



**DAVE YOST**  
OHIO ATTORNEY GENERAL



Ohio Peace Officer Training Commission  
Office 800-346-7682

P.O. Box 309  
London, OH 43140  
[www.OhioAttorneyGeneral.gov](http://www.OhioAttorneyGeneral.gov)

## **Private Security Instructor - Unit Application**

The following criteria must be met:

- Must be a high school graduate or possess a GED.
- Five years full-time experience in private security or related field.
- Completion of OPOTC-approved 80-hour Instructional Skills.
- Completion of courses which will allow a person to learn specific knowledge and skills in the topics for which the instructor desires certification.
- If seeking approval for Firearms topics, three years full-time armed experience in a security-related field as determined by the Executive Director.

Please include the following information with your application:

- Recommendation of a currently approved OPOTC Private Security Basic Training commander.
- A recent criminal history report conducted by BCI

**Refer to "Guidelines for Private Security Instructor Certification" for minimum criteria to teach an individual topic.**

Utilize the curriculum sheet on the last page of the application to indicate the topics in which the instructor desires certification.

Return application with all supporting documentation to:

Email: [OPOTC.Instructors@OhioAGO.gov](mailto:OPOTC.Instructors@OhioAGO.gov)

Ohio Peace Officer Training Commission  
Professional Standards Division  
P.O. Box 309  
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## **Procedure for obtaining a fingerprint-based background check from the Bureau of Criminal Investigation (BCI)**

In order to obtain a BCI Criminal Background Check you must submit a WebCheck request to BCI, from an approved WebCheck agency. In order to obtain such a record check, follow this procedure:

- I.** Log onto the Attorney General of Ohio's website: [www.ohioattorneygeneral.gov](http://www.ohioattorneygeneral.gov).
- II.** Scroll to the bottom of the page and click on WebCheck Locations under the Services heading.
- III.** Locate an agency nearest you and contact them regarding the WebCheck process.
- IV.** After completing the WebCheck procedure, have your WebCheck result sent **back to you**, so that you can attach it to your application.
- V.** Submit your completed application to:

Email: [OPOTC.Instructors@OhioAGO.gov](mailto:OPOTC.Instructors@OhioAGO.gov)

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## Private Security Instructor- Unit Application

This form may be emailed to: [OPOTC.Instructors@OhioAGO.gov](mailto:OPOTC.Instructors@OhioAGO.gov)

Name \_\_\_\_\_ Alias: \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
No./Street/P.O.Box City County State Zip Code

Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ SSN (Last 5): \_\_\_\_\_ DOB: \_\_\_\_\_ Male ☐ Female ☐

Email \_\_\_\_\_

**\*Email required for receiving Certificate.**

☐ By checking this box, you are authorizing OPOTC to add your Instructor information to the Instructor Directory on the OPOTA Portal. You may be contacted in their efforts to find an instructor.

Commander Email \_\_\_\_\_

☐ Check if certificate is also to be emailed to Commander.

### I. Education

#### High School Diploma/GED

High School Name Address Date received

#### Completion of 80 hour Commission approved Instructional Skills Course (attach certificate)

Location of Instructor Skills Course Dates Attended Date Completed

#### Specialized Training related to Private Security Topics

\*Attach only copies of training certificates/transcripts applicable to the areas you are seeking certification.

Name of School Course Title Course Length Date Completed Certificate




## II. Full-time Security &/or Law Enforcement Employment History

<u>Employer Name and Address</u>	<u>Employment Dates</u>	<u>Position(s)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*If part time security employment is applicable, attach employer, dates, position and functions performed

## III. Background Information

Have you ever been investigated, disciplined, or terminated for any matters alleging theft, falsification, dishonesty, violence, immorality, ethical misconduct, and/or sexual misconduct? If yes, include a detailed summary.

☐ Yes ☐ No

Have you ever been convicted of a felony, or are you subject to a firearms disability or prohibition? If yes, include a detailed summary.

☐ Yes ☐ No

**I declare that the information in this application is true and correct to the best of my knowledge.**

_____ Name of Applicant	_____ Signature of Applicant	_____ Date
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## IV. Commander Recommendation and Intent to Employ

\_\_\_\_\_  
(initial) I attest that the information provided in this application is, to the best of my knowledge, true and accurate. I understand that falsification of any information may impact my ability to command this school or future schools, may impact my status as an OPOTC-certified commander, and may carry other legal consequences.

\_\_\_\_\_  
(initial) Within the next 12 months, I intend to employ this applicant as an instructor in an OPOTC-approved academy that I will command.

Attesting to the above, I recommend this application be accepted and the applicant certified.

_____ School Commander's Name	_____ School Commander's Signature
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_____ School Name	_____ OPOTC PSC or PSF Number	_____ Date
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_____ Phone Number	_____ Email
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## Private Security Training Curriculum Effective 07/01/2024

### 1. Administration

- \_\_\_\_ 1. Intro to Basic Training (Commander Only)
- \_\_\_\_ 2. Role of Private Security
- \_\_\_\_ 3. Ethics & Professionalism\*\*

### 2. Legal

- \_\_\_\_ 1. Overview of the Criminal Justice System\*
- \_\_\_\_ 3. Liability\*
- \_\_\_\_ 7. Testifying\*

### 3. Human Relations

- \_\_\_\_ 1. Interacting with the Media
- \_\_\_\_ 2. Crisis Intervention\*\*
- \_\_\_\_ 3. Drug Awareness\*\*
- \_\_\_\_ 5. Juveniles
- \_\_\_\_ 7. Community Diversity & Procedural Justice\*

### 4. Communications

- \_\_\_\_ 2. Report Writing\*\*
- \_\_\_\_ 3. Interviews\*\*

### 5. Loss Prevention

- \_\_\_\_ 1. Loss Prevention

### 6. Safety & Protective Services

- \_\_\_\_ 1. Fire Safety\*\*
- \_\_\_\_ 2. Occupational Safety\*\*
- \_\_\_\_ 3. Patrol Techniques
- \_\_\_\_ 4. Crowd Control

### 7. Subject Control Techniques\*

### 8. First Aid/CPR/AED\*

### 9. Firearms

- \_\_\_\_ 1. Revolver\*
- \_\_\_\_ 2. Semi-Auto\*
- \_\_\_\_ 3. Shotgun\*

**Must be a Unit  
Instructor to  
request unit 9**

### 10. Homeland Security

- \_\_\_\_ 1. Terrorism Awareness\*\*
- \_\_\_\_ 2. Incident Command System (ICS)\*\*
- \_\_\_\_ 3. National Incident Management System (NIMS)\*\*

**\*Denotes Instructor Course Is Required For Certification.**

**\*\*Denotes Advanced Training Course In Subject Matter Is Required For Certification.**

**Refer to "Guidelines for Private Security Instructor Certification" for minimum criteria to teach an individual topic**