

PEACE OFFICER BASIC TRAINING OPENING CHECKLIST	PEACE OFFICER BASIC TRAINING CLOSING CHECKLIST	
School Name _____ School Commander _____ Proposed Dates _____	School Name _____ School Number _____ Dates _____	
<p>SF100unv – APPLICATION FORM</p> <p>____ RECEIVED 21 CALENDAR DAYS PRIOR TO START OF ACADEMY ____ TYPED ____ NUMBER OF TOTAL HOURS _____ ____ VERIFY CURRICULUM CODE <u>BAS-041e</u></p> <p>SF105unv – CALENDAR</p> <p>____ TYPED ____ SCHOOL NAME AT THE TOP OF PAGE ____ DATE RECORDED FOR EACH SESSION ____ DAY RECORDED ____ NUMBER OF HOURS RECORDED ____ TIME RECORDED (FROM/TO) ____ TOPIC NUMBER RECORDED FOR EACH TOPIC TITLE (EXAMPLE: 3.8 VICTIMS RIGHTS) ____ OPOTC TOPIC TITLE RECORDED (EXAMPLE: FIREARMS) ____ ONLY OPOTC SUBJECTS AND TOPICS APPEAR ON CALENDAR ____ LIST ONLY INSTRUCTORS SCHEDULED TO TEACH OPOTC REQUIRED TOPICS – 10 MINIMUM ____ INSTRUCTOR'S LAST NAME, FIRST NAME, OPOTC CERTIFICATION NUMBER AND EXPIRATION DATE RECORDED ____ INSTRUCTORS TEACHING UNIT 7: CURRENT INSTRUCTOR'S CERTIFICATION FROM AHA, RC, OR ASHI ____ ½ HOUR BREAK FOR EVERY TRAINING SESSION THAT EXCEEDS 5 HOURS ____ CHECK RATIOS ON INSTRUCTORS TO STUDENTS IN APPLICABLE SKILLS AREAS ____ "ORIGINAL" CALENDAR SUBMITTED ____ FINAL PHYS. ASSESS. AND RETESTS FINAL 80 CLOCK HRS.</p> <p>SF110unv – STUDENT ENROLLMENT LIST</p> <p>____ NAME OF STUDENT, LAST 5 OF SSN, DOB, & APPOINTING AGENCY/OPEN ENROLLMENT (10 MINIMUM) ____ SIGNED BY SCHOOL COMMANDER</p> <p>SF102bas – REQUEST FOR NATIONAL WEBCHECK</p> <p>____ TYPED OR PRINTED (for all students listed on SF110unv) ____ SUBMITTED IN ALPHABETICAL ORDER</p> <p>SF195bas – PHYSICAL ASSESSMENT FORMS (REVIEWED)</p> <p>____ PASSING PRE-ENTRANCE SCORES RECORDED (for all students listed on SF110unv)</p> <p>SF106bas – DRUG SCREEN ACKNOWLEDGMENT (REVIEWED)</p> <p>____ NAME OF STUDENT, LAST 5 OF SSN, DOB, & APPOINTING AGENCY/OPEN ENROLLMENT (for all students listed on SF110unv) ____ SIGNED BY SCHOOL COMMANDER</p> <p>ON-SITE INSPECTION</p> <p>____ CURRENT ON-SITE INSPECTION FORM ON FILE</p>	<p>SF120unv – ATTENDANCE ROSTER</p> <p>____ TYPED ____ SCHOOL NAME, NUMBER, & DATES RECORDED (TOP OF PAGE) ____ ATTENDANCE ROSTER SHOWS OPOTC REQUIRED TOPICS ONLY ____ STUDENTS' NAMES LISTED ALPHABETICALLY (LAST NAME, FIRST, M.I.) ____ COMMANDER NOTES HRS. OF ACTUAL ATTENDANCE PER STUDENT PER DAY ____ NON-FULLTIME STUDENTS LISTED SEPARATELY</p> <p>SF105unv – REVISED TRAINING CALENDAR</p> <p>____ TYPED ____ REVISED CALENDAR INDICATED ____ RE-CHECK RATIOS ON INSTRUCTORS TO STUDENTS IN APPLICABLE SKILLS AREAS</p> <p>SF155bas – STUDENT EVALUATION RECORD</p> <p>____ TYPED ____ SCHOOL NAME & NUMBER RECORDED (TOP OF PAGE) ____ FAILED SKILLS AND NOTEBOOK INDICATED WITH AN "X" ____ NON-FULLTIME STUDENTS LISTED SEPARATELY</p> <p>SF185unv – NOTIFICATION OF CHANGES IN COURSE SCHEDULE</p> <p>____ TYPED</p> <p>SF122unv – NOTIFICATION OF MAKE-UP HOURS MAKE-UP ATTENDANCE ROSTER ATTACHED (SF120unv)</p> <p>____ OTHER THAN ORIGINAL OPOTC INSTRUCTOR CERTIFICATES REVIEWED ____ COPIES OF AHA, RC, OR ASHI INSTRUCTOR CERTIFICATE SUBMITTED IF OTHER THAN ORIGINAL FOR UNIT 7 FIRST AID/CPR/AED</p>	<p>SF175unv – LETTER OF CERTIFICATION (CLOSING LETTER)</p> <p>____ TYPED ____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER</p> <p>SPO SHEETS (REVIEWED)</p> <p>____ SF123bas FIRST AID/CPR/AED ____ SF125bas HANDGUN ____ SF126bas SHOTGUN ____ SF127bas SUBJECT CONTROL ____ SF128bas DRIVING ____ SF131bas STOPS & APPROACHES ____ SF132bas STANDARDIZED FIELD SOBRIETY TESTING ____ SF133bas HAZMAT ____ SF134bas INCIDENT COMMAND SYSTEM ____ SF136bas NATIONAL INCIDENT MANAGEMENT SYSTEM ____ SF138bas PATROL ASPECTS & OVERVIEW ____ SF139bas BUILDING SEARCHES ____ SF141bas NHTSA SPEED MEASURING DEVICE TRAINING ____ SF142bas IMPACT WEAPONS ____ SF144bas CRITICAL INJURY FIRST AID ____ SF146bas – CRISIS INTERVENTION PANEL PRESENTATION CERTIFICATION SHEET ____ SF195bas PHYSICAL ASSESSMENT FORMS</p> <p>EX705 – STATE CERTIFICATION EXAMINATION AUTHORIZATION DATA FORM</p> <p>____ TYPED ____ VERIFY CURRICULUM CODE <u>BAS-041e</u> ____ PRIOR EQUIVALENT STUDENTS LISTED WITH FULL-TIME STUDENTS</p>
COMPLIANCE OFFICER _____ DATE _____		