

PEACE OFFICER BASIC TRAINING OPENING CHECKLIST	PEACE OFFICER BASIC TRAINING CLOSING CHECKLIST	
School Name _____ School Commander _____ Proposed Dates _____	School Name _____ School Number _____ Dates _____	
<p><b>SF100unv – APPLICATION FORM</b></p> <p>____ RECEIVED 21 CALENDAR DAYS PRIOR TO START OF ACADEMY TYPED</p> <p>____ NUMBER OF TOTAL HOURS _____</p> <p>____ VERIFY CURRICULUM CODE <u>BAS-042a</u></p> <p><b>SF105unv – CALENDAR</b></p> <p>____ TYPED</p> <p>____ SCHOOL NAME AT THE TOP OF PAGE</p> <p>____ DATE RECORDED FOR EACH SESSION</p> <p>____ DAY RECORDED</p> <p>____ NUMBER OF HOURS RECORDED</p> <p>____ TIME RECORDED (FROM/TO)</p> <p>____ TOPIC NUMBER RECORDED FOR EACH TOPIC TITLE (EXAMPLE: 3.8 VICTIMS RIGHTS)</p> <p>____ OPOTC TOPIC TITLE RECORDED (EXAMPLE: FIREARMS)</p> <p>____ ONLY OPOTC SUBJECTS AND TOPICS APPEAR ON CALENDAR</p> <p>____ LIST ONLY INSTRUCTORS SCHEDULED TO TEACH OPOTC</p> <p>____ REQUIRED TOPICS – 10 MINIMUM</p> <p>____ INSTRUCTOR'S LAST NAME, FIRST NAME, OPOTC CERTIFICATION NUMBER AND EXPIRATION DATE RECORDED</p> <p>____ INSTRUCTORS TEACHING UNIT 7: CURRENT INSTRUCTOR'S CERTIFICATION FROM AHA, RC, OR ASHI</p> <p>____ ½ HOUR BREAK FOR EVERY TRAINING SESSION THAT EXCEEDS 5 HOURS</p> <p>____ CHECK RATIOS ON INSTRUCTORS TO STUDENTS IN APPLICABLE SKILLS AREAS</p> <p>____ "ORIGINAL" CALENDAR SUBMITTED</p> <p>____ FINAL PHYS. ASSESS. AND RETESTS FINAL 80 CLOCK HRS.</p> <p><b>SF110unv – STUDENT ENROLLMENT LIST</b></p> <p>____ NAME OF STUDENT, LAST 5 OF SSN, DOB, &amp; APPOINTING AGENCY/OPEN ENROLLMENT (10 MINIMUM)</p> <p>____ SIGNED BY SCHOOL COMMANDER</p> <p><b>SF102bas – REQUEST FOR NATIONAL WEBCHECK</b></p> <p>____ TYPED OR PRINTED (for all students listed on SF110unv)</p> <p>____ SUBMITTED IN ALPHABETICAL ORDER</p> <p><b>SF195bas – PHYSICAL ASSESSMENT FORMS (REVIEWED)</b></p> <p>____ PASSING PRE-ENTRANCE SCORES RECORDED (for all students listed on SF110unv)</p> <p><b>SF106bas – DRUG SCREEN ACKNOWLEDGMENT (REVIEWED)</b></p> <p>____ NAME OF STUDENT, LAST 5 OF SSN, DOB, &amp; APPOINTING AGENCY/OPEN ENROLLMENT (for all students listed on SF110unv)</p> <p>____ SIGNED BY SCHOOL COMMANDER</p> <p><b>ON-SITE INSPECTION</b></p> <p>____ CURRENT ON-SITE INSPECTION FORM ON FILE</p>	<p><b>SF120unv – ATTENDANCE ROSTER</b></p> <p>____ TYPED</p> <p>____ SCHOOL NAME, NUMBER, &amp; DATES RECORDED (TOP OF PAGE)</p> <p>____ ATTENDANCE ROSTER SHOWS OPOTC REQUIRED TOPICS ONLY</p> <p>____ STUDENTS' NAMES LISTED ALPHABETICALLY (LAST NAME, FIRST, M.I.)