

# **Commander Manual for Corrections Basic Training**



**Ohio Peace Officer Training Commission**



Ohio Peace Officer Training Commission  
Office 800-346-7682

Dear Commanders,

As Executive Director of the Ohio Peace Officer Training Commission (OPOTC), I want to thank you for your unwavering dedication to preparing the next generation of Ohio's corrections officers. The work you do every day upholds the professional standards our communities depend on and reflects the essential values of service, integrity, and accountability that define our profession.

In today's ever-changing environment, the demands placed on law enforcement continue to evolve – and that makes your role more important than ever. Your leadership, your staff's professionalism, and your commitment to OPOTC standards ensure that each cadet leaves your academy not only with the skills to do the job well, but with the character and judgment to serve with honor.

Looking ahead, OPOTC remains committed to supporting you and your academies. We'll continue to update curriculum standards, expand instructor development opportunities, and keep communication open. Please don't hesitate to share your feedback, ideas, or challenges – we're listening, and we're here to help.

To support you in this work, I'm pleased to share the Commanders' Manual for Corrections Officer Basic Training. This manual is designed to help you deliver OPOTC-approved programs effectively and in full compliance with established standards.

We'll periodically update the manual, so be sure to check the latest version on our website:

<https://www.ohioattorneygeneral.gov/Law-Enforcement/Ohio-Peace-Officer-Training-Academy/OPOTC-Forms-and-Resources>

You can also find all the required school forms at that link. The complete curriculum and instructor directory are available on the OPOTA Portal: <https://opota.ohioattorneygeneral.gov/>.

When updates to curriculum or training opportunities arise, we'll make sure to share that information with you promptly.

Together, we can continue to strengthen corrections officer training in Ohio and build even greater trust with the communities we serve.

Thank you for your continued partnership, leadership, and commitment to excellence.

Respectfully,

Thomas Quinlan  
Executive Director – OPOTA / OPOTC

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# DIRECTORY

Thomas Quinlan, Executive Director ..... (740) 845-2073  
[Thomas.Quinlan@OhioAGO.gov](mailto:Thomas.Quinlan@OhioAGO.gov)

Denise Becerra, Administrative Assistant ..... (740) 845-2684  
[Denise.Becerra@OhioAGO.gov](mailto:Denise.Becerra@OhioAGO.gov)

## Professional Standards Section

Arturo De Leon, Director of Professional Standards ..... (740) 845-2683  
[Arturo.DeLeon@OhioAGO.gov](mailto:Arturo.DeLeon@OhioAGO.gov)

Paula Quackenbush, Administrative Assistant ..... (740) 845-6324  
[Paula.Quackenbush@OhioAGO.gov](mailto:Paula.Quackenbush@OhioAGO.gov)

## Compliance Specialists

Please contact the Compliance Specialist in your specific geographic region for on-going issues directly related to your school. The Regional Map on page 7 can be used to determine your assigned Compliance Specialist.

### **North Central Region**

Anne Laux ..... [Anne.Laux@OhioAGO.gov](mailto:Anne.Laux@OhioAGO.gov)

### **Northeast Region**

Sean Smith ..... [Sean.Smith@OhioAGO.gov](mailto:Sean.Smith@OhioAGO.gov)

### **Northwest Region**

Michael Willford ..... [Michael.Willford@OhioAGO.gov](mailto:Michael.Willford@OhioAGO.gov)

### **Southeast Region**

Mike McGreevy ..... [Michael.McGreevy@OhioAGO.gov](mailto:Michael.McGreevy@OhioAGO.gov)

### **Southwest Region**

Matt Lyons ..... [Matthew.Lyons@OhioAGO.gov](mailto:Matthew.Lyons@OhioAGO.gov)

## Certification Specialists

Please contact Certification Specialists for specific questions about the status of school openings and closings, and Commander and Instructor qualifications in your specific geographic region. The Regional Map on page 7 can be used to determine your assigned Certification Specialist.

### **Western Region**

Arienne Fauber ..... [Arienne.Fauber@OhioAGO.gov](mailto:Arienne.Fauber@OhioAGO.gov)

### **Eastern Region**

Kristen (Kacy) Samworth ..... [Kristen.Samworth@OhioAGO.gov](mailto:Kristen.Samworth@OhioAGO.gov)

### **Central Region**

LeAnn Myers ..... [LeAnn.Myers@OhioAGO.gov](mailto:LeAnn.Myers@OhioAGO.gov)

## Administrative Professionals

Please contact the Administrative Professionals listed about forms and certificates.

Heather Cloutier ..... [Heather.Cloutier@OhioAGO.gov](mailto:Heather.Cloutier@OhioAGO.gov)

Elizabeth Fulton ..... [Elizabeth.Fulton@OhioAGO.gov](mailto:Elizabeth.Fulton@OhioAGO.gov)

Shawn Clagg ..... [Shawn.Clagg@OhioAGO.gov](mailto:Shawn.Clagg@OhioAGO.gov)

Alonso Guzman ..... [Alonso.Guzman@OhioAGO.gov](mailto:Alonso.Guzman@OhioAGO.gov)

## State Certification Examination Coordinator

Barb Cain..... [Barbara.Cain@OhioAGO.gov](mailto:Barbara.Cain@OhioAGO.gov)



## **Corrections Basic Training FAQ**

### **Who can run a corrections basic training academy?**

An institution which is part of a state, county, municipal corporation, public school district, or technical college district that is approved by the Executive Director can conduct Corrections Basic Training.

### **Who may attend a corrections basic training academy?**

Anyone who is employed by a local facility and whose current position consists primarily of duties that require inmate supervision, direct interaction with inmates and responsibility for the safety and security of inmates and of the facility may attend Corrections Basic Training. These students are issued a Corrections Basic Training certificate once they pass the State Certification Exam (SCE).

### **What is a curriculum code and where do I find it?**

The curriculum code indicates which curriculum an academy must use. It is based on the start date of the academy and relates to both lesson plans and the SCE. It can be found on the opening letter.

### **What audits and oversight can I expect during an academy?**

Compliance Specialists will conduct an opening audit to review the application and supporting documentation needed to run an academy at least 21 days prior to the start of it. They will also conduct an enrollment audit on the third day of your academy, as well as a closing audit at the end of the academy. The closing audit ensures all students have met Commission requirements and are eligible to sit for the SCE.

Compliance Specialists will also make regular visits to the academy to observe instruction and review paperwork.

### **What are SPOs?**

Student Performance Objectives (SPOs) are concepts and physical skills within the curriculum upon which students are tested, during the academy and/or during the SCE.



## **Section 1**

### **Pre-Opening Organization**

This section explains the requirements for Commanders, Teaching Facilities, Instructors and Students.

