For peace officers or troopers who receive an annual salary, base hourly rate is the base annual salary divided by 2080 hours for full-time appointments or the base annual salary divided by the anticipated annual hours for less than full-time appointments. Agency administrators will be able to directly enter and update salary and training information as needed throughout the year. If the hourly rate of a peace officer or trooper changes during the year, the reimbursement for subsequent requests will occur at the updated hourly rate.

Who can request reimbursement for CPT for an officer who works for more than one agency? (OAC 109:2-18-02(M))

If a peace officer or trooper is appointed by more than one agency, the officer or trooper’s “primary agency” will be the only agency that can receive funding. An officer’s or trooper’s “primary agency” is determined as follows:

1. Full-time
2. Part-time
3. Other

If a peace officer or trooper holds appointments of equal priority, the agency where the peace officer or trooper was first appointed will be responsible for documenting the training and will be eligible to apply for CPT funding, provided the requirements for funding are met.

If an officer or trooper leaves my agency during the calendar year, who is responsible for maintaining and certifying the CPT records for that officer or trooper?

An officer or trooper's "primary agency" as described in OAC 109:2-18-02 will be responsible for reporting any CPT completed up until the date of separation. Any training completed after the officer or trooper's date of separation would be reported by the peace officer or trooper's new "primary agency." Agencies will remain responsible for maintaining training records for any CPT training completed.

What type of records must the agency keep? (OAC 109:2-18-05)

The agency must maintain records sufficient to show compliance with CPT requirements set forth in the administrative code for a minimum of three years. Refer to OAC 109:2-18-05 for specifics on what constitutes "sufficient records".

Who do I contact if I have other questions?

Send an email to CPTquestions@OhioAGO.gov.