



2026 Continuing Professional Training Preapproval Application

Instructions – *Last day to submit applications 12/1/26*

Please ensure that your application is complete, consistent (ensure the number of hours you request aligns with the hours in your outline), and accurate before submission. Each application may be for only ONE topic, which must be supported by the documentation (e.g. outline) for the same topic. Incomplete or problematic applications will not be approved.

Please submit this application no later than 60 days before the first day of the course. If you have not heard from OPOTA with an approval number a week before the first day of the course, please reach out to OPOTA.

*Any courses taught ahead of OPOTC pre-approval **will not** be allowed to count towards any of the CPT hours.*

Incomplete applications will be sent back for corrections.

Who can submit pre-approval? Ohio Agencies, State agencies 501c3. Anyone outside of this must have an Ohio agency sponsor.

Reminder of Legal Requirements

Safety. Agencies are reminded to conduct all training in a setting that is safe, physically suited to educational activity, and conducive to effective learning. Physical skills training shall be conducted only with appropriate training and safety equipment. See OAC 109:2-18- 03 (A)(2).

Training blocks. Training must be conducted in blocks of no less than one hour. Please note that 50 minutes of actual instruction or other approved training activity constitutes one credit hour. OAC 109:2-18-03(A)(3).

Record Retention. Appointing authorities are required to maintain officer training records. See OAC 109:2-18-05 and ORC 149.43. "All such records shall be kept on file by the appointing authority in accordance with agency records-retention schedules but, at a minimum, for no fewer than three years. The records shall be made available to the OPOTC executive director upon request. OAC 109:2-18-05(C).

The course approval number, provided by OPOTC, should appear on all sign-in sheets and on any certificates of completion given by the agency. Agencies should provide the attendees of any CPT classes with a certificate for the attendee to return to their agency as proof of attendance.

Send your completed application and supporting documents to:
CPTPreApprovals@OhioAGO.gov.

Requested Course for Approval

Requesting Agency: _____

Contact Person: _____ Email: _____

Title of Course: _____

Approximate Course date(s): _____ Course length (hours): _____

Complete the information as applicable. Mark, all that applies.

Select Topic	2026 OPOTC prescribed CPT Categories. Officers must satisfy the minimum hours for each of the four categories below. Hours can be no less than the minimum, must be equal or exceeds	Minimum Required Hours	Hours Above the Minimum
1.	Legal Updates: <i>Are the following included in your lesson plan?</i> 1.1 Missing Persons (1 hour) 1.2 Statutory Law Updates (1 hour) 1.3 Case Law Updates (1 hour)	3 hours	
2.	Communications: <i>Are the following included in your lesson plan?</i> 2.1 Communications training with a concentration in Mental Health Response & the Critical Decision-Making Model & Autism Awareness	2 hours	
3.	Compliance & Control Tactics: <i>Are the following included in your lesson plan?</i> 3.1 Force Consideration on Restrained Subjects 3.2 Dangers of and methods of avoiding both the Path of Motor Vehicles & Reaching in Motor Vehicle; Officer Safety & Wellness, Traffic Vest Usage 3.3 [Medical] Prisoner Transports; Guard Duties 3.4 Critical Incident Responses; Time – Distance – Barrier 3.5 Use of Force/Tactical Considerations when Interacting with Persons Detained or Under Arrest; Weapon Transitions & Force Continuum; Managing Multiple Offenders.	2 hours	
4. <i>Note: Agencies may substitute their own policy exams for the OPOTC created test</i>	Firearms: <i>Are the following included in your lesson plan?</i> 4.1 In-Home Firearms Safety & Weapon Storage Limiting Access; Off-Duty Carry; Plain Clothes Carry/Encounters; Vehicle Considerations when Unattended. 4.2 Officer Involved Critical Incident Investigation Process 4.3 Risks of Prematurely Drawing Firearm Limiting Other Options; Sympathetic Reflex; Less-Lethal Announcements 4.4 Written Exam re: Law & Policy, e.g. ORC 2901.01(A)(2) & (A)(5a-e), Graham v. Connor, Ohio Collaborative	1 hour	
5.	Assignment-Based Training: (Reimbursed up to 24 hours)	hours	
		Total Hours	

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Approved: _____ Denied: _____ CPT Pre-Approval Number: _____

Reason for denial: _____

Received: _____ Approved by: _____

Course Content Outline: *Provide a detailed outline for each objective provided. Feel free to modify this outline skeleton to fit your course or attach your own.*

Course Overview: provide a brief summary of the topic and reason for the course:

Objective 1:

Objective 2:

Objective 3:

Timeline for Execution: *Provide a timeline for your course. This may include modules for an opening welcome/overview and closing opportunity for questions and assessments.*

Start Date	End Date	Module or Objective	Description	Anticipated Time (Hours)
			Total hours	

Instructor Information

For CPT credit, all trainers must be qualified under the OAC standards, regardless of whether the instructors are in-house or provided by a third party.

Submit for **each instructor** that will conduct the course (make additional copies of this page as necessary). *Include a copy of each instructor's biography, curriculum vitae, resume and/or certificates.*

Name: _____ Title: _____

Phone number: _____ Email address: _____

Employer name: _____

Employer address: _____

Select at least ONE of the following three options: *check all that apply.*

1. The instructor is a certified or licensed professional and provides instruction in a subject area directly related to the field for which the individual is certified or licensed. *Please attach a copy of license or certification. License, certification or course number:* _____

2. CPT training will be conducted via instruction provided by a third-party individual or program as retained by the appointing authority and with approval under OAC 109:2-18-03 (A)(4)(c). **Be sure to attach supporting documentation.**

3. The instructor has at least five (5) years of full-time law enforcement experience **and meets at least one of the following criteria:**

The instructor is an OPOTC-certified Peace Officer Basic Training instructor.