#### **1.1 Commanders**

- 1.1.1** A person interested in becoming a Commander for any OPOTC approved training program must submit an application to the OPOTC for approval. The Commander's application must be filed and approved by the OPOTC before any other action may be taken.
- 1.1.2** A person applying to become a Commander must be associated with an existing or proposed school.
- 1.1.3** The minimum qualifications for a Corrections Basic Training Commander are established by the [OAC 109:2-9-04\(A\)](#)
- 1.1.4** After the application is provisionally approved, the applicant must register for the OPOTC Commander Course. Within 30 days of successful completion of the Commander course, the applicant must meet with their Compliance Specialist and, if needed, complete an on-site inspection. Once completed, their Commander certificate will be issued. This certification process must be completed before any other action may be taken.
- 1.1.5** Only OPOTC-certified Commanders may conduct OPOTC-approved training programs. A Commander's OPOTC certificate must be current and shall not expire prior to or during the dates a Corrections Basic Training School is scheduled. For information regarding Commander Certification renewal, please refer to [OAC 109:2-9-04\(C\)](#)
- 1.1.6** Commanders may not enroll in any part of a Corrections Basic Training School for which they are the Commander.
- 1.1.7** If at any time the Commander learns of criminal charges, disciplinary actions, or official complaints regarding any Instructor, Commander or Student whether made in reference to their position as an Instructor, Commander, Student or otherwise, the Commander must inform the Compliance Specialist.
- 1.1.8** Commanders approved for a particular school may not permit any other person to function as the Commander. If the Commander of record will be absent for an extended period of time (e.g., vacation, illness, etc.), during the school, an OPOTC-certified Corrections Basic Training Commander must be designated in writing, and such notice must be submitted to the Compliance Specialist and Certification Specialist prior to the occurrence.
- 1.1.9** If a Commander intends to conduct two different schools during the same timeframe at different locations, the Commander must obtain written approval from the Executive Director prior to conducting the schools.

## **1.2 Teaching Facilities**

**1.2.1** The Ohio Administrative Code requires that, at a minimum, all Corrections Basic Training Academies shall have the following facilities and equipment:

- a. A classroom with adequate space, heating, lighting and ventilation, and restroom facilities;
- b. A chalk board and chalk, or equivalent;
- c. Tables and chairs suitable for writing or seats with an arm for writing;
- d. Audio-visual equipment;
- e. A lectern, stand, or table for the instructor's use;
- f. A gymnasium or large indoor area for teaching defensive tactics and other physical skill topics supplied with appropriate training and safety equipment;
- g. Any other equipment or facilities as required by the Executive Director. [OAC 109:2-9-07](#)

**1.2.2** All facilities utilized by OPOTC Corrections Basic Training Academies must have access to restrooms.

**1.2.3** All classrooms must meet applicable building and fire codes.

**1.2.4** If an on-site inspection is needed, the Commander shall arrange for such inspections on or before the opening audit. The OPOTC Compliance Specialist assigned to a training academy must conduct an on-site inspection and approve the teaching facilities at the following times:

- a. When a new facility is proposed;
- b. When a previously inspected training site is changed;
- c. At any time upon request by OPOTC staff;
- d. Every three (3) years.

## **1.3 Instructors**

**1.3.1** Only OPOTC-certified instructors may teach OPOTC topics during OPOTC-approved training programs. The Commander is responsible for ensuring that each instructor is certified on the date and time scheduled to teach in a Corrections Basic Training program.

**1.3.2** To become an OPOTC-certified Corrections Basic Training Unit Instructor, a person must apply to the OPOTC for certification. Instructor applications must be signed by a current OPOTC-certified Corrections Basic Training Commander.

**1.3.3** The minimum qualifications for a Unit Instructor in the Corrections Basic Training program as established by the [OAC 109:2-9-05\(A\)](#).

**1.3.4** To become an OPOTC-certified Special Subject Instructor, a person must apply to the OPOTC for certification. Instructor applications must be signed by a current OPOTC-certified Corrections Basic Training Commander.

- 1.3.5** The minimum qualifications for a Special Subject Instructor in the Corrections Basic Training program as established by the [OAC 109:2-9-05\(B\)](#).
- 1.3.6** Corrections Basic Training courses must be taught with a minimum of six OPOTC- approved Instructors.
- 1.3.7** Prior to the opening audit, the Commander must communicate with each Instructor scheduled to verify their availability for the scheduled topics, dates, and times.
- 1.3.8** An Instructor's OPOTC certification must be current and shall not expire prior to the date on which the Instructor is scheduled to teach during the academy. Instructors who teach a course that requires a non-OPOTC certification, such as First Aid/CPR/AED must also be currently certified through the credentialing agency and shall not expire prior to the date on which the Instructor is scheduled to teach. Instructors may only teach topics and/or units for which they have been certified. If any OPOTC topics are taught by an expired or non-certified Instructor, the class will not be allowed to take the State Certification Examination until these discrepancies have been corrected.
- 1.3.9** Commanders must maintain a copy of the current OPOTC instructor certificate for each instructor who teaches at their academy. This file must be available for inspection at any time upon request by OPOTC staff.
- 1.3.10** Each OPOTC Instructor approved for courses which require an additional certificate, such as First Aid/CPR/AED, etc., Commanders must maintain a copy of the current Instructor certification from the credentialing agency and consult with the Instructors to verify that their accrediting agency has not required any updates. If any updates have been required, the Commander will inform the Compliance Specialist, will present documentation that these updates have occurred, and will add that documentation to the certificate file. This file will serve as a guide for Commanders during schedule preparation and for substitution purposes. The file must be available for inspection at any time upon request by OPOTC staff.
- 1.3.11** The Commander is responsible for ensuring that Instructors use the most current version of the curriculum.
- 1.3.12** If a guest speaker is invited to teach certain topic areas, an OPOTC-certified Instructor, in the specific topic, must be present in the classroom at all times. All SPOs must be taught by the OPOTC-certified Instructors.
- 1.3.13** Instructors may not enroll as a student in any class in which they are a scheduled Instructor.
- 1.3.14** For information regarding Instructor Certification renewal, please refer to [OAC 109:2-9-05\(D\)](#)

## **1.4 Students**

The Commander must inform each prospective student of the following:

- 1.4.1** All inquiries from a student shall be directed to the Commander. If the Commander cannot resolve the matter, the Commander will contact their regional Compliance Specialist.
- 1.4.2** No person convicted of a felony offense may attend any portion of the Corrections Basic Training program. This includes felony convictions that have been sealed or expunged by court order.
- 1.4.3** Open enrollment is not available for Corrections Basic Training. Students must work within or be assigned to an adult-full-service correction facility to attend the training.

