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## MEMORANDUM

To: Law Enforcement Administrators  
From: Dwight A. Holcomb  
Executive Director – OPOTC  
Date: January 20, 2023  
Subject: CPT Hours for 2023

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Pursuant to Ohio Revised Code section §109.803, the Ohio Peace Officer Training Commission (OPOTC) is required to set a minimum number of hours for continuing professional training (CPT) if there is supporting funding. On December 15, 2022, the General Assembly, under HB45, provided funding for CPT hours in 2023. The OPOTC Commission, at its January 10, 2023 meeting, established the following distribution of the 24 hours:

- **8 hours Three topics, totaling 8 hours, set by the Commission that all peace officers and troopers must take in 2023 are:**
  - 3 hours School Threat and Safety Training
  - 3 hours Legal Updates
  - 2 hours Arrest, Search & Seizure

In the coming weeks, written curricula for these topics will be posted on OHLEG that can be used by qualified instructors under OAC 109:2-18-03(A)(4) to satisfy all eight hours. *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.*

Additionally, online training that satisfies these three topics is scheduled to be available on OPOTA Online by the end of February, 2023.

- **16 hours Training topics at the direction of the Agency Administrator**  
For the remaining 16 required hours, Agency Administrators can use any pre-approved training that meets the requirements OAC 109:2-18-03.

Pre-Approval is required for all agency directed training hours that were not completed at an OPOTA in-person class or through OPOTA Online

Pre-approval forms and instructions can be found on the OPOTC CPT website and need to be sent to: [CPTPreApprovals@OhioAGO.gov](mailto:CPTPreApprovals@OhioAGO.gov)

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For 2023, the General Assembly has returned CPT to a reimbursement model (as opposed to the prepayment model used in 2022). Reimbursement will be calculated based upon the base hourly rate of pay for the peace officer or trooper at the time of the submission and the number of CPT hours completed. The process for requesting reimbursement for 2023 is under development and additional details will be available in the coming months.

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As to 2022 CPT funds that any agency may have remaining, HB45 provides that the agency can retain those funds. The funds can be used for the furtherance of Continuing Professional Training of peace officers and troopers.