



DAVE YOST
OHIO ATTORNEY GENERAL



Ohio Peace Officer Training Commission
Office 800-346-7682

P.O. Box 309
London, OH 43140
www.OhioAttorneyGeneral.gov

Private Security Instructor - Topic Application

The following criteria must be met:

- Must be a high school graduate or possess a GED
- Must be licensed, degreed, or professionally certified in the area of requested topics. Must have a minimum of two years' experience
- Completion of OPOTC-approved 80-hour Instructional Skills course, or Bachelor's Degree in Education; or current Ohio Department of Education Career Technical Education (CTE) license

Exceptions to the training requirements are:

- Attorneys licensed in the state of Ohio who apply for certification in any legal topics. (Submit a copy of your attorney registration card.)
- Duly qualified First Aid instructors for American Heart Association, Red Cross, or American Safety and Health Institute who apply for certification in any first aid topics. (Submit a copy of your instructor card.)
- Duly qualified Instructors in Homeland Security who apply for certification in any homeland security topics.

Please include the following information with your application:

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

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

Ohio Peace Officer Training Commission
Professional Standards Division
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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.
- 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

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Professional Standards Division
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Private Security Instructor- Topic Application

This form may be emailed to: 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 OHLEG. 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

Full-time experience in the subject area to be taught

Agency Name Time employed Title/Position Dates of Employment

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

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

Location of Instructor Skills Course Dates Attended Date Completed

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
|-------|-------|-------|



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

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

School Name

OPOTC PSC or PSF Number

Date

Phone Number

Email



Private Security Training Curriculum Effective 07/01/2023

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