## **1.5 Prior Equivalent Training**

- 1.5.1** As provided in [OAC 109:2-9-11\(A\)](#), an individual who has successfully completed prior training or education, other than basic training for full-service corrections under the auspices of the Ohio Peace Officer Training Commission, and who is required to complete the corrections school as prescribed in [OAC 5120:1-8-18](#) may request credit for that portion of the curriculum which is equivalent to training previously completed. The student shall make such request by completing a SF410cbt Request for Prior Equivalent Training Analysis form.
- 1.5.2** The OPOTC Certification Specialist will review the request and supporting documentation to determine the topics and number of hours of training for which credit may be given. The Certification Specialist then will send the student and the appointing agency a letter of determination indicating the topics and number of hours which the student did not receive credit and which must be completed.
- 1.5.3** After receiving the letter of determination, the student must present the letter to the Commander and may enroll in a Corrections Basic Training program as a prior equivalent student. The student will be required to attend the topics and hours assigned by the OPOTC and must complete all of the training with the same school. Like any other appointed student, prior equivalent students must enroll by the third day of class in which OPOTC topics are taught.
- 1.5.4** After satisfactorily completing the corrections basic training hours assigned by the OPOTC, the student must pass the comprehensive State Certification Examination (SCE). If the student fails on the first attempt, a second attempt will be scheduled. If the student fails on the second attempt, the student must then take the entire basic training course and the SCE again.

## **1.6 Update Training Students**

- 1.6.1** As provided in [OAC 109:2-9-11\(B\)](#), upon appointing a person to a corrections officer position, the appointing agency shall submit a request for the Executive Director to evaluate the officer's training and eligibility to perform the functions of a corrections officer. The request will be made on a SF420cbt Update Training Evaluation Form and shall be submitted upon appointing the officer.

## Section 2

### Opening Audit

This section will explain the second phase of the Corrections Basic Training program process consisting of an opening audit conducted by the Compliance Specialist at least 21 days prior to the first day OPOTC topics are taught. Included in each section are related requirements, procedures, policies and explanations for proper completion and sequence of the required OPOTC forms for Corrections Basic Training. All OPOTC forms are available on the Ohio Attorney General website, [www.OhioAttorneyGeneral.gov/OPOTA](http://www.OhioAttorneyGeneral.gov/OPOTA) under OPOTC Forms and Resources.

**Note: No school shall be approved at the opening audit with less than five full-time students, unless approved by the Executive Director.**

### Submission of the Application

At the opening audit, the Commander will present to the Compliance Specialist all the necessary paperwork, in the order listed below. During the opening audit, the Compliance Specialist will review these forms to ensure compliance with OPOTC requirements.

#### 2.1 School Application (Form SF100unv)

**2.1.1** This form must be computer-generated or typed and completed in its entirety. Incomplete applications will be returned to the Commander for completion. Each School application must contain the following:

- a. Type of school (Corrections Basic Training);
- b. The name of the requesting agency;
- c. The school name (no abbreviations, use same name throughout the form);
- d. The Commander's name and 4-digit basic training Commander Certificate number and expiration date (e.g., John A. Doe, CTA 0999, 01/01/2023);
- e. The proposed dates of the school, total hours, and number of students;
- f. The days of the week and times classes are to be held;
- g. The facility address;
- h. Telephone numbers for the Commander and the facility, including fax, and/or cell phones;
- i. Email address for the Commander and academy;
- j. For each Instructor scheduled to teach a course requiring certification from an outside agency, such as First Aid/CPT/AED, etc., the Commander must submit current Instructor certification from the credentialing agency with the school application and verification that they have taken any updates that their specific credentialing agency may require.

**2.1.2** The Commander must sign the application. Original and electronic signatures are acceptable.

**2.2 School Calendar (Form SF105unv)**

**2.2.1** The Commander must complete the school calendar using the SF105unv form. The calendar shall contain the topic headings as they appear in the Corrections Basic Training Curriculum. Only OPOTC topics are to be listed on the calendar.

**2.2.2** The training blocks on the school calendar must include:

- a. Date of instruction (e.g., 03/15/20);
- b. Day of instruction (e.g., M, T, W);
- c. Number of hours of instruction (e.g., 4);
- d. Time, start to end (e.g., 6p to 10p or 1800 to 2200);
- e. OPOTC Unit and Topic number (e.g., 3-1);
- f. OPOTC Topic name (e.g., Basic Security Duties);
- g. For classroom and skill/practical training topics requiring ratios (i.e., First Aid and Subject Control), indicate which hours are Classroom (CR) and Practical (PR) next to topics name if applicable;
- h. The instructor's last name, first name, middle initial and OPOTC 5-digit CBT Instructor certificate number and expiration date. (e.g., Doe, John A., CBT 29999, 01/01/2022); do not use rank or title; and
- i. If the school utilizes more than one classroom, indicate the building name and classroom number.

**2.2.3** The OPOTC requires a minimum number of training hours for specific topics. Commanders are encouraged to exceed this minimum amount; however, any additional hours a Commander adds are considered mandatory hours.

**2.2.4** Training that is scheduled for more than five hours per training day must have at least a 30-minute break period. This break period must be evident on the school calendar and be scheduled approximately in the middle of the training day. If training exceeds 10 hours in a given day, an additional 30-minute break must be scheduled.

**2.2.5** Classes from separate schools may not be joined together for the same training session. For example, if a school has both a daytime program and a concurrent nighttime program, they may not be joined together to share the same classroom and set of instructors. Should a day class and a night class have training at the same facility at the same time (e.g., on a Saturday), they must be scheduled to be in separate classrooms with their own instructor(s).

**2.2.6** When preparing the school calendar, a minimum of six certified instructors must be scheduled to teach. Commanders must verify instructor credentials, certified topics, and certification numbers.

- 2.2.7** No Corrections Basic Training School may last for more than 12 weeks unless authorized by the Executive Director.

### **2.3 Skill Topic Ratios**

- 2.3.1** The Commander must ensure that the minimum instructor-to-student ratios are met for the practical portions of skills topics. There are no ratios for classroom training of a skills area (unless otherwise noted). The minimum ratios are as follows:

a. Unit 6, Subject Control

- One OPOTC certified subject control instructor for every 10 students during each practical session;

b. Unit 7, First Aid/CPR/AED

- One OPOTC-certified First Aid/CPR/AED Instructor for every nine students, and the resuscitating manikin-to-student ratio shall be as required or suggested by the American Red Cross, American Heart Association, or American Safety & Health Institute. Commanders are to ensure that all equipment requirements are met per program being used.
- **For each Instructor scheduled to teach unit 7, such as First Aid/CPR/AED, the Commanders must submit current Instructor certification from the credentialing agency with the school application and verification that they have taken any updates that their specific credentialing agency may require.**

### **2.4 Review by Certification Specialist**

- 2.4.1** After the Compliance Specialist meets with the Commander and approves the documents, the documents will be forwarded to the Certification Specialist, who also will review the application. If approved, the Certification Specialist will send an opening letter listing the school number and curriculum code. No school may begin classes until an OPOTC school number has been issued. The OPOTC will not recognize any training class, or portion thereof, conducted prior to the issuance of the opening letter and school number.