Certificate number: _____

or

The instructor has at a minimum, a four-year college degree. ***Please attach copy of*** College or university that awarded the highest degree: _____

or

The instructor has **completed an instructional skills course** approved by the executive director of OPOTC. This is **NOT** instructor level courses (i.e. subject control instructor). ***Please attach a copy of the instructor's certificate.***

Course date: _____ Course number: _____

Completed the 4-hour CPT **ONLY** instructor course. Course Date: _____

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Instructor is: Approved Not Approved

Reason not approved: _____

Applicant's Attestation

With my signature below, I attest to the following:

1. Is your agency an Ohio Law Enforcement agency or 501c3? If not, you **must** find an Ohio Law Enforcement agency to sponsor your request.
2. I am a qualified applicant under OAC 109:2-18-03(B) and the information provided on this form is true and accurate to the best of my knowledge.
3. I understand that falsification of any of the information on this request may result in, among other consequences, my agency's ineligibility to submit subsequent requests for CPT training and/or instructor approval and may also carry legal consequences.
4. The purpose of the training described herein is to address matters directly related to the duties and responsibilities of a law enforcement officer. This training serves a recognized law enforcement purpose and has significant intellectual and/or practical content, with the primary objective being to improve the officer's professional competence.
5. I agree to comply with all Ohio and federal laws regarding continuing professional training.
6. All training will be conducted in a setting that is safe, physically suited to the educational activity, and conducive to effective learning.

Any physical skills training will be conducted only with appropriate training and safety equipment; and any firearms training will be conducted only on ranges in compliance with Section 1501:31- 29-03 of the Ohio Administrative Code or on ranges approved by the appointing authority for annual in- service firearms requalification. OAC 109:2-18-03 (A)(2).

7. As applicable for an appointing authority, I will maintain officer training records sufficient to demonstrate compliance with the requirements of Chapter 109:2-18 of the Ohio Administrative Code. OAC 109:2-18-05. The records will be kept on file in accordance with my agency's records-retention schedule but, at a minimum, for no fewer than three years. The records will be made available to the OPOTC executive director upon request. **The course approval number, as provided by OPOTC, will appear on all sign-in sheets and on any certificates of completion given by my agency.**

Name of agency's chief executive: _____

Title: _____

Agency: _____

Email address: _____

Phone number: _____

Signature: _____ Date: _____

Certification of the Appointing Authority's Legal Counsel

Applicable only for applications submitted by an appointing authority

With my signature below, I certify the following:

1. I am the legal counsel for the appointing authority submitting this request for preapproval of CPT training curriculum.
2. I have reviewed the curriculum being submitted as well as the 2026 CPT topics set by the Ohio Peace Officer Training Commission. Unless this is for elective hours, to the best of my knowledge this curriculum meets the topic criteria and hours for 2026 CPT.
3. This training serves a recognized law enforcement purpose and contains significant intellectual and/or practical content, with the primary objective being to improve officers' professional competence. I have verified that both the statutory and case law content are current, accurate and relevant.
4. I have verified that the instructors meet the criteria under OAC 109:2-18-03.
5. The information provided on this form is, to the best of my knowledge, true and accurate. I understand that falsification of any of the information on this request may result in, among other consequences, the agency's ineligibility to submit subsequent requests for CPT training and/or instructor approval.

If you are an Ohio Law Enforcement agency you must have legal signature to be approved.

Name of agency's legal counsel: _____

Title: _____

Ohio Attorney Registration Number: _____

Agency: _____

Email address: _____

Phone number: _____

Signature: _____ Date: _____

Attestation for 501c3 or State Agency Administrator

If your agency is not 501c3 please leave blank and complete page 7.

With my signature below, I attest to the following:

1. The requesting agency is a 501c3 or state agency.
2. The information provided on this form is true and accurate to the best of my knowledge.
3. I understand that falsification of any of the information on this application may result in my organization or state agency's ineligibility to submit subsequent requests for CPT training and/or instructor approval and may also carry legal consequences.
4. The purpose of the training described herein is to address matters directly related to the duties and responsibilities of a law enforcement officer. This training serves a recognized law enforcement purpose and has significant intellectual and/or practical content with the primary objective being to improve the officer's professional competence.
5. The training described herein will be conducted in accordance with the provisions outlined in Ohio Administrative Code 109:2-18, including but not limited to the 2026 CPT training topics.

Name of organization or state agency's CEO: _____

Title: _____

Agency: _____

Email Address: _____

Phone Number: _____

Signature: _____ Date: _____

Contact Person for course: _____

Email _____

Agency Record – Keeping and Reporting

501c organizations or state agencies are required to maintain officer training records sufficient to demonstrate compliance with the requirements of the Ohio Administrative Code OAC109:2-18-05. All such records shall be kept on file by the appointing authority in accordance with agency records-retention schedules but, at a minimum, for no fewer than three years. The records shall be made available to the OPOTC executive director upon request. The course approval number, as provided by OPOTC, should appear on all sign-in sheets and on any certificates of completion given by the agency. 501c organizations and state agencies must provide to the attendees of any CPT classes with a certificate for the attendee to return to their agency as proof of attendance.