



MEMORANDUM

To: Law Enforcement Administrators
 From: Thomas A. Quinlan *TAQ*
 Executive Director – OPOTC
 Date: **January 28, 2025**
 Subject: **UPDATE:** Accessing CPT Courses for 2025

In an effort to meet the training needs of the Ohio law enforcement community, this update memorandum is intended to provide further guidance and additional opportunities for peace officers and troopers to access training to complete the 2025 CPT requirements.

2025 Continuing Professional Training requirements include:

➤ **Four topics, totaling 8 hours, set by the Commission that all peace officers and troopers must take in 2025 are highlighted directly below [Note – these are **mandatory minimums**]:**

- 3 hours Use of Force
- 2 hours Ethics Law
- 2 hours Legal Updates
- 1 hour Search & Seizure

FACT: Agencies/Officers may complete more hours in these topics than required and count towards the 24 hours required, just not fewer hours.

➤ **The additional 16 hours of training required must focus on any combination of the following specific topic categories OR from the four (4) Commission mandated topics listed above:**

- Officer Trauma & Wellness
- Domestic Violence
- Vehicle Dynamics
- Report Writing
- Leadership

In summary, eight (8) hours of training must be completed in the specifically mandated topics set by the Commission as mandatory minimum hours in that subject. An additional sixteen hours of training can be completed from any combination of hours of the nine (9) topics comprised of the specifically mandated and/or the additional topic categories, totaling 24 hours of CPT training. Officers may complete and report up to an additional 16 hours in any approved training not to exceed 40 hours maximum for reimbursement.

8 hours Mandatory Courses		16 Hours Required in any combination selected from the topics below...OR	Optional Courses – 16 hours
Important Note: Officers may complete more hours in these topics, just not fewer hours than required.		Additional Hours Completed in Excess of the Minimum Hours From The Mandatory Courses Topics to the Left	
3 Hours	Use of Force	<ul style="list-style-type: none"> ▪ Officer Trauma & Wellness ▪ Domestic Violence ▪ Vehicle Dynamics ▪ Report Writing ▪ Leadership 	Any combination of courses with approved CPT numbers. Can be completed through OPOTA or 3 rd party providers.
2 Hours	Ethics Law		
2 Hours	Legal Updates		
1 Hour	Search & Seizure		

Scenario 1: An agency is teaching an 8-hour Drone class and 1-hour of that class covers search and seizure issues, that one hour may be submitted for pre-approval.

Scenario 2: An agency may be offering an underwater search and recovery course for police divers. If one hour of the course is focused on report writing to document the evidence of a crime that is observed underwater and memorialized prior to disrupting the crime scene by raising the car to the surface, that one hour of the lesson plan may be submitted to count towards the report writing category.

Scenario 3: An agency is teaching an 8-hour Use of Force class; 3 hours satisfies the mandatory minimum hours for the required training while the remaining 5 hours counts towards the total 24 hours necessary to complete 2025 CPT.

In fact, many classes taught by 3rd party vendors or agencies internally have a nexus to one of the 9 permissible categories. Please provide in your application which category you are requesting credit be applied.

Accessing Training – Agencies may access training in multiple ways:

- **OPOTA Portal.** OPOTA is providing pre-approved curricula relating to the four (4) Specifically Mandated categories approved by OPOTC, and law enforcement agencies themselves might have developed their own trainings based upon those curricula.
- **OPOTA In-Person Courses.** OPOTA is continually updating its 2025 in-person course offerings on a regular basis to provide a large variety that satisfy 2025 CPT requirements. A list of OPOTA in-person courses can be found on our website under
- **OPOTA Online...**Coming soon OPOTA will be posting courses covering each of the mandatory 8-hour topics plus the additional Virtual Reality (VR) debriefs.
- **In-House Designed.** Agencies may create their own courses in the approved categories, per the framework provided for in Ohio Administrative Code 109:2-18-03.
 - Those courses and instructors require approval before the courses may be taught for CPT credit. See instructions and a copy of the form that agencies can submit if they seek to design their own curriculum.

- The [Agency Pre-Approved course list](#) will be updated bi-weekly and available on the OPOTA website.

Access to additional 2025 CPT Training Courses via OPOTA Online

Additional online courses will be made available in the OPOTA Online 2025 CPT catalog to include the following topics that will count towards the 24 mandatory hours for 2025:

- | | | | |
|----------------------------------|--------------------------|---------------------------------|-----------------------------|
| <input type="checkbox"/> 3 hours | CAT and Wellness | <input type="checkbox"/> 1 hour | Use of Body Worn Cameras |
| <input type="checkbox"/> 3 hours | Officer Wellness Seminar | <input type="checkbox"/> 1 hour | Victims’ Rights/Marsy’s Law |
| <input type="checkbox"/> 2 hours | Report Writing 2025 | <input type="checkbox"/> 1 hour | Use of Deadly Force & Legal |
| <input type="checkbox"/> 1 hour | Vicarious Trauma | | Considerations |

As a reminder, *only courses taken from the 2025 Continuing Professional Training catalog will be accepted towards 2025 CPT credit. OPOTA Online topics taken in previous years **do not count** towards 2025 CPT credit. Past in-person CPT courses will **NOT** be accepted towards 2025 CPT credit without a 2025 CPT number.*

Pre-Approval Requirement:

As stated, agencies are 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*. Requirements under OAC apply to both the course content and the instructor qualifications and approval is required **prior** to course delivery.

A **frequent question** comes up regarding instructor qualifications. An instructor does not need to have a current POBT instructor number to instruct. If an instructor has completed the 80-hour instructional skills course at any time they may instruct CPT. People with a bachelor's degree do not require a completed instructional skills course to teach CPT.

Any courses taught prior to obtaining OPOTC pre-approval **will not** be allowed to count in the mandatory 24 hours of CPT or towards the 40 hours maximum allowed for reimbursement.

Pre-approval forms and instructions can be found on the [OPOTC CPT website](#) and need to be sent to: CPTPreApprovals@OhioAGO.gov. Applications for 2025 CPT approval are now available on OPOTA’s website.

<https://www.ohioattorneygeneral.gov/Files/Law-Enforcement/Ohio-Peace-Officer-Training-Academy/2025-CPT-Pre-Approval-Application-Form.aspx>

<https://www.ohioattorneygeneral.gov/Files/Law-Enforcement/Ohio-Peace-Officer-Training-Academy/2025-CPT-Expedited-Form.aspx>

Reminder: Those who successfully complete their basic training or highway patrol cadet program and exam in calendar year 2025 are exempt.