- 2.4.2** If a Commander does not receive written approval at least five days prior to the first scheduled day of training, the Commander should contact the assigned Certification Specialist to inquire as to the status of the application.

- 2.4.3** If the start date for the school changes for any reason, the assigned school number shall immediately become void, and the Commander must re-apply for a new school number at least 21 days prior to the new start date.



## **Section 3**

### **Enrollment Packet**

#### **3.1 Categories of Students and Paperwork to be Submitted**

In preparing the Enrollment Packet, the Commander shall submit for review, the paperwork in the order of the students' last names as they appear on the SF110unv. Commanders shall submit one of the following packets for each student, with the forms arranged in the order listed.

##### **3.1.1 Full-time Student:**

- a. SF110unv – Student Enrollment List
- b. SF115unv – Student Enrollment/Certification Record;
- c. SF101unv – Student Disclosures and Statement of Understanding;
- d. SF104unv - FERPA Consent to Release Student Information, if applicable.

##### **3.1.2 Prior Equivalent Student:**

- a. SF115unv – Student Enrollment/Certification Record;
- b. SF101unv – Student Disclosures and Statement of Understanding;
- c. OPOTC Letter of Determination;
- d. SF525cbt - OPOTC Prior Equivalency Training Determination form;
- e. SF104unv - FERPA Consent to Release Student Information, if applicable.

#### **3.2 Forms**

No later than the third day of OPOTC topics, the Commander shall have prepared the enrollment forms.

##### **3.2.1 Student Enrollment List (Form SF110unv)**

The Commander must complete the form by typing the required information and must include:

- a. An "X" in the box indicating that the form is "original";
- b. School Name (no abbreviations, use the same name throughout the form)
- c. School Number (CBTxx-xxx), the school number will be assigned by the Certification Specialist in opening letter.
- d. Proposed dates of the school
- e. List of students in alphabetical order (last name, first name, middle name)
- f. List students Social Security Number (Last five, e.g., 56789)
- g. List students date of birth (01/01/1990)
- h. List all non-full time students separately at the end by category and alphabetically
- i. Commander's Signature, typed name, and date (Original or electronic signatures are acceptable).

### 3.2.2 Student Enrollment/Certification Record (Form SF115unv)

Information on the SF115unv form **must** be typed; handwritten copies will not be accepted. **Accuracy** is important due to the exporting of student information to Pearson's testing database for the State Certification Examination (SCE). Required information includes the following:

- a. Student's name (last name, first name, middle name);
- b. Home address;
- c. Phone number;
- d. Sex;
- e. Date of birth (e.g., 01/01/1996);
- f. Social Security Number (Last five, e.g., 56789);
- d. Email address (must use student's personal email address for SCE authorization and registration);
- e. Race
- f. Education (e.g., High School Diploma or GED);
- g. Student status (e.g., Correction Officer or Prior Equivalent);
- h. Signature of Commander;
- i. Date;
- j. School name (no abbreviations, use the same name throughout the form);
- k. School number.

### 3.2.3 Student Disclosures and Statement of Understanding (Form SF101unv)

The student must complete the form by typing or printing the required information legibly in blue or black ink and must include:

- a. Student's name (last name, first name, middle name);
- b. Social Security Number (Last five, e.g., 56789);
- c. Date of Birth (e.g., 01/01/1996);
- d. School name (no abbreviations, use the same name throughout the form);
- e. School number;
- f. Students must truthfully answer each of the questions;
- g. Student's signature;
- h. The Commander shall review the form with each student and explain that the student may be subject to criminal charges if the student knowingly provides false information.

**Note: If a student answers "YES" to any of questions 1 through 22, the student must provide a written explanation of the incident as a condition of attending the academy. In addition, the Commander shall submit any applicable court disposition documentation provided by the cadet to OPOTA for review.**

#### **3.2.4 Federal Educational Rights and Privacy Act (FERPA) Consent to Release Student Information (Form SF104unv)**

Students who are enrolled in a college, university, or career center academy must complete this form by typing or by printing legibly in black or blue ink. The Commander must include this form at the end of each student's enrollment packet.

## Section 4

### Training Requirements

The Compliance Specialist will arrange with the Commander a time to speak to the students and explain the OPOTC requirements necessary for eligibility to take the State Certification Examination (SCE). The Commander is responsible for explaining any local school policies or requirements.

**Note: Any non-participation of OPOTC topics will be deemed as an absence.**

#### 4.1 Skills Areas

No student will be permitted to take the SCE unless and until they successfully complete the psychomotor skills assessments in the following units:

- a. Unit 6, Subject Control;
- b. Unit 7, First Aid/CPR/AED;
- c. Topic 3-5, Body Searches;
- d. Topic 3-9, Transportation of Inmates.

#### 4.2 Student Notebooks

As required by [OAC 109:2-9-09](#), all students shall keep a notebook which shall be submitted to the Commander for inspection. No student shall be permitted to take the SCE unless that student has received a satisfactory evaluation of the student's notebook. Student notebooks shall be available for review by OPOTC staff upon request. The Commander shall evaluate student notebooks in the following areas:

- a. Sufficiency of course content;
- b. Organization;
- c. Appropriateness of the material;
- d. Regularity of entries;
- e. Neatness;
- f. Accuracy;
- g. Legibility.

#### 4.3 Psychomotor Skills Assessments

Each student shall be permitted one attempt at each SPO and one re-test if the student fails the initial attempt. Students who fail the initial attempt must be afforded a reasonable amount of remedial training prior to the re-test. Any student who fails both attempts shall be dismissed from the academy. If the student who fails both attempts is taking classes for college credit, the student may or may not continue taking classes, at the sole discretion of the college or university, but will no longer be considered as part of the academy class.

#### **4.3.1 Topic 3-5, Body Searches**

The psychomotor skills assessment for Body Searches shall be recorded on the SF137cbt, Body Searches Proficiency Testing Record.

#### **4.3.2 Topic 3-9, Transportation of Inmates**

The psychomotor skills assessment for Transportation of Inmates shall be recorded on the SF143cbt, Transportation of Inmates Proficiency Testing Record.

#### **4.3.3 Unit 6, Subject Control**

The psychomotor skills assessment for Subject Control shall be recorded on the SF127cbt, Subject Control Proficiency Testing Record

#### **4.3.4 Unit 7, First Aid/CPR/AED**

The psychomotor skills assessment for First Aid/CPR/AED shall be as required or suggested by the American Red Cross, American Heart Association, or American Safety & Health Institute, and shall be recorded on the SF123cbt, First Aid/CPR/AED Proficiency Testing Record.