</p> <p>____ COMMANDER NOTES HRS. OF ACTUAL ATTENDANCE PER STUDENT PER DAY</p> <p>____ NON-FULLTIME STUDENTS LISTED SEPARATELY</p> <p><b>SF105unv – REVISED TRAINING CALENDAR</b></p> <p>____ TYPED</p> <p>____ REVISED CALENDAR INDICATED</p> <p>____ RE-CHECK RATIOS ON INSTRUCTORS TO STUDENTS IN APPLICABLE SKILLS AREAS</p> <p><b>SF155bas – STUDENT EVALUATION RECORD</b></p> <p>____ TYPED</p> <p>____ SCHOOL NAME &amp; NUMBER RECORDED (TOP OF PAGE)</p> <p>____ FAILED SKILLS AND NOTEBOOK INDICATED WITH AN "X"</p> <p>____ NON-FULLTIME STUDENTS LISTED SEPARATELY</p> <p><b>SF185unv – NOTIFICATION OF CHANGES IN COURSE SCHEDULE</b></p> <p>____ TYPED</p> <p><b>SF122unv – NOTIFICATION OF MAKE-UP HOURS MAKE-UP ATTENDANCE ROSTER ATTACHED (SF120unv)</b></p> <p>____ OTHER THAN ORIGINAL OPOTC INSTRUCTOR CERTIFICATES REVIEWED</p> <p>____ COPIES OF AHA, RC, OR ASHI INSTRUCTOR CERTIFICATE SUBMITTED IF OTHER THAN ORIGINAL FOR UNIT 7 FIRST AID/CPR/AED</p>	<p><b>SF175unv – LETTER OF CERTIFICATION (CLOSING LETTER)</b></p> <p>____ TYPED</p> <p>____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER</p> <p><b>SPO SHEETS (REVIEWED)</b></p> <p>____ <b>SF123bas FIRST AID/CPR/AED</b></p> <p>____ <b>SF125bas HANDGUN</b></p> <p>____ <b>SF126bas SHOTGUN</b></p> <p>____ <b>SF127bas SUBJECT CONTROL</b></p> <p>____ <b>SF128bas DRIVING</b></p> <p>____ <b>SF131bas STOPS &amp; APPROACHES</b></p> <p>____ <b>SF132bas STANDARDIZED FIELD SOBRIETY TESTING</b></p> <p>____ <b>SF133bas HAZMAT</b></p> <p>____ <b>SF134bas INCIDENT COMMAND SYSTEM</b></p> <p>____ <b>SF136bas NATIONAL INCIDENT MANAGEMENT SYSTEM</b></p> <p>____ <b>SF138bas PATROL ASPECTS &amp; OVERVIEW</b></p> <p>____ <b>SF139bas BUILDING SEARCHES</b></p> <p>____ <b>SF141bas NHTSA SPEED MEASURING DEVICE TRAINING</b></p> <p>____ <b>SF142bas IMPACT WEAPONS</b></p> <p>____ <b>SF144bas CRITICAL INJURY FIRST AID</b></p> <p>____ <b>SF146bas – CRISIS INTERVENTION PANEL PRESENTATION CERTIFICATION SHEET</b></p> <p>____ <b>SF195bas PHYSICAL ASSESSMENT FORMS</b></p> <p><b>EX705 – STATE CERTIFICATION EXAMINATION AUTHORIZATION DATA FORM</b></p> <p>____ TYPED</p> <p>____ VERIFY CURRICULUM CODE <u>BAS-042a</u></p> <p>____ PRIOR EQUIVALENT STUDENTS LISTED WITH FULL-TIME STUDENTS</p>
	COMPLIANCE SPECIALIST _____ DATE _____	