



**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 Renewal Application**

Instructors shall renew their certificate every three years, at least 60 days and no more than 90 days before expiration of the certificate.

Please include the following information with your application:

- Written evidence from the educational or training facility where the instructor received training documenting that the instructor has successfully completed **within the past three years, a minimum of 15 clock hours of training in topics related to the basic training curriculum.**
- Written evidence from the school commander or administrator that the instructor has **taught in two approved private security basic training schools the past three years.**

Return application with all supporting documentation to:

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

Ohio Peace Officer Training Commission  
Professional Standards Division  
P.O. Box 309  
London, Ohio 43140



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## Private Security Instructor- Unit Renewal Application

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

**Attach written evidence of training in topics related to the basic training curriculum, minimum of 15 hours required.**

<u>Educational/Training Facility</u>	<u>Course Title</u>	<u>Date</u>	<u>Total Hours</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Attach written evidence of teaching hours in the last 3 years from 2 separately numbered academies.**

<u>School Name &amp; Number</u>	<u>Date(s) Taught</u>	<u>Topic Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

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