## Section 5

### On-Going Procedures

#### 5.1 Notification of Changes in School Schedule (Form SF185unv)

**5.1.1** The Commander shall notify the Compliance Specialist at least 24 hours in advance of any of the following changes to the school calendar:

- a. Dates;
- b. Topics;
- c. Locations;
- d. Times;
- e. Cancellations;
- f. Instructor(s).

**Note:** The Commander will revise the school calendar as changes occur and forward the revised calendar to the assigned Compliance Specialist.

**5.1.2** The form for notifying the Compliance Specialist is the SF185unv, Notification of Changes in School Schedule. This form shall contain the following information:

- a. School name and number (no abbreviations, use the same name throughout the form);
- b. The original date the topic was scheduled;
- c. The proposed date and time the topic is to be scheduled;
- d. The location of the class;
- e. Proposed time of reschedule;
- f. The correct OPOTC topic number and title;
- g. The reason the change is needed;
- h. The instructor's name (last name, first name and middle initial), OPOTC certificate number and expiration date (e.g., Doe, John A., CBT29999, 01/01/2022);
- i. The date and method the Commander notified the Compliance Specialist of the proposed change.

**5.1.3** In case of an instructor addition or substitution (change), the Commander will send copies of applicable OPOTC certifications attached to SF185 to the Compliance Specialist. In case of an instructor addition or substitution for a topic that requires certification by a non-OPOTC agency, (First Aid/CPR/AED, etc.) the Commander shall submit copies of the applicable certifying document from credentialing agency, documentation of any updates that the credentialing agency may require, the OPOTC instructor certificate. These documents are to be attached to the SF185 and revised calendar submitted to the Compliance Specialist.

**5.1.4** For same day changes, the Commander shall contact the Compliance Specialist by phone, voice mail, or text or email indicating that a change in the school calendar must occur that day and stating the reason for the change. The Commander then will prepare and email the SF185unv to the Compliance Specialist.

- 5.1.5** The Commander shall submit the SF185unv in its entirety at the closing audit. In instances of an instructor addition or substitution (change) for a course that requires a non- certification, such as First Aid/CPR/AED, etc., the Commander shall attach copies of the applicable certifying document from the credentialing agency and documentation of any updates that the credentialing agency may require to the SF185unv submitted at the closing audit.

## **5.2 Monitoring Classes**

- 5.2.1** The Commander shall be reasonably available to answer student questions and provide guidance where indicated.
- 5.2.2** The Commander and Instructors are responsible for maintaining compliance and safety precautions and shall give due regard to safety considerations during all training activities (e.g., dangerous weather conditions, etc.).
- 5.2.3** The Commander and Instructors shall ensure that required instructor-to-student ratios are met during practical portion of skills training and other topics that have required ratios. Unless otherwise noted, classroom portions of skill area topics do not require instructor-to-student ratios.
- 5.2.4** The Commander and Instructors will ensure that the latest versions of lesson plans are being used in class. New lesson plans are released once a year. The current Corrections Basic Training curriculum is available on the [OPOTA Portal](#). The units, topics, hours, and lesson plans must be taught in their entirety.

## **5.3 Student Sign-in Sheets (Form SF121unv)**

- 5.3.1** The Commander shall maintain an accurate SF121unv Student Sign-in Sheet for each day topics are scheduled and make them available for inspection by OPOTC staff.
- 5.3.2** The SF121unv shall contain the following:
- a. School name and number (no abbreviations, use same name throughout the form);
  - b. Date of class;
  - c. All topic titles, topic numbers, and hours of each topic as scheduled;
  - d. The total number of hours of the training day (OPOTC topics only);
  - e. The typed name of each student, in alphabetical order (last name, first name, middle initial), with non-full-time students listed separately;
  - f. The signature of each student next to the typed name;
  - g. The exact time each student arrives at class for the day (e.g., 7:52 a.m. or 0752);
  - h. The exact time each student leaves class for a 30-minute break or for an extended amount of time (e.g., court appearances, illness, etc.);

- i. The exact time each student re-enters class after a 30-minute break or other extended absences;
- j. The exact time each student leaves class at the end of the training day;
- k. Hours “present” or “absent” for each student.
- l. The signature and Instructor certificate number of each Instructor teaching topics listed on the sign-in sheet by alphabetic designator;
- m. Indicate Instructor by circling letter in the boxes next to the topic and title;
- n. If there is not adequate space on the sign-in sheet for multiple sign-in and sign-out times, the student should use the back of the SF121unv to record the additional times.

**5.3.3** All instructors who teach shall sign the sign-in sheets at the conclusion of each class.

**5.3.4** The Commander shall verify the accuracy of each sign-in sheet, then sign and maintain it as indicated above.

#### **5.4 Student Attendance Roster (Form SF120unv)**

**5.4.1** The Commander shall prepare the attendance roster using the SF120unv, Student Attendance Roster. The Commander shall update this form on a weekly basis and keep track of the number of hours and topics that each student must make up.

**5.4.2** The SF120unv shall be completed as follows:

- a. School name and number (no abbreviations, use same name throughout the form);
- b. School dates;
- c. Students listed in alphabetical order (last name, first name, middle initial);
- d. Prior Equivalent and Court Officer plug-in Students shall be listed on a separate SF120unv;
- e. Dates of classes shall be listed on the top line of the form (with month/date/year entered in each space);
- f. List the number of hours in attendance for each student on each day;
- g. The topic numbers shall be listed for all dates attended by Prior Equivalent and Update students.

#### **5.5 Notification of Make-up Hours (Form SF122unv)**

**5.5.1** Make-ups must be completed within 14 calendar days of the date that the student returns to class, unless excused by way of a medical extension or a military extension. If the make-ups do not occur within this time frame, the student cannot attend other academy courses until all make-ups have been completed.

Whenever it becomes necessary for a student to make-up training, the Commander shall notify the Compliance Specialist at least 24 hours in advance of the make-up session. This notification will be made by using form SF122unv. This form must contain:

- a. School name and number;
- b. Student’s name (last name, first name, middle initial);



- c. Date original class missed;
- d. Proposed date of make-up class;
- e. Number of hours to be made up;
- f. Time of make-up session;
- g. OPOTC topic number and title;
- h. Mark "X" if original Instructor;
- i. In instances where an Instructor other than the original Instructor will be teaching the make-up session type the new Instructor's name, OPOTC CBT certificate number and expiration date in the Instructor block.

**Submit the Instructor's OPOTC CBT Instructor certificate and any applicable current certificates from an outside credentialing agency (i.e., AHA, ASHI, or Red Cross for first aid topic 7);**

- j. Location of make-up session;
- k. Date Compliance Specialist was notified.

**5.5.2** The SF122unv is a continuing form. If another student needs to make-up hours, the Commander will follow the same process and complete the next line on the form.

**5.5.3** Commanders shall maintain the SF122unv, Notification of Make-up Hours Form and present it to the Compliance Specialist at the closing audit, along with a separate form SF120unv, Student Attendance Roster (list topic numbers on the last line) and a separate SF121unv, Student Sign-in sheet for those students required to make-up hours.

**5.5.4** If a student arrives late to class and is 15 minutes or less late, the time and missed material may be made up at the end of the class day with the original Instructor, if the Instructor is willing to do so. If not, the absence will be counted as a half hour.

In this case, the make-up must be noted by the instructor at the bottom of the Student Sign-In Sheet, SF121unv, and signed by the instructor. No entry is required on the Notification of Make-up Hours, SF122unv. These make-ups may not be done on class breaks. For example, class time is 1800-2200 hours. Student Jones arrives late and signs in at 1812. The student may stay over with the Instructor and sign out 12 minutes after class ends.

**5.5.5** If the student is more than 15 minutes late, then the time must be made up in a minimum of one-half hour increments by the original Instructor. It can also be made up by another Instructor, provided the Commander contacts the Compliance Specialist and sends copies of applicable certificates. Any make-up, whether by the original Instructor or another certified Instructor, must be documented on the Notification of Make-up, SF122unv and accompanying Student Attendance Roster, SF120unv.

**5.5.6** If hours are to be made up on the same day they were missed, the Commander shall notify the Compliance Specialist in advance and then submit the SF122unv to the Compliance Specialist as soon as possible.

- 5.5.7** Students who must complete make-ups may not be combined with other students who missed different content in the same topic.
- 5.5.8** If the Student is unable to make up the topics in the original school, all requests to make up hours by attending a different school must be approved by the Executive Director. All make-up sessions must be conducted at a Commission approved site. In these instances, the student must attend the entire block of instruction in the second school regardless of how many hours of instruction were missed in the original school. The original Commander shall notify the Compliance Specialist in advance and shall complete the Notification of Make-up, SF122unv and Make-up Student Attendance Roster, SF120unv. The second Commander will ensure that a Student Sign-In Sheet, SF121unv, is completed and returned to the original Commander where it will be maintained and made available for inspection by OPOTC staff upon request.
- 5.5.9** All make-up hours must be completed by the last day in which OPOTC topics will be taught in the training academy. If the actual regularly scheduled class that was missed was scheduled on that last day, the student must complete that make-up within three business days.
- 5.5.10** If at the time of the closing audit, the Commander is willing to accommodate a student who has missed any portion of a mandatory topic, the Commander must:
- Submit a request to the Executive Director to allow a student to make-up hours. No make-up hours may be completed without at least the verbal approval of the Executive Director or the Executive Director's designee, followed by a written request. As provided in [OAC 109:2-1-09 \(A\)](#), the student will not be permitted to take the State Certification Examination until the make-up hours are completed and the student has fully complied with the OPOTC attendance policy;
  - The written request should specify the proposed date of the make-up session, the topic and hours to be taught, and the names of the Instructor(s) and student(s) who will complete the make-up session;
  - The SF122unv must be completed and submitted to the Compliance Specialist prior to the approved make-up session; and, upon completion of the make-up session, the Commander shall present the SF122unv, Notification of Make-up Hours, the SF120unv, Student Attendance Roster, and the SF121unv, Student Sign-in Sheet, to the Compliance Specialist.

## **5.6 Extensions**

### **5.6.1 Medical Extensions**

- Students who are injured or develop a medical condition during the course of the school and are unable to obtain a medical release prior to the last day of OPOTC topics, may request a medical extension for the purpose of completing course requirements.

- b. The procedure for requesting such a medical extension is as follows:
  - 1. Commander provides the student with the Medical Extension Request SF193unv;
  - 2. Student makes appointment with a medical professional (a medical doctor (MD), osteopath (DO), physician's assistant (PA), or certified nurse practitioner (CNP), licensed by the Ohio State Medical Board or the Ohio State Board of Nursing, or a neighboring state's equivalent, or a medical professional with the US Department of Veterans' Affairs) for an examination. The medical professional completes and signs the Medical Extension Request, SF193unv. The Student returns the completed form to the Commander;
  - 3. Commander completes the Medical Extension Request form and submits to [SF194@OhioAGO.gov](mailto:SF194@OhioAGO.gov);
  - 4. OPOTC Director of Professional Standards will review the paperwork and render a decision about the medical extension. The Commander and student will be notified of the decision.
- c. Students who receive a medical extension must complete their required training by the extension expiration date. Students who do not complete this training by the expiration date shall be deemed to have failed the school.
- d. Prior to the extension expiration date and in time for the required hours to be scheduled by the Commander and taught, the student shall submit the Medical Release and Request for Physical Fitness Assessment form approved by their medical professional. If the medical professional refuses to clear the student, the student shall be deemed to have failed the school.
- e. If approved by the medical professional, the student must arrange to make up the required topics through the Commander. The Commander will notify the Compliance Specialist of these scheduled make-ups no less than 24 hours prior to the scheduled topic(s).
- f. Upon completion of the required hours, the Commander shall contact the Compliance Specialist to schedule a closing audit.

#### **5.6.2 Closing Paperwork for Medical Extension Students**

- a. If the student passes, please submit the following paperwork:
  - 1. Notification of Make-up Hours (SF122unv);
  - 2. Student Attendance Roster (SF120unv) with only the date(s) and hours for the makeup(s) on it;
  - 3. Student Evaluation Record (SF160cbt);
  - 4. Copies of all applicable Proficiency Testing Records available for review;

5. Copy of student's Medical Release;
  6. State Certification Examination Authorization Data Form (EX705);
  7. Closing letter (SF175unv).
- b. If the student fails or chooses not to participate, submit the following paperwork:
1. A written communication on academy letterhead stating the student failed to complete the assessment/SPOs successfully and thus failed the school; and
  2. Student Evaluation Record (SF160cbt).

### **5.6.3 Military Extensions**

If a member of the National Guard or military reservist is mobilized to active duty in the uniformed services while attending the basic school, the Commander may request an extension for completion of basic training. The following documentation must be submitted to the Executive Director prior to the activation:

- a. A letter from the Commander requesting the extension to include the date of activation, school name, and school number within ten days of the date of the order;
- b. A copy of the military orders;
- c. An audit will be conducted by the Compliance Specialist of the topics and hours completed by the student in the school and will be placed in the School file for the Executive Director's review.

If an extension is granted, upon completion of duty the student will notify the Commander of the student's return within 60 days of the completion date. A copy of the student's DD214 or Release from Active Duty will be submitted.

All make-ups must be completed in a school approved by OPOTC.

In order to be eligible to complete basic training and take the State Certification Examination, a review of the current and original schools' curricula will be conducted in order to determine the hours and topics required for completion by the returning student.

