



2025 Expedited CPT Application

Renewal of agency course approved for CPT in 2024

Instructions

This form should be submitted only by an appointing authority that was approved for a Continuing Professional Training (CPT) course in 2024 and would like to receive credit for **the exact same course** in 2025. Send your completed application to: CPTPreApprovals@OhioAGO.gov. **Please note: If you used the expedited form in 2024 for this same course you must re-apply in 2025 using the full application 2025 Agency Pre-Approval Form.**

If your course or materials have been updated in any way, do not submit this application. Instead, please submit a 2025 Consolidated Preapproval Application.

Agency Record Retention and Reporting

Appointing authorities are required to maintain officer training records sufficient to demonstrate compliance with the requirements of OAC 109:2-18-05.

Remember to include the course approval number provided by OPOTC [#25CPT-xxx] on all sign-in sheets and on any certificates of completion given by the agency.

Request Course Approval:	Number of Hours: _____
Title of course: _____	2024 CPT Number:
Course Category / Title: _____	<input type="text"/>
Course Date(s): _____	Category: _____

Instructor Information

Instructor 1 – Name: _____	Title: _____
Instructor 2 – Name: _____	Title: _____
Instructor 3 – Name: _____	Title: _____

Attestation of Appointing Authority and Agency Legal Counsel

With my signature below, I attest that there are no deviations from the course approved in 2024 and the instructors remain qualified under OAC 109:2-18-03.

Name of Agency's Sheriff/Chief/CEO: _____	_____
Signature: _____	Date: _____
Name of Agency's Legal Counsel: _____	_____
Signature: _____	Date: _____