



SUBJECT MATTER EXPERT APPLICATION FOR CURRICULUM REVISIONS

(*Please note: This is not an OPOTC instructor application.)

Identifying Subject Matter Experts (SMEs)

- **Qualifications:** SME individuals and/or groups will be comprised of industry professionals and persons who can provide unique perspective to a topic (e.g., law enforcement personnel, attorneys, educators, industry leaders, etc.).
 - Peace Officers – Must be *current* in their role, or removed from that role at a minimum of 2 years.
 - If Peace Officer expertise falls outside this parameter, a short explanation shall be provided as to why the person should still be considered a SME.
 - Academic – Must be an expert in their field with a minimum of 5 years of experience.
 - Expert - a person who has a comprehensive and authoritative knowledge of or skill in a particular area.
 - Community Advocacy Groups – Recommendation from advocacy group Director or organizer/founder.
- **Documents:** A completed application, which includes a confidentiality agreement and current resume/vitae is required (see attached).

Expectations of SMEs

- **Participation:** Participation includes attendance (in person or via teleconference) at SME meetings, providing requested information, and/or electronically reviewing/revising work product.
 - Failure to participate in the SME process may result in compensation being denied, dismissal from the SME panel, or removal from future SME consideration.
- **Purpose:**
 - A SME will create content, design/construct case studies and scenarios, provide course objectives, identify student performance objectives, determine acceptable performance levels, provide guidance regarding instructor qualifications and/or instructor updates, indicate appropriate instructor to student ratios, and provide input when determining course hours.
 - A SME will assure technical accuracy, provide facts and details based on current industry best practices, define procedures or standards, understand language/terms/jargon in their area of expertise, understand/describe effective decision-making skills and/or associated shortcomings, know/describe how and why things are done, and ensure content meets the needs of the stakeholders, legislation, policies, standards, and best practices.
 - A SME will communicate concepts clearly, provide current and relevant source documentation/research/materials, be an active participant in the development process, be assured and forthcoming sharing their knowledge, provide respectful and thorough feedback, be available for questions, and be future oriented.
 - A SME will possess a deep understanding/knowledge of a particular subject, demonstrate expertise in their field (e.g., advanced degree in subject, current licensure, published articles in respected well-known academic/professional journals, experience presenting or giving lectures in their area of expertise), demonstrate current and complete knowledge of subject through continuous study, possess time management skills.

Although the expertise, and therefore the purposes, of the SMEs and Curriculum Development staff differ, their purposes complement each other and contribute to the final product. Recommendations will be made for Student Performance Objectives (SPOs); unit/topic additions, deletions and merges; name changes; hours; ratios; skill and mandatory attendance topics; instructor qualifications; and instructor updates, with a request for adoption into current curriculum by the OPOTC.

If you have any specific questions, please do not hesitate to contact the Curriculum Development section at OPOTAcriculum@OhioAGO.gov or call 740-845-2700.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Wilson". The signature is fluid and cursive, with a large initial "E" and a stylized "Wilson".

Dr. Erica E. Wilson
Director of Curriculum Development
Ohio Peace Officer Training Commission



Subject Matter Expert Application Form

SME APPLICANT INFORMATION

Title/Rank: _____ Name: _____

Employer: _____

Office Phone: _____ Cell Phone: _____

Preferred Mailing Address: Home Office

Street: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

EDUCATION

List relevant degree(s) and/or certification(s), and the granting institution(s):

_____ Date Issued: _____

_____ Date Issued: _____

_____ Date Issued: _____

EXPERIENCE

Current Job Title: _____

Years in Current Position: _____ Years in Law Enforcement: _____

Other Relevant Training or Experience: _____

****SUBMISSION OF YOUR MOST CURRENT RESUME/VITAE IS REQUIRED****

SME CONFIDENTIALITY AGREEMENT

It is the policy of the Ohio Attorney General's Office, the Ohio Peace Officer Training Commission, and the Ohio Peace Officer Training Academy that all volunteers, contracted personnel, and staff respect and maintain complete confidentiality in discussions, deliberations, and communications regarding the development of any and all curriculum, test questions and examinations, and results of such. Any reproduction of material is strictly forbidden.

In order to ensure complete confidentiality and integrity of the test development process, it is the responsibility of all volunteers, contracted personnel, and staff not to disclose any information relating to specific questions, procedures, or materials to any unauthorized person.

I hereby agree that I will not record, copy, or otherwise disclose any information or materials, as provided above, to any unauthorized person.

By checking this box, I acknowledge that I understand and accept the above agreement. Date: _____

Subject Matter Expert Application Form

PLEASE CONSIDER SUBMITTING A SHORT EXPLANATION DESCRIBING YOUR INTEREST FOR
CONSIDERATION AS A SME