In some cases, at the discretion of the Executive Director, it may be in the student's best interest to retake the entire basic training course.

## **5.7 Class Time**

- 5.7.1** The Commander shall ensure that instructors teach class for the entire time scheduled for each topic.
- 5.7.2** An hour of class time includes 50 minutes of instruction and a 10-minute break. Breaks may not be combined (e.g., in order to shorten the class day, extend lunches, delay starting time)
- 5.7.3** Class time may not be used for instructor preparation or other administrative tasks (e.g., making copies, setting up audio-visual equipment, traveling to and from locations, grading tests, completing student forms). Should the Instructor go over 50 mins. and into the break time, the cadets will break for the remainder of the 10 minutes so that class will start on time after the break.

## **5.8 Scheduling the State Certification Examination (SCE)**

- 5.8.1** After scheduling the closing audit with the Compliance Specialist, group scheduling for the SCE is available and can be requested by emailing Pearson at [PVGroupReservations@Pearson.com](mailto:PVGroupReservations@Pearson.com). However, commander may have their students schedule their own SCE once they are eligible and have received an Authorization to Test (ATT) email notification from Pearson. (See Section 7 for more information.)

## **5.9 Special Accommodations Testing (SAT) Request**

Any student requesting Special Accommodations Testing (SAT) must be made by the Commander no later than the third day of the academy or the request may be denied. A completed EX735 – OPOTC State Certification Examination Special Accommodation Request and Checklist form must be sent electronically to the OPOTC SCE Coordinator, [OPOTCSCECoordinator@OhioAGO.gov](mailto:OPOTCSCECoordinator@OhioAGO.gov). Along with the completed EX735, the Commander shall submit the following documentation:

- a. A description of the student's specific disability and the special accommodations requested, with a detailed explanation of why an accommodation is needed. Such accommodation can include a request for an extended time limit and/or an oral exam;
- b. A current (within three years) written diagnosis from a licensed physician, psychologist, or other qualified professional stating the student's specific disability and the specific nature of the disability or:
  1. An Individual Education Plan (IEP) or;
  2. Multi-Functional Evaluation (MFE).
- c. The SCE Coordinator will notify the commander the status of the student's eligibility for special testing accommodations;
- d. Special accommodations examinations will be conducted at a Pearson testing site upon final eligibility and authorization. (See Section 7 for more information)

## **5.10 Collect and Grade Student Notebooks**

- 5.10.1** The Commander shall evaluate the students' notebooks as either satisfactory or unsatisfactory. If unsatisfactory, enter "U" in Notebook column on the SF160cbt, Student Evaluation Form the student will not be eligible to take the SCE with an unsatisfactory inspection.

- 5.10.2** Return notebooks to students after evaluating them.

## **5.11 Collect All Proficiency Testing Records**

- 5.11.1** The Commander shall ensure that all skill area Proficiency Testing Records have been properly completed by the student and Instructor.

- 5.11.2** The Commander shall ensure that each student's Proficiency Testing Records correspond to the curriculum code for the school the student attended.

**5.11.3** The Commander shall verify that the Instructor(s) who scored the student's proficiency testing record signs the Proficiency Testing Records. Original signatures are required; no stamped signatures will be accepted.

**5.11.4** Proficiency Testing Records shall be categorized by skills area and arranged alphabetically to correspond with the Student Attendance Roster, SF120unv.

**5.12 Records Management**

Commanders are strongly encouraged to consult with legal counsel regarding their responsibility to maintain sign-in sheets, Proficiency Testing Records, and other school records for each student who attends Corrections Basic Training.

## Section 6

### Closing Audit

Prior to the last day of class in which OPOTC topics are taught, the Commander shall contact the Compliance Specialist to schedule a closing audit. The closing audit must be conducted after the last day of class in which OPOTC topics are taught. Any errors, omissions or discrepancies in the closing paperwork shall be corrected before the closing documents are submitted to the Certification Specialist for final review and approval.

#### 6.1 Full-Time Students

**6.1.1** The appropriate paperwork for full-time Corrections Basic Training Students shall be submitted to the Compliance Specialist at the closing audit. All closing documents submitted shall be original and either computer-generated or typed. All computer-generated forms shall follow the OPOTC format and contain the same information. The forms to be submitted are as follows:

**6.1.2 SF105unv – Revised School Calendar.** This form shall include all dates, times, topics and Instructors as it was actually conducted.

**6.1.3 SF185unv – Notification of Changes in School Schedule**

**6.1.4 SF120unv – Student Attendance Roster**

**6.1.5 SF121unv – Student Sign-in Sheets.** The Commander shall keep the sign-in sheets on file and make them available for review by the Compliance Specialist at the closing audit.

**6.1.6 SF122unv – Notification of Make-up Hours.** This form shall include a separate SF120unv, Student Attendance Roster, listing only the make-up hours for each student attending a make-up session. List topic numbers on last line of the SF120unv.

**6.1.7 SF160cbt – Student Evaluation Record.**

This report must be compiled and maintained during the course of the school. The Commander shall submit a hard copy of the form at the closing audit. Medical and military extension students shall be recorded as such on the hardcopy of the SF160cbt at closing.

The SF160cbt form shall be completed as follows:

- a. School name and number (no abbreviations, use same name throughout the form);
- b. Dates of school;
- c. Student names including all students enrolled by the third day of OPOTC topics (listed in alphabetical order by last name, first name, middle initial);
- d. For each skill area, mark “S” for satisfactory, a “U” for unsatisfactory, or “N/A” for not applicable;

- e. If the student dropped out, withdrew, was excused or granted an extension, mark with an “X”;
- f. If the student is granted a medical or military extension, mark with “Med” or “Mil” in the dropout column;
- g. When the student completes training following an extension or fails to complete training following an extension (e.g., does not contact the Commander upon return to complete training) note on the form and complete the remaining blocks.

**6.1.8** All current Proficiency Testing Records must be available for review at closing audit.

#### **6.1.9 SF175unv – Closing Letter**

**6.1.10 EX705 – State Certification Examination Authorization Data (EAD) Form.** This form shall be completed as follows:

- a. Complete the entire form, listing student names alphabetically by last name, first name, and middle initial;
- b. The form shall be typed or computer-generated;
- c. All Corrections Basic Academic must be audited by an OPOTC Compliance Specialist prior to the SCE. The Compliance Specialist shall sign and date the EX705 in order for the academy to be eligible to test;
- d. List only those students who are eligible to test;
- e. Email the signed EX705 to the OPOTC SCE Coordinator at [OPOTCSCECoordinator@OhioAGO.gov](mailto:OPOTCSCECoordinator@OhioAGO.gov) on the day of the closing audit;
- f. A copy of the EX705 must be sent with the closing paperwork to the OPOTC Certification Specialist.

#### **6.2 Prior Equivalent Students**

**6.2.1** The appropriate paperwork for prior equivalent Corrections Basic Training Students shall be submitted to the Compliance Specialist at the closing audit. All closing documents submitted shall be original and either computer-generated or typed. All computer-generated forms shall follow the OPOTC format and contain the same information. The forms to be submitted are as follows:

- a. **SF525cbt – OPOTC Prior Equivalency Training Determination** form.
- b. **SF105unv – Revised School Calendar, if applicable.** This form shall include all dates, time, topics, and Instructors as it was actually conducted. **SF185unv – Notification of Changes in School Schedule, if applicable.**
- c. **SF120unv – Student Attendance Roster.** List only the dates that topics applicable to the prior equivalent student(s) were taught. List topic numbers on the last line of the SF120unv. Since prior equivalent students essentially have their own curriculum, each prior equivalent student shall have a separate Student Attendance Roster, SF120unv.
- d. **SF121unv – Student Sign-In sheets.** The Commander shall keep the sign-in sheets on file and make them available for review by the Compliance Specialist at the closing audit.



- e. **SF122unv – Notification of Make-up Hours, if applicable.** This form shall include a separate SF120unv, Student Attendance Roster, and listing only the make- up hours for each student who was required to make-up any portion of a training session. List topic numbers on last line of the SF120unv.
- f. **SF160cbt – Student Evaluation Record.**
- g. All current SPO sheets must be available for a review at the closing.
- h. **SF175unv – Closing Letter.**
- i. **EX705 – State Certification Examination Authorization Data (EAD) Form.**

## Section 7

### State Certification Examination (SCE)

#### 7.1 Eligibility for the State Certification Examination

##### 7.1.1 Disqualifying Offenses

Students subject to a disqualifying offense, other conviction, or weapons disability that impedes the completion of training will not be permitted to take the SCE.

##### 7.1.2 Students shall not sit for the SCE if they have failed any portion of the academy.

#### 7.2 Prior Equivalents – State Certification Examination

##### 7.2.1 Prior Equivalent students may be eligible for an early final audit and may take the SCE upon completion of their required topics if deemed necessary by the school commander.

#### 7.3 Pearson – Computer-Based Testing

##### 7.3.1 Student information will be sent by OPOTC to Pearson to establish a candidate demographic record in the Pearson candidate database. To ensure accurate data entry, information **must be typed or computer generated** on the SF115unv Student Enrollment Record.

##### 7.3.2 Scheduling

Once the OPOTC SCE Coordinator receives notification from the OPOTC Certification Specialist that an academy is eligible and approved to test, an Exam Authorization Data (EAD) file is sent to Pearson. After the EAD has successfully transferred to Pearson, the OPOTC SCE Coordinator will notify the respective commander via email that their students should be receiving an Authorization to Test (ATT) email from Pearson. If a student does not receive their ATT within two (2) days of the OPOTC SCE Coordinator notifying the commander that their academy class has been approved to take the state certification exam (SCE), please notify the OPOTC SCE Coordinator at [OPOTCSCECoordinator@OhioAGO.gov](mailto:OPOTCSCECoordinator@OhioAGO.gov) or (740) 845-2690 as soon as possible. It is the responsibility of the commander to follow up with each student to ensure they have received their ATT email. **NOTE:** please make sure students check their spam/junk email folder as well for their ATT.

The ATT email to the student will contain pertinent information needed to schedule their SCE including two (2) attempts to pass the exam (OAC 109:2-9-10) which must be completed within their assigned eligibility testing window. If a passing score of 70% is not achieved within the two (2) attempts, the student must re-enroll into an academy, if desired.

##### 7.3.3 Group Scheduling

Group scheduling is available and can be requested by emailing Pearson at [PVGroupReservations@Pearson.com](mailto:PVGroupReservations@Pearson.com).

#### **7.3.4 Exam Fees**

The fee for each attempt for OPOTC certification exams is \$95. This exam fee is separate and additional to other applicable OPOTC application fees. The exam fee (\$95) must be paid at the time of exam reservation by credit card or debit card. Fees will not be accepted at the test center. Examination fees are non-refundable and non-transferable.

#### **7.3.5 Exam Vouchers**

Exam vouchers offer an alternative, convenient way to pay for examinations. Anyone purchasing a voucher(s) can redeem it later at the time of exam registration.

- There is no volume discount for vouchers.
- All vouchers are pre-paid.
- Vouchers are non-refundable and non-returnable.
- Vouchers expire 12 months from the date they are issued; and voucher expiration dates cannot be extended. The exam must be taken by the expiration date printed on the voucher.

To purchase an OPOTC exam voucher, visit: <http://www.pearsonvue.com/oh/opotc>

#### **7.3.6 Pearson ADA Accommodations**

Pearson complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion. Pearson provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

Test accommodations may include:

- A separate testing room
- Extra testing time
- A Reader or Recorder, for individuals with mobility or vision impairments and cannot read or write on their own

Test accommodations are individualized and considered on a case-by-case basis and approved by the OPOTC. All candidates who are requesting accommodations because of a disability must provide appropriate documentation to their Commander of their condition and how it is expected to affect their ability to take the test under standard conditions. (See Section 5.9 for more information)

#### **7.3.7 Score Report**

At the completion of the student's exam, they will receive a printed exam receipt with the status of "Pass" or "Did Not Pass." The OPOTC SCE Coordinator will electronically send exam results to the Commander on a weekly basis until all students have tested. Under no circumstances shall a Commander instruct a student to contact the SCE Coordinator or the OPOTC London office to inquire about test results. Once all students have tested within their eligibility testing window, the OPOTC SCE Coordinator will email a final report to the Commander.

- 7.3.8** A Pearson Candidate Handbook with specific information for the student, to include Cancellation and Rescheduling, is available online at <http://www.pearsonvue.com/oh/opotc>.

## **Section 8**

### **Post-Closing Procedures**

Commanders must inform all students of the guidelines for receiving certificates of completion for the Corrections Basic Training Academy.

#### **8.1 Certification of Students**

- 8.1.1** The Certification Specialist will review all documents in the closing audit.
- 8.1.2** Corrections Basic Training certificates are only issued to persons appointed to a full-service corrections facility.
- 8.1.3** Upon final approval of the academy closing audit, certificates shall be distributed directly to academy participants.
- 8.1.4** Certificates shall be sent electronically to the email address provided by the participant in their academy enrollment packet. Certificates will not be mailed or otherwise distributed in paper format unless specifically authorized by OPOTA.
- 8.1.5** Academy Commanders are responsible for ensuring that participant enrollment information, including email addresses, is accurate and complete prior to submission of closing audit materials.
- 8.1.6** Prior Equivalent certificates and update letters will be sent to the Appointing